

# **Business Online Banking Quick Reference Guide**

## **Wires**



**Local. Community. Trust.**

# FREE FORM WIRE

Alerts allow you to better manage your accounts through email notifications. Online banking alerts are FREE and easy to setup. All you need to do is ensure that your online banking email address is correct.

## From the Money Movement menu select WIRE:

1. Select the Account Number
2. Select the Send on Date
3. Enter the Transfer Amount
4. Select Wire Purpose
5. Select CONTINUE
6. Enter all applicable information. Click CONTINUE
7. From the Verify Wire screen, ensure all of the information is correct. Select TRANSMIT or Submit for Approval\*

\*If your company is set up for dual approvals, please follow steps for Secondary Wire Transfer below.

# REPETITIVE WIRE TRANSFER

## From the Money Movement menu select WIRE:

1. Select the Wire via a Template or Wire via Multiple Templates link
2. Select the Template Name from the drop down menu
3. Enter the AMOUNT
4. Enter any OPTIONAL TEXT that you wish to be include in the wire
5. Select the FREQUENCY (default is today only)
6. Select CONTINUE
7. From the Verify Wire screen, ensure that all of the information is correct. Select TRANSMIT\*

\*If your company is set up for dual approvals, please follow steps for Secondary Wire Transfer below.

## Wire History Search:

1. Select WIRE under the Money Movement and Select HISTORY
2. Select how you'd like to receive the details (Screen, CSV, PDF)
3. Select the ACCOUNT(S) to view
4. Select a SPECIFIC DATE or DATE RANGE
5. Select the STATUS (default is ALL)
6. Select the Wire Type
7. Select SEARCH

# SECONDARY WIRE APPROVAL INSTRUCTIONS

1. At the Welcome Screen, select APPROVALS in the upper right hand corner.
2. Select TRANSACTIONS tab at the top of the screen
3. In the transaction list below, select the wire you wish to approve and click APPROVE SELECTED
4. Verify Wire Approval, select TRANSMIT