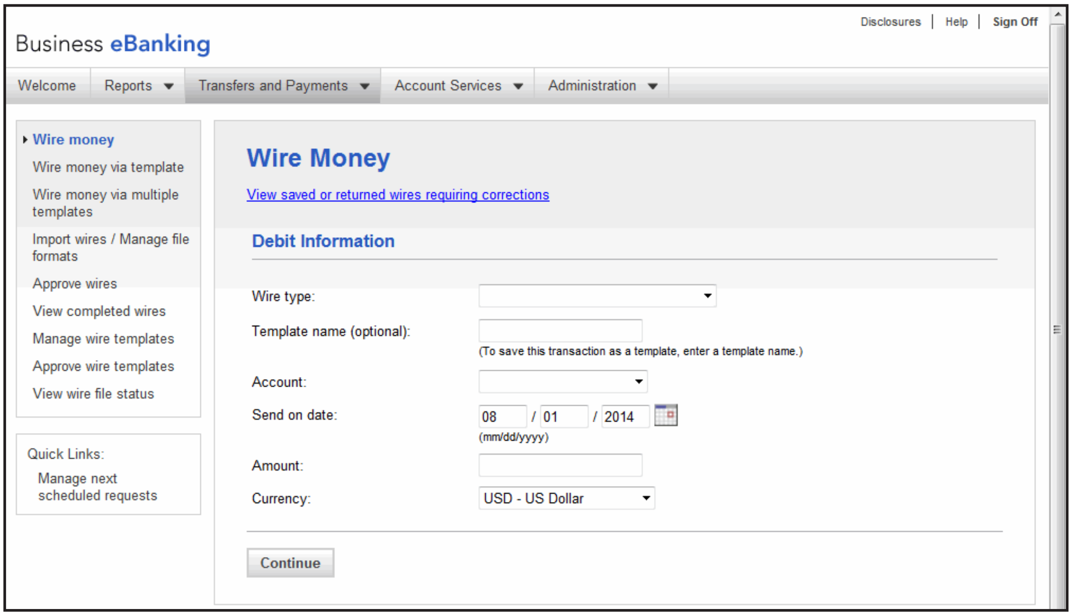
Wire Transfer Guide

Entering a One-Time Wire Transfer

1. Click **Wire Money** in the Wire section of the Transfers and Payments tab. The Wire Money page appears:



2. Fill in the following fields:

- **Wire Type:** Select the type of wire to use.
- **Template Name:** *(Optional.)*
- **Account:** Select the account to be debited from the drop-down list.
- **Send on Date:** Select the date for the wire transfer request to take place.
- **Amount:** Dollar amount of the wire.
- **Currency:** The currency type for the money.

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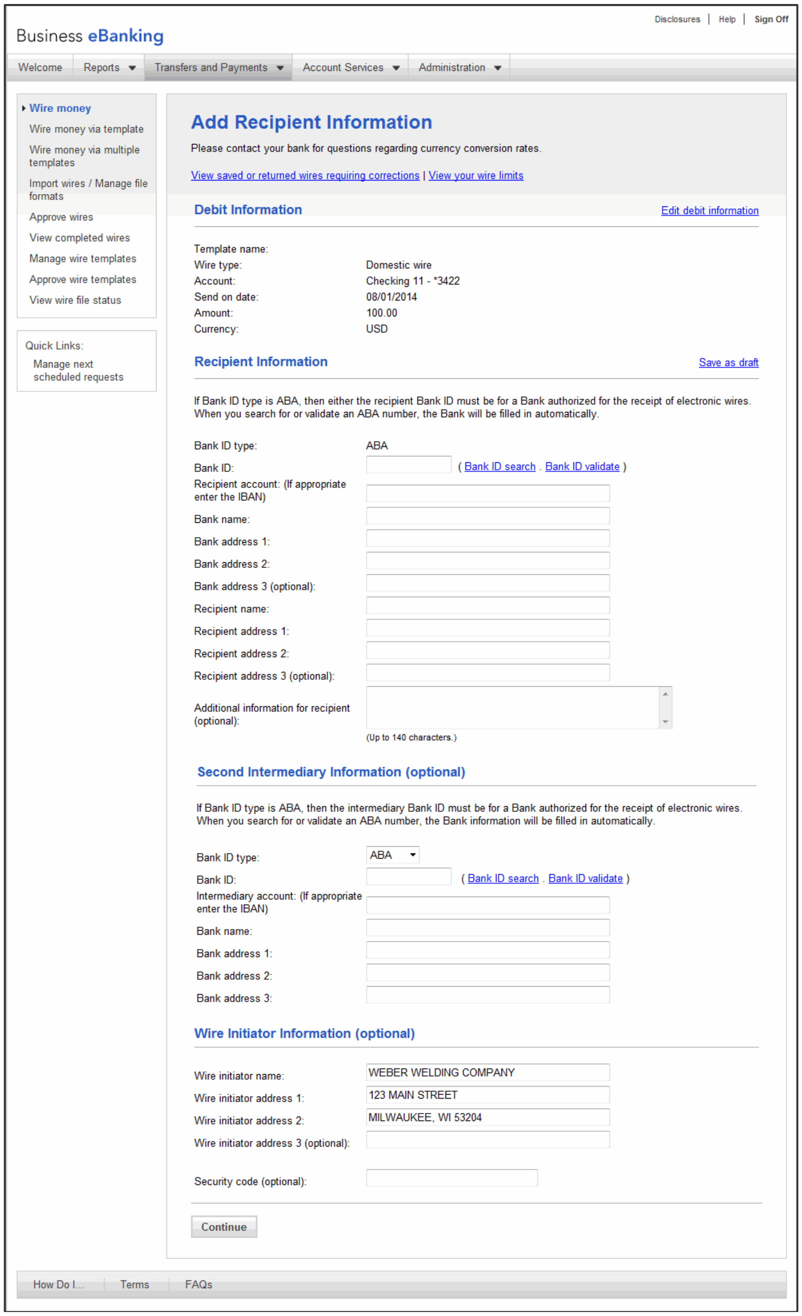
3. Click **Continue**. The Add Recipient Information page appears:



