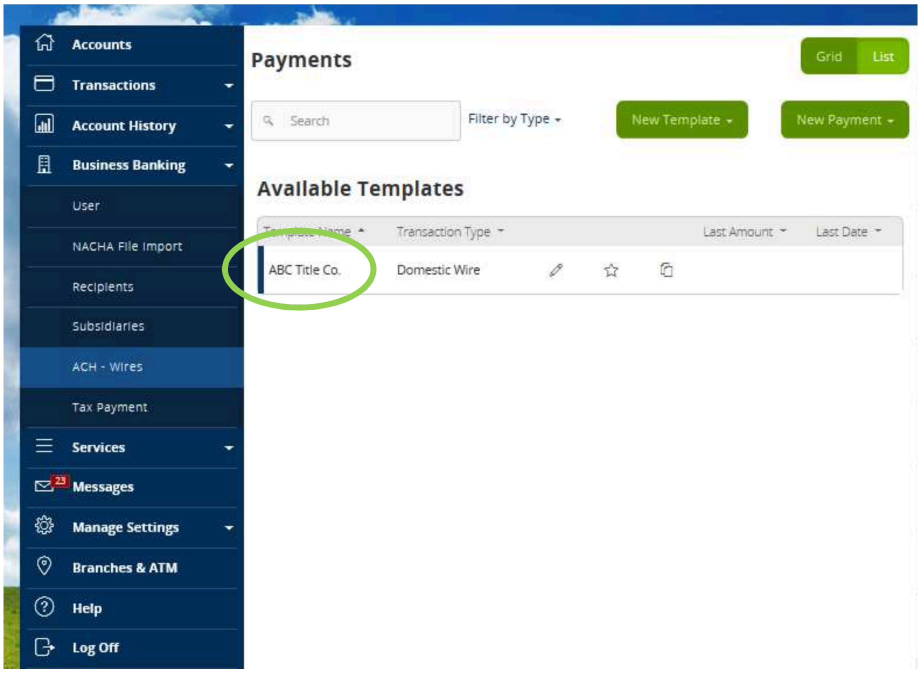
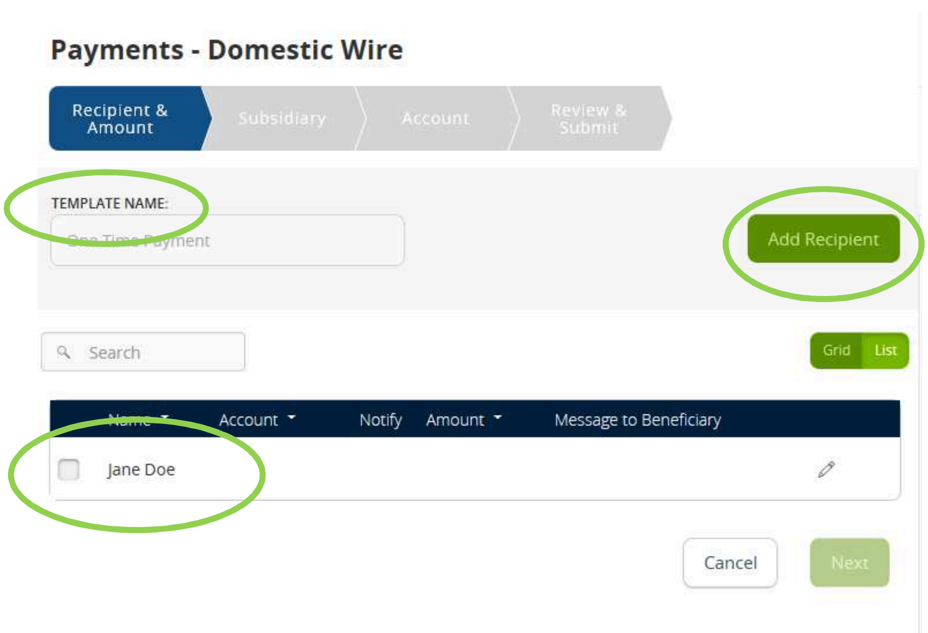
HOME FEDERAL

