Wire Transfers User Guide
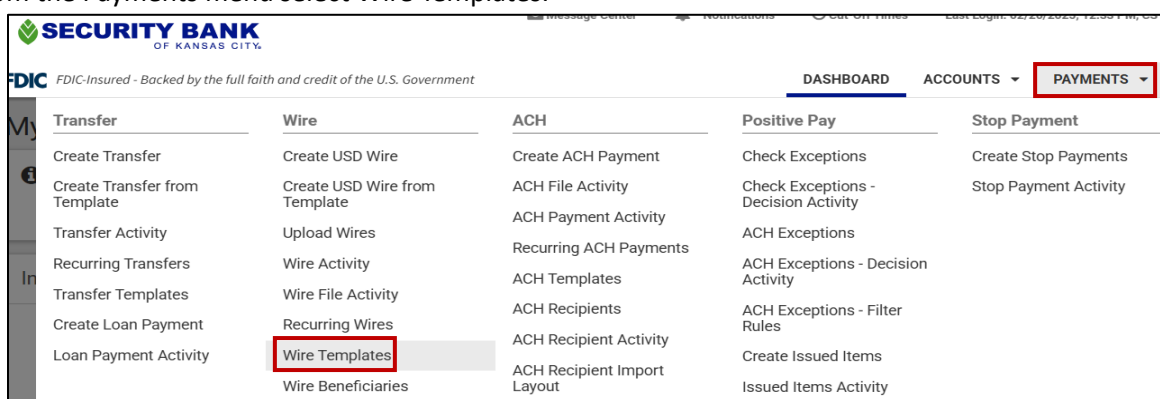
Table of Contents

Create Wire Template

Note: Saved beneficiaries must exist first before performing this option.
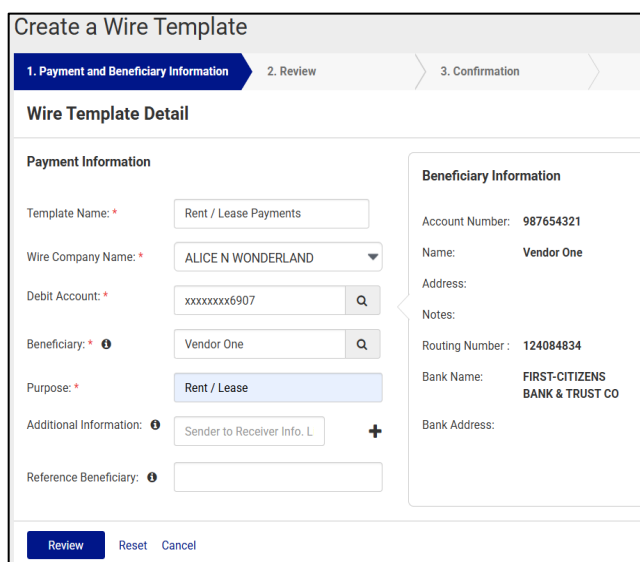
1. From the Payments menu select Wire Templates.

2. Select the 'Create New Template' icon.

3. Complete the fields by typing in the information or by selecting the drop down / magnifying glass for each:
   a. Template Name – Name to label this wire template.
   b. Wire Company Name – Business being used to originate the wire.
   c. Debit Account – Use magnifying glass to select the account to be debited.
   d. Beneficiary – Either select the magnifying glass to choose from a list of your beneficiaries or click within the 'Select a Beneficiary' and begin typing the name of the saved beneficiary.
   e. Purpose – Input a description for the wire.
   f. Additional Information *(if applicable)* – Input a specific memo that the beneficiary can view when they receive the wire.

4. Select the 'Review' icon to continue with a review of the information.
5. Once all information is verified, select the 'Confirm' icon to submit the wire.

6. Input the security code using your secure token or Symantec VIP code followed by your 4-digit PIN.

7. The wire template will then be created and will show within the Wire Templates section.

Creating One Domestic Wire

1. From the Payments menu select Create USD Wire.

2. Complete the fields by typing in the information or by selecting the drop down / magnifying glass for each:
   a. Wire Company Name – Business being used to originate the wire.
   b. Debit Account – Use magnifying glass to select the account to be debited.
   c. Beneficiary – Either select the magnifying glass to choose from a list of your beneficiaries or click within the 'Select a Beneficiary' choose the Enter Beneficiary option.
      i. Input the beneficiary information

Beneficiary Information

Bank ID: *   [Routing Number] [🔍]

Bank Name: *   [   ]

Bank City: *   [   ]

Bank State: * [▼]

Account Number: * [   ]

Re-enter Account Number: * [   ]

[Select a Beneficiary]
[**Enter Beneficiary**]

d. Wire Amount – Input the dollar amount to be wired.
e. Frequency – Select how often this wire will occur or if it will be a one-time wire.
    i. When selecting to repeat choose which day and the date range this will last.
f. Purpose – Input a description for the wire.
g. Additional Information *(if applicable)* – Input a specific memo that the beneficiary can view when they receive the wire.