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Business eBanking

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- Wire money
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- Wire money via multiple templates
- Import wires / Manage file formats
- Approve wires
- View completed wires
- Manage wire templates
- Approve wire templates
- View wire file status

Quick Links:
Manage next scheduled requests

Add Recipient Information

Please contact your bank for questions regarding currency conversion rates.

View saved or returned wires requiring corrections | View your wire limits

Debit Information

Edit debit information

Template name:
Wire type: Domestic wire
Account: Checking 11 - *3422
Send on date: 08/01/2014
Amount: 100.00
Currency: USD

Recipient Information

Save as draft

If Bank ID type is ABA, then either the recipient Bank ID must be for a Bank authorized for the receipt of electronic wires. When you search for or validate an ABA number, the Bank will be filled in automatically.

Bank ID type: ABA
Bank ID: (Bank ID search . Bank ID validate)
Recipient account: (If appropriate enter the IBAN)
Bank name:
Bank address 1:
Bank address 2:
Bank address 3 (optional):
Recipient name:
Recipient address 1:
Recipient address 2:
Recipient address 3 (optional):
Additional information for recipient (optional):
(Up to 140 characters.)

Second Intermediary Information (optional)

If Bank ID type is ABA, then the intermediary Bank ID must be for a Bank authorized for the receipt of electronic wires. When you search for or validate an ABA number, the Bank information will be filled in automatically.

Bank ID type: ABA
Bank ID: (Bank ID search . Bank ID validate)
Intermediary account: (If appropriate enter the IBAN)
Bank name:
Bank address 1:
Bank address 2:
Bank address 3:

Wire Initiator Information (optional)

Wire initiator name: WEBER WELDING COMPANY
Wire initiator address 1: 123 MAIN STREET
Wire initiator address 2: MILWAUKEE, WI 53204
Wire initiator address 3 (optional):

Security code (optional):