How to Create a Wire Transfer from an Existing Template

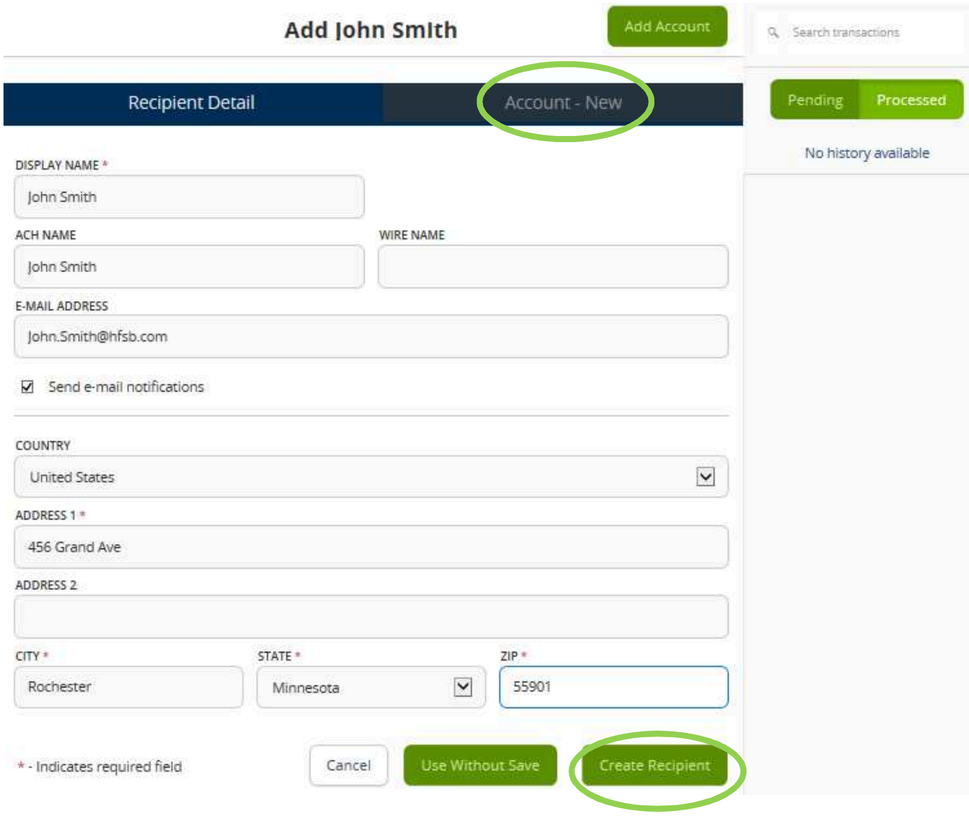
1. Login into Online Banking
2. Navigate to **Business Banking** > **ACH – Wires**

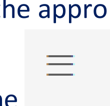
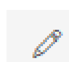


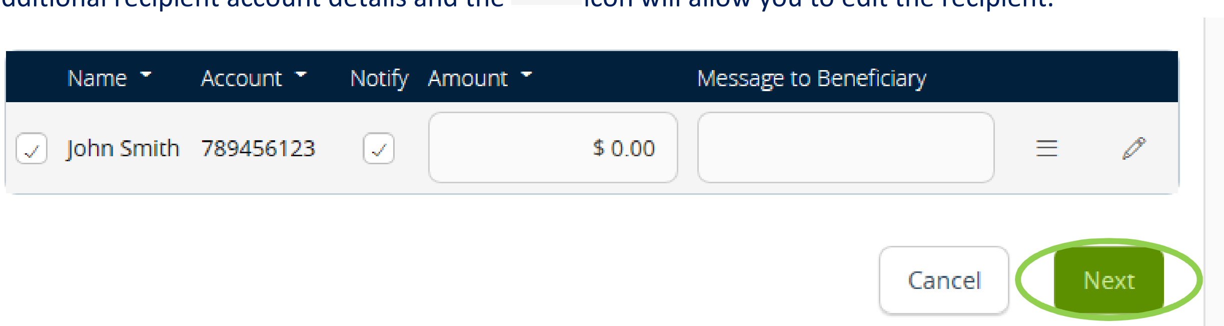
3. Select the template you wish to use.
4. Make any changes necessary to the template name or user access and select next.



