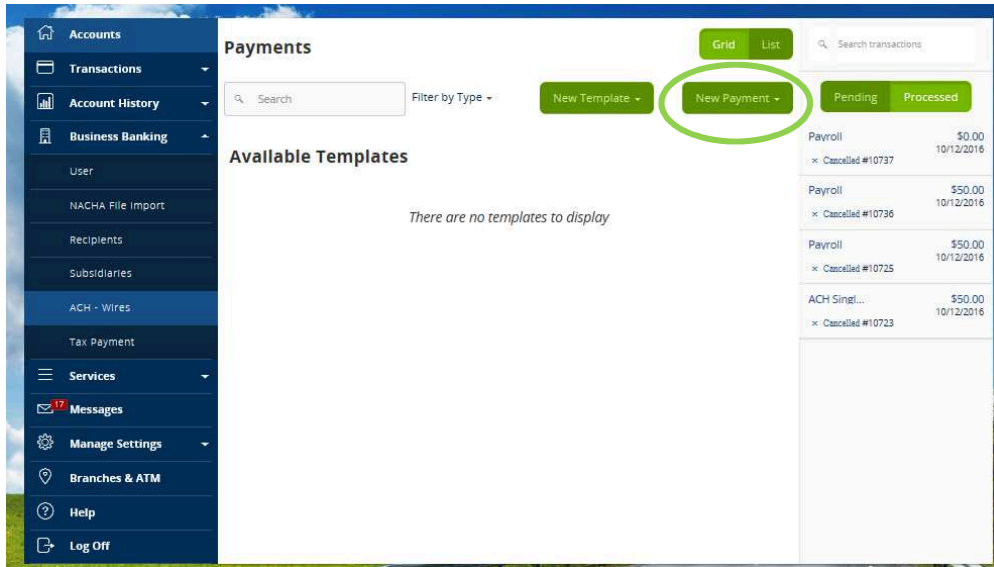


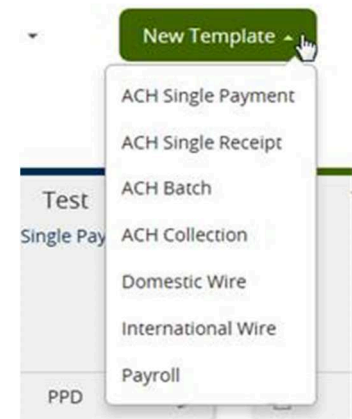


## How to Create a New Wire Transfer

1. Login into Online Banking
2. Navigate to **Business Banking > ACH – Wires**



3. Select the new payment Menu (if not using a Previously Created Template) and select the Type of Transaction you would like to create. For this example we will select Domestic Wire. Select Domestic Wire for recipients within the U.S. and International Wire for recipients outside of the U.S.
4. Selecting Domestic Wire will bring you to a new screen pictured below:



### Payments - Domestic Wire

Recipient & Amount   Subsidiary   Account   Review & Submit

TEMPLATE NAME:  
One Time Payment

Add Recipient

Search

Grid List

Name	Account	Notify	Amount	Message to Beneficiary
<input type="checkbox"/> Jane Doe				

Cancel   Next

5. Select the recipient of the Wire by checking the box next to the recipient name, a new recipient can be added by selecting "Add Recipient." Fill in the appropriate fields and select the Account – New tab. Once the account information is entered, you can then either "Create Recipient" that can be used in the future or select "Use Without Save" if they will only be used once.

### Add John Smith

Add Account

Search transactions

Recipient Detail   Account - New   Pending   Processed

No history available

DISPLAY NAME \*  
John Smith

ACH NAME   WIRE NAME  
John Smith

E-MAIL ADDRESS  
John.Smith@hfsb.com

Send e-mail notifications

COUNTRY  
United States



ADDRESS 1 \*  
456 Grand Ave

ADDRESS 2

CITY \*   STATE \*   ZIP \*  
Rochester   Minnesota   55901

\* - Indicates required field

Cancel   Use Without Save   Create Recipient

- 6. Once the recipient is selected an amount and message can be entered into the appropriate fields. Checking the Notify Box will send an email to the recipient when the wire is processed. The  icon will allow you to see additional recipient account details and the  icon will allow you to edit the recipient.

Name	Account	Notify	Amount	Message to Beneficiary
<input checked="" type="checkbox"/> John Smith	789456123	<input checked="" type="checkbox"/>	\$ 0.00	

- 7. Selecting Next will move you to the next step in the process which, if your business has subsidiaries, will allow you to select the business that will be sending the file. Simply click on the subsidiary that you would like to use, and select next.

### Payments - Domestic Wire




TEMPLATE NAME:


One Time Payment

SEND PAYMENT AS:

Subsidiary Company

Search

 Subsidiary Company  
Wire & ACH

Tax ID: \*\*\*\*\*5964 

- 8. If your business does not have subsidiaries it will you move you to the Account page. Select the account that the Wire will be debiting and select next.

### Payments - Domestic Wire

Recipient & Amount    Subsidiary    **Account**    Review & Submit

TEMPLATE NAME:

#### Choose "From" Account

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Personal Checking	Checking	XXXXXX0129	-\$54.03
<input type="checkbox"/> Personal Savings	Savings	XXXXXX7909	\$5,941.49

9. The Review and Submit Page allows you to review the data you have entered, select the effective date of the Wire transfer, and either draft (save) or approve (process) the Wire. **Note: The file will only be sent to the bank for processing if the approve option is selected**

### Payments - Domestic Wire

Recipient & Amount    Subsidiary    Account    **Review & Submit**

TEMPLATE NAME:

SEND PAYMENT AS:  
Subsidiary Company

TOTAL AMOUNT: \$0.00    RECIPIENTS: 1    FROM ACCOUNT: Personal Checking - XXXXXX0129

PROCESS DATE \*      DESCRIPTION

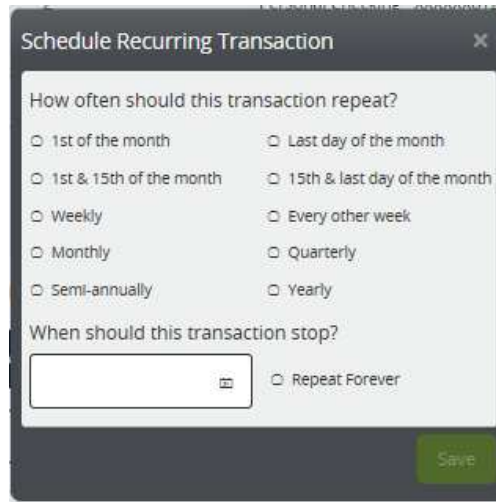
RECURRENCE

#### Selected Recipients

Name	Account	Notify	Amount	Message to Beneficiary
John Smith	789456123	Yes	\$0.00	

\* - Indicates required field

10. To create a Recurring Wire, you can select the "Set Schedule" option under "Recurrence" which gives you these options:



**Important to Note: if the recurring effective date you choose falls on a Saturday, Sunday, or Holiday, your effective date will default to the previous available business day.**

11. A confirmation screen will appear and you can select "view in online activity" to view the details and print confirmation of the ACH. The ACH will now be sent to the bank for processing.