Continue

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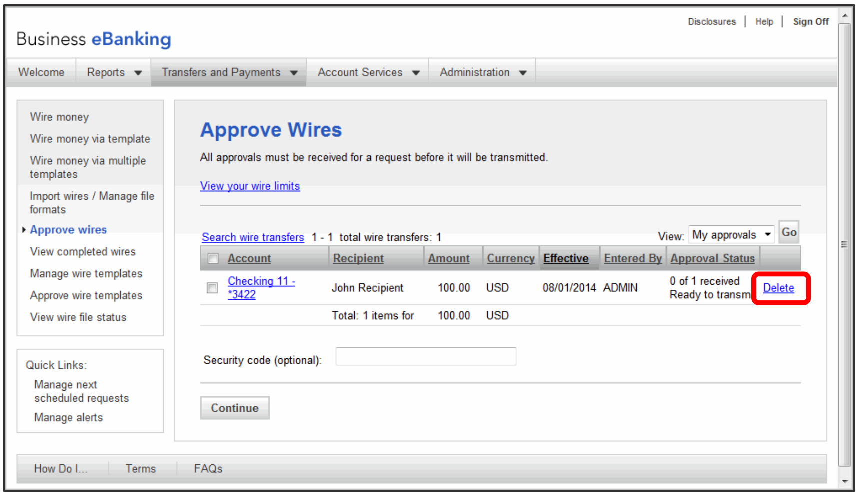
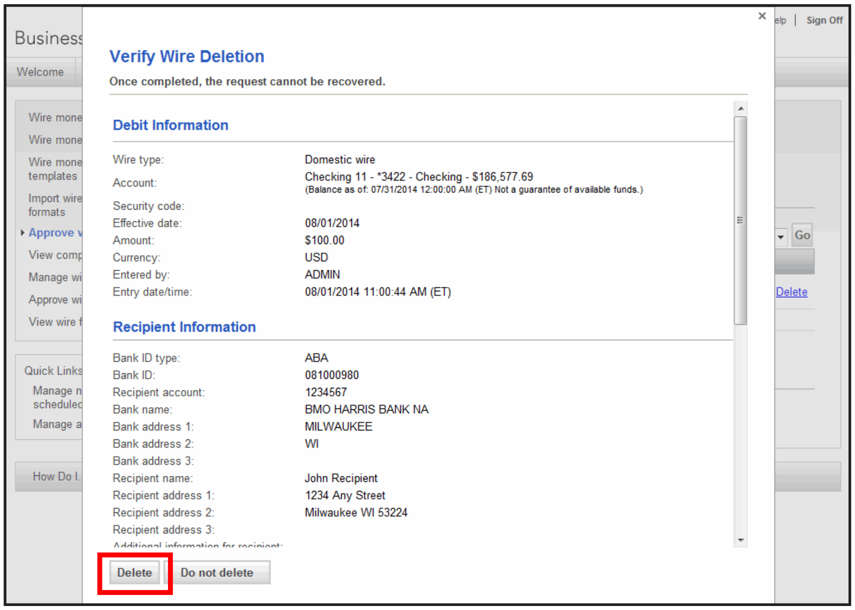
4. Enter Recipient Information.
   - **Bank ID:** *(Required)* Enter the nine-digit bank routing and transit number.
   - **Recipient Account:** *(Required)* Enter the account number to receive the wire transfer.
   - **Bank Name:** *(Required)* Enter the name of the financial organization to receive the wire transfer.
   - **Bank Address 1:** *(Required)* Enter the bank's address.
   - **Bank Address 2:** *(Required)* Enter the bank's address.
   - **Bank Address 3:** *(Required)* Enter the bank's address.
   - **Recipient Name:** *(Required)* Enter the name or department that will receive the wire transfer.
   - **Recipient Address 1:** *(Required)* Enter the address for the person or department that will receive the wire transfer.
   - **Recipient Address 2:** *(Required)* Enter the address for the person or department that will receive the wire transfer.
   - **Recipient Address 3:** *(Optional)* Enter additional address information for the person or department that will receive the wire transfer.
   - **Additional Information for Recipient:** *(Required)* Enter additional information for the recipient.
5. Enter any Intermediary Information, Second Intermediary Information, and Wire Initiator Information if necessary.
6. Click **Continue**. The Verify Wire page appears.
7. Verify information is accurate, then click **Transmit** or **Submit** for approval (if approvals are required). The Wire Confirmation page appears.

Deleting a Wire Transfer

1. Access the Approve Wires page:



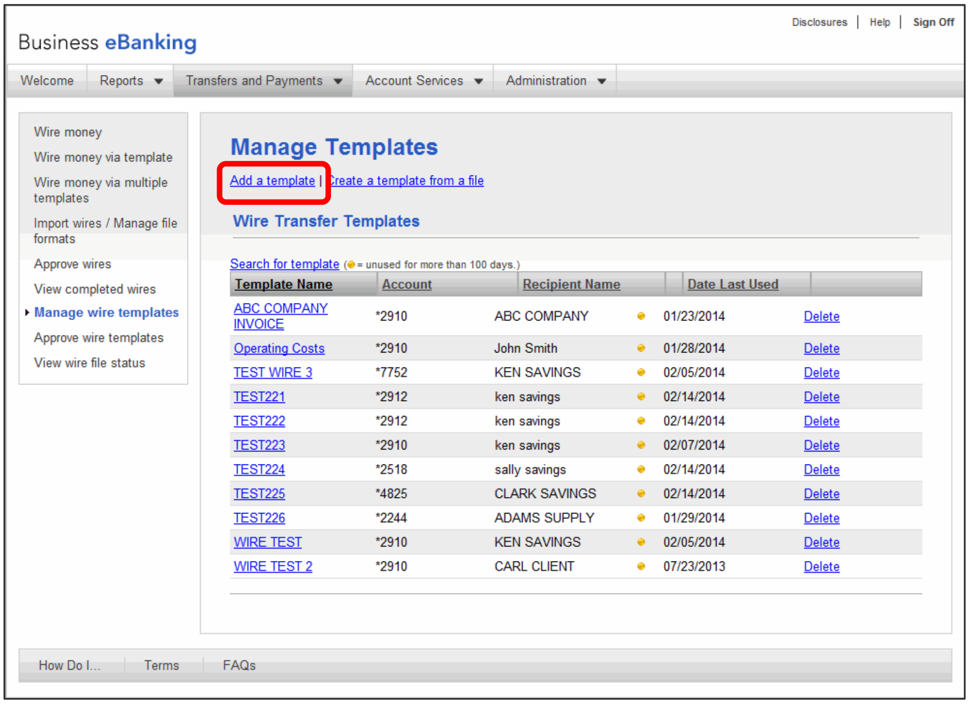
2. Select the wire transfer you want to delete by clicking the **Delete** link in the far right column. The Verify Wire Deletion pop-up window appears:



3. Click **Delete**. The window disappears, and you will return to the Approve Wires page, which will update to show the wire transfer has been deleted.

Add Wire Template

1. In the Transfers and Payments tab, click the **Manage Wire Templates** link under the Wire section. The Manage Templates page appears:



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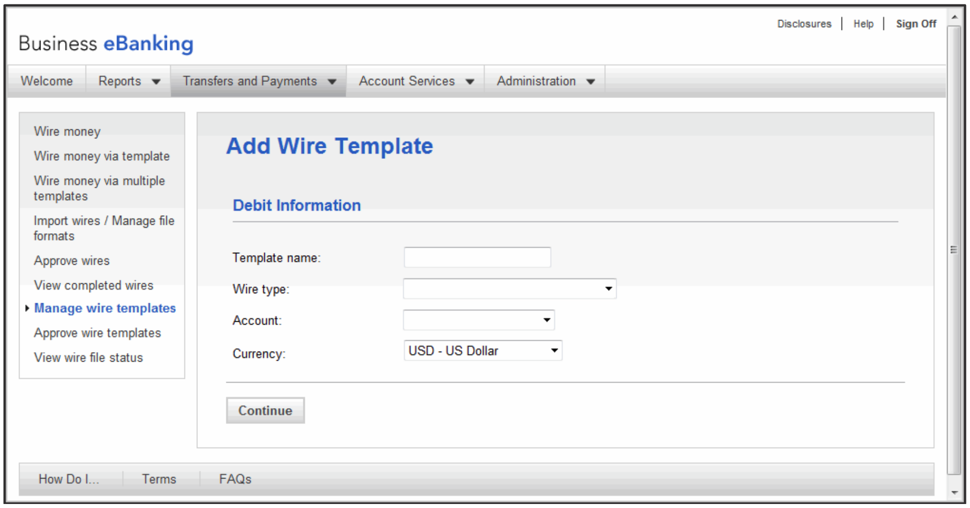
2. Click the **Add a Template** link at the top of the page. The Add Wire Template page appears:



3. Complete the fields on the page:

- **Template Name:** The name of the wire template.
- **Wire Type:** Either domestic, foreign currency international, or USD international.
- **Account:** The account from which funds will be debited.
- **Currency:** The currency to be used for the wire.

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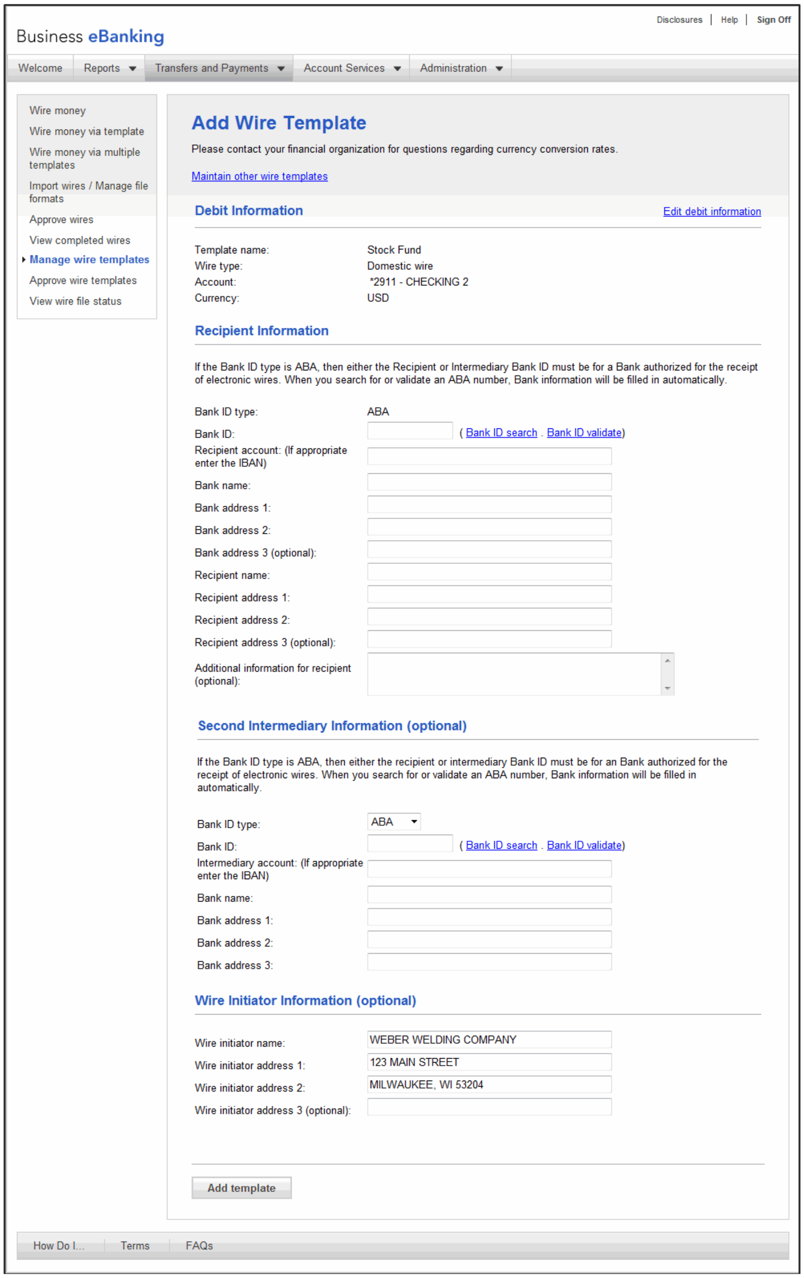
4. Once completed, click the **Continue** button. The Add Wire Template page updates to display the Recipient Information section:



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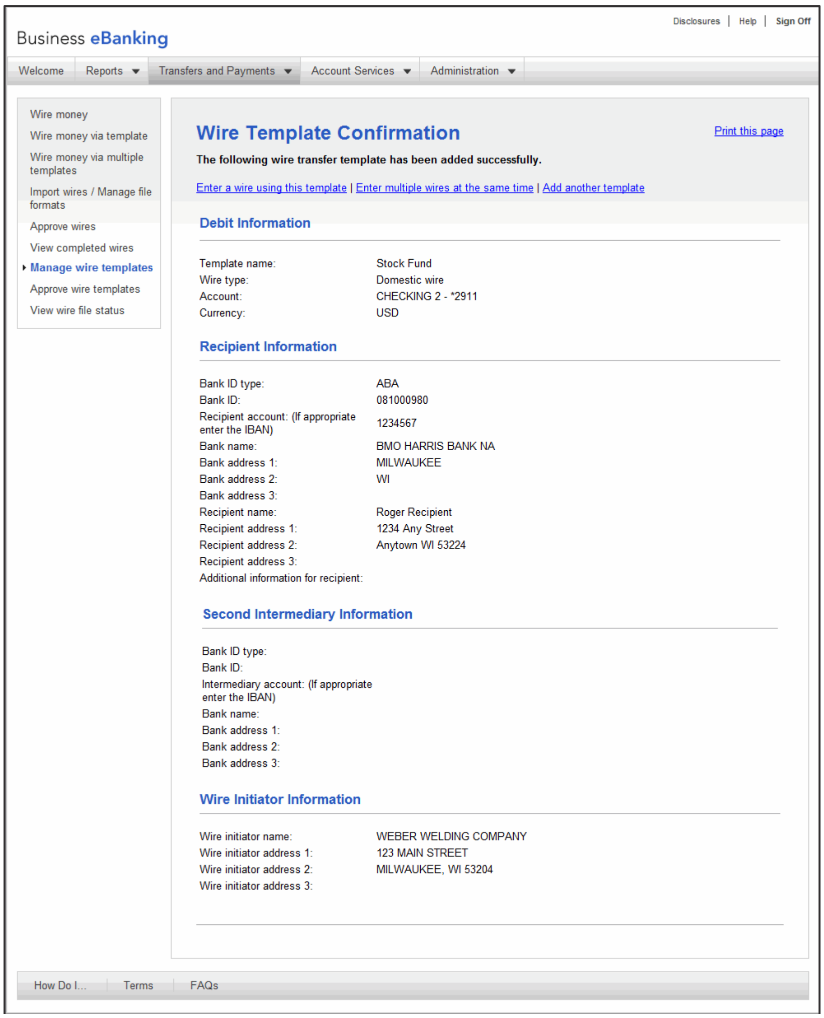
5. Enter the Recipient Information fields.

   NOTE: If you click the Bank ID search link, a pop-up window will appear. You can fill in the information in the fields and click Search to find the exact information for a bank if you do not know it. Once you choose the bank you want to use, you click OK. You will notice information like the Recipient Bank ID, Bank name, and Bank address fields will be filled in automatically.