3. Select the 'Review' icon to continue with a review of the information.
4. Once all information is verified, select the 'Confirm' icon to submit the wire.

5. Input the security code using your secure token or Symantec VIP code followed by your 4-digit PIN.

6. The wire will then need to be approved by a second user with the proper entitlements. This can be performed if the widget is on their dashboard, within wire activity, or through the mobile app.

7. On the "Pending Approval" screen the option will exist at the bottom to 'Save as Template'. Selecting this option will allow the beneficiary and bank details to be saved for future use.

Creating Multiple Domestic Wires

Note: Saved beneficiaries must exist first before performing this option.

1. From the Payments menu select Create USD Wire.

2. Select the 'Create Multiple Wires' option.

Create USD Wire ⓘ

1. Payment and Beneficiary Information

Domestic   Create Multiple Wires

3. Checkbox which Beneficiary Names the wires are being created for then select the 'Initiate Payments' icon.

Select Beneficiaries

	Beneficiary Name ⇅	Account Number ⇅	Bank ID ⇅	Bank Name ⇅	Country ⇅	Created Date ⇅	Status ⇅
☑	Vendor One	987654321	124084834	FIRST-CITIZENS BANK & TRUST CO	US	12/31/2024	Ready
☑	Vendor Two	123456789	031100209	CITIBANK, N.A.	US	12/31/2024	Ready
☐	Vendor Three	123123123	031302515	MID PENN BANK	US	12/31/2024	Ready

Viewing 1 - 3 of 3 Beneficiaries   25 ⌄

Initiate Payments

4. Complete the fields by typing in the information or by selecting the drop down / magnifying glass for each:
   a. Wire Company Name – Business being used to originate the wire.
   b. Debit Account – Use magnifying glass to select the account to be debited.
   c. Wire Amount – Input the dollar amount to be wired.
   d. Frequency – Select how often this wire will occur or if it will be a one-time wire.
      i. When selecting to repeat choose which day and the date range this will last.
   e. Purpose – Input a description for the wire.
   f. Additional Information *(if applicable)* – Input a specific memo that the beneficiary can view when they receive the wire.

Beneficiary: *	Vendor One	Wire Amount: *	$1,234.56 USD	Purpose: *	Invoice #123456
	Account Number: 987654321 Bank ID: 124084834	Frequency: *	One Time	Additional Information: ⓘ	Sender to Receiver Info. L
Wire Company Name: *	ALICE N WONDERLAND	Effective Date: *	02/20/2025	Reference Beneficiary: ⓘ	
Debit Account: *	xxxxxxxx6907				

Remove

Beneficiary: *	Vendor Two	Wire Amount: *	$7,890.12 USD	Purpose: *	Invoice #789012
	Account Number: 123456789 Bank ID: 031100209	Frequency: *	One Time	Additional Information: ⓘ	Sender to Receiver Info. L
Wire Company Name: *	ALICE N WONDERLAND	Effective Date: *	02/20/2025	Reference Beneficiary: ⓘ	
Debit Account: *	xxxxxxxx1303				

5. Select the 'Review' icon to continue with a review of the information for all applicable wires.
6. Once all information is verified, select the 'Confirm' icon to submit the wire.

$7,890.12 to Vendor Two

Wire Company Name:	ALICE N WONDERLAND		Beneficiary Name:	Vendor Two
Debit Account:	xxxxxxxx1303		Beneficiary Account Number:	123456789
Wire Amount:	$7,890.12		Beneficiary Address:	Riverside, CA 92503
Frequency:	One Time			
Effective Date :	02/20/2025		Notes:	
Purpose:	Invoice #789012		Routing Number :	031100209
Additional Information			Beneficiary Bank Name:	CITIBANK, N.A.
Reference Beneficiary :			Beneficiary Bank Address :	NEW CASTLE, DE

Confirm   Back   Cancel

7. Input the security code using your secure token or Symantec VIP code followed by your 4-digit PIN.

Identity Verification

We need to verify your identity for the security of the account. Please enter your security code followed by your 4-digit PIN (no space).

Verify   Cancel

8. The wires will then need to be approved by a second user with the proper entitlements. This can be performed if the widget is on their dashboard, within wire activity, or through the mobile app.

Helpful Information

1. Within 'Wire Activity', users can search for wires that are pending, complete, or need to be edited/debited.
2. Configure the dashboard to add the 'Payments Pending Approval' widget to allow for quick access to approve or deny wires.

If you need further assistance, please contact Treasury Management Services at (913) 652-4888.