6. When complete, click **Add Template**. The Wire Template Confirmation page appears:



Wire Money via Templates

The Wire Money via Templates service allows you to initiate a repetitive domestic or international wire transfer between accounts. The tasks you perform using Wire Templates are:

- Wire money via a template
- Wire money via multiple templates
- Transmitting template-based wires
- Deleting template-based wires
- Reviewing history of previous wires

Target Audience

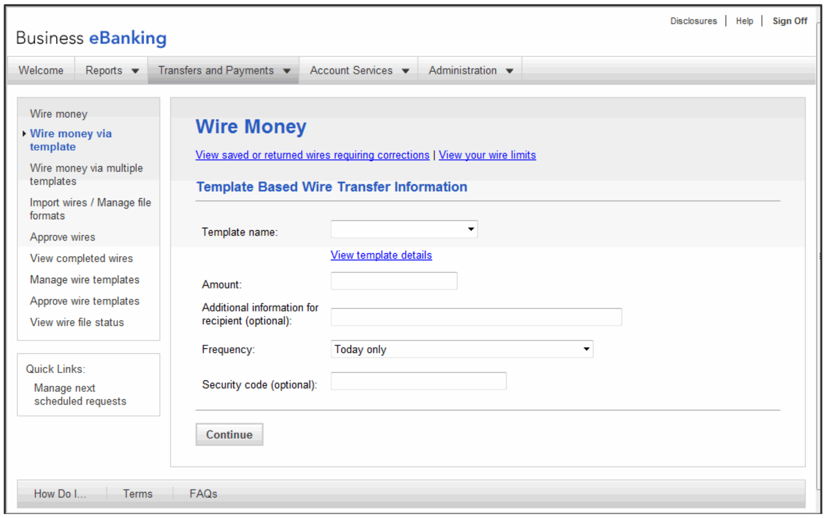
Customers who frequently send recurring wire transfers.

Benefit to Customer

Enables customers to save time by eliminating the need to call or visit their financial organization to send a wire transfer.

Wire Money via Template

1. Click the **Wire Money via Template** link in the Wire section of the Transfers and Payments tab. The Wire Money, Template Based Wire Transfer Information page appears:



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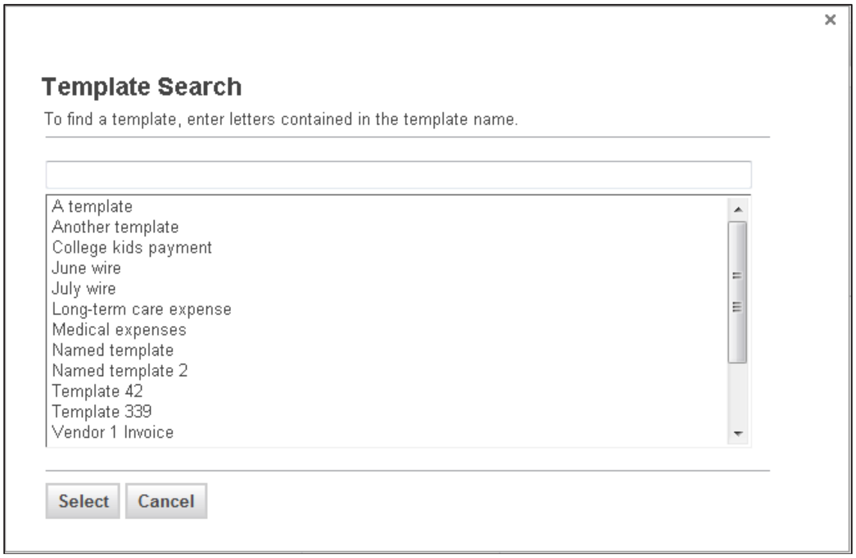
2. Select the template you will use by clicking the **Drop-Down List**.

NOTE: If the user is entitled to 50 or more templates, a Search for template hyperlink will appear.

3. *(Optional)* Click the **Search for Template** link. The Template search pop-up window appears:



4. *(Optional)* Click the template that will be used, and click the **Select** button. You will return to the Wire Money, Template Based Wire Transfer Information page.

5. Fill the following fields:

- **Amount:** Enter the dollar amount of the wire transfer.
- **Additional Information for Recipient *(Optional)*:** Enter up to 80 characters of special instructions that will accompany the transfer. This text appears on the Wire Transfer History page in BeB.
- **Frequency:** Select the frequency of the wire.
- **Security Code *(Optional)*:** Additional code needed to complete the wire request.

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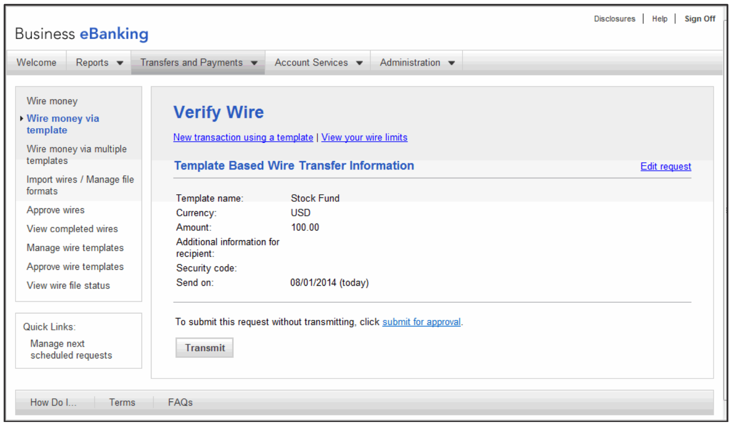
6. Click **Continue**. The Verify Wire page appears:

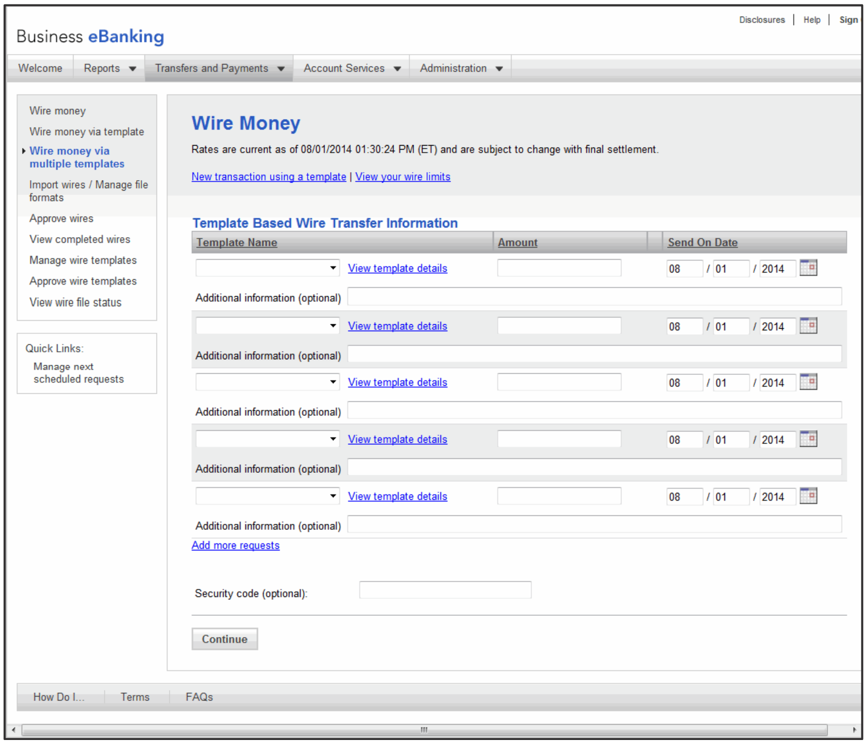


7. Click **Transmit**. The Wire Confirmation page appears.

NOTE: When the Require Separate Entry from Approval control for a service on the Approvals Administration page appears, and a company user tries to approve a transaction they entered for that service, they are only given the option to submit it for approval for another user. Company users with the Approval role and the transmit entitlement also receive the following message on the screen above: "This request requires approval by a different company user before it can be transmitted."

Wire Money via Multiple Templates

1. Click the **Wire Money via Multiple Templates** link in the Wire section of the Transfers and Payments tab. The Wire Money page appears:



2. Select the appropriate template by using the drop-down menu under the Template Name column.
3. Enter dollar amounts in the Amount field.
4. Modify the date you wish the wire to be sent.
5. Repeat for each template to be used. If additional templates are required, click the **Add More Requests** link at the bottom of the page.

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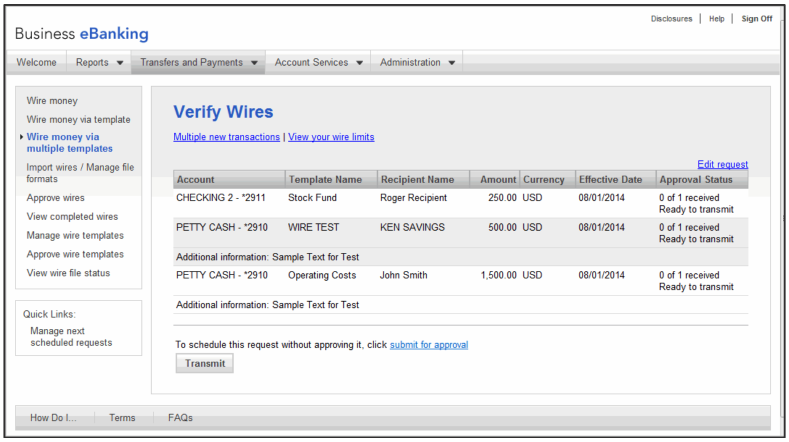
6. Click **Continue**. The Verify Wires page appears:

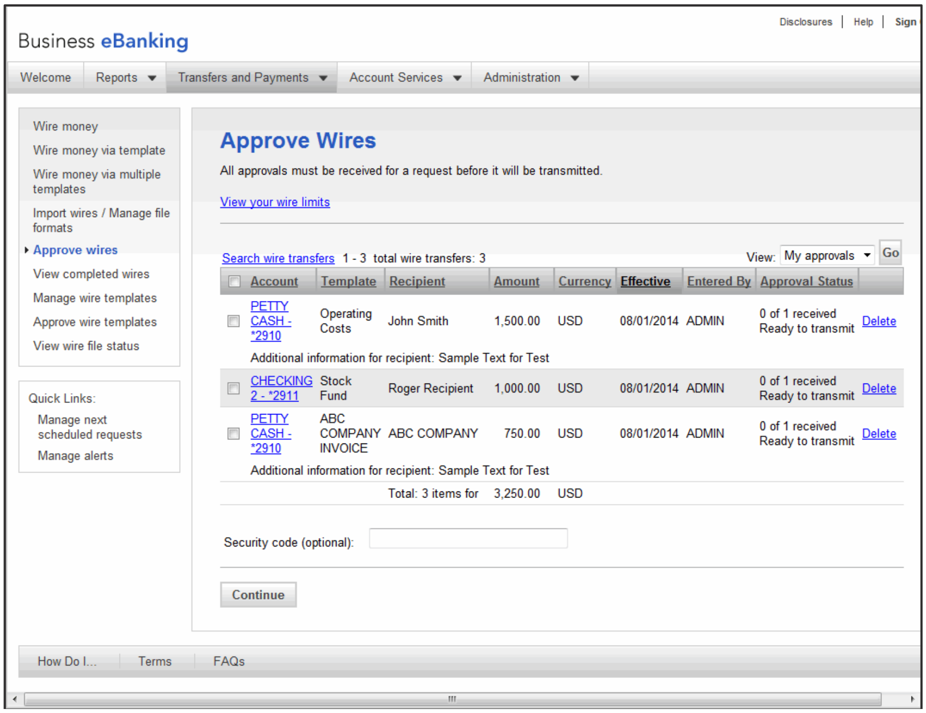


7. Click **Transmit**. The Wire Confirmation page appears.

NOTE: If your customer has assigned multiple approvals for templates, the next step would require approval. How to approve template additions, modifications, and deletions is discussed in the Multiple Approvals for Templates section of the guide.

Approving Wires

1. Click **Approve Wires** in the Wire section of the Transfers and Payments tab. The Approve Wires page appears:



2. Select the check box next to the wire transfer you want to approve.

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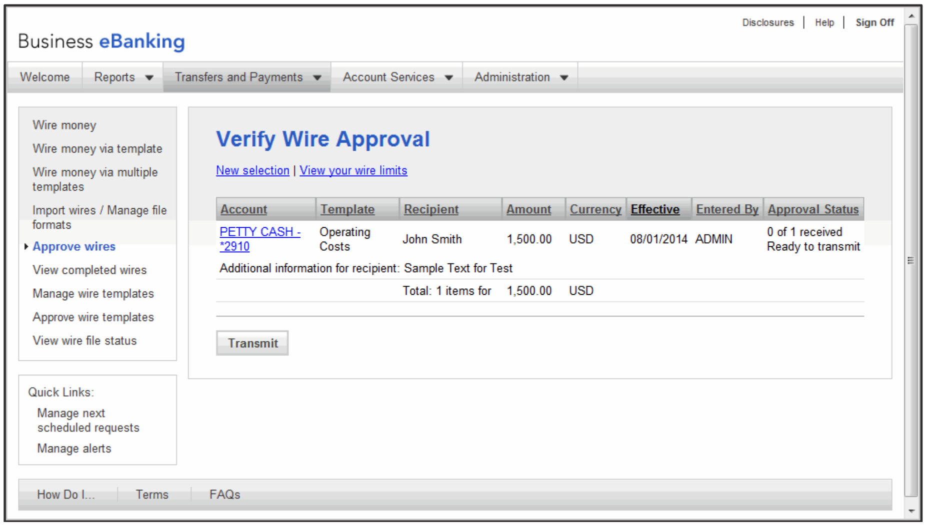
3. Click **Continue**. The Verify Wire Approval page appears:



4. Click **Transmit**. The Wire Transfer Transmit – Confirmation page appears.

NOTE: If additional approvals are required, an Approve button appears in place of the Transmit button. The wire is not transmitted until the required number of approvals is received.