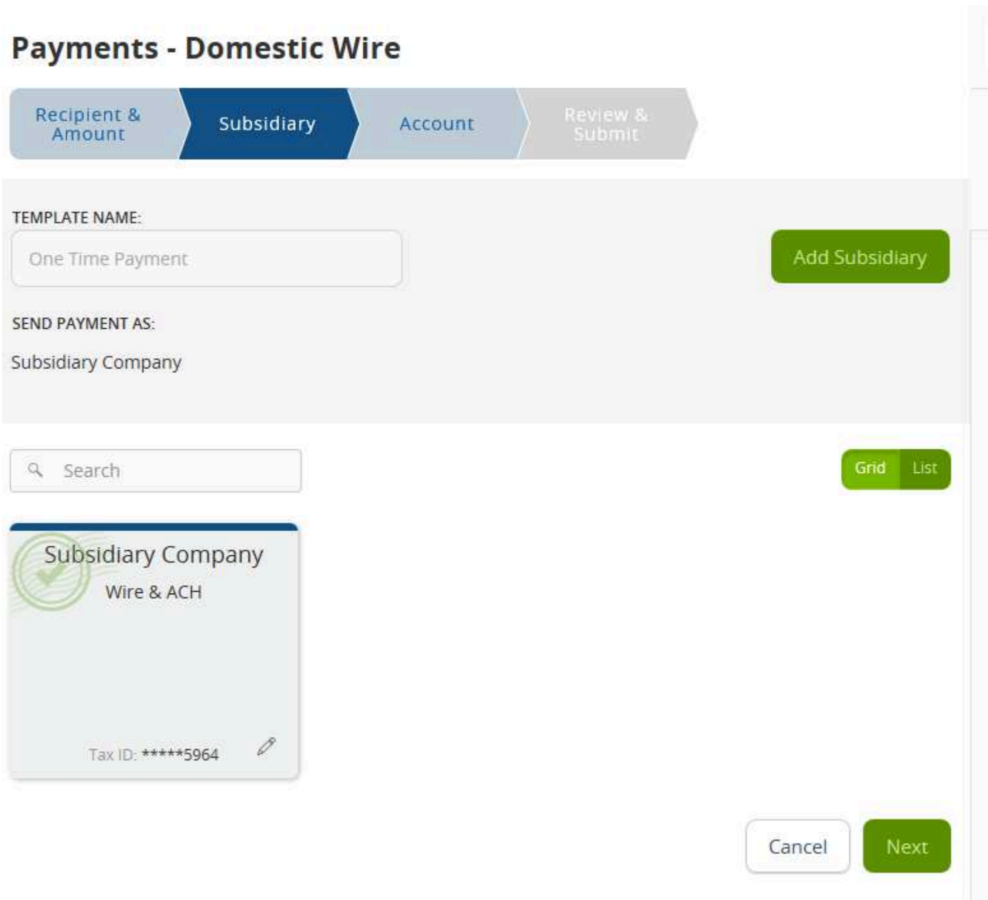
5. Select the recipient of the Wire by checking the box next to the recipient name, a new recipient can be added by selecting “Add Recipient.” Fill in the appropriate fields and select the Account – New tab. Once the account information is entered, you can then either “Create Recipient” that can be used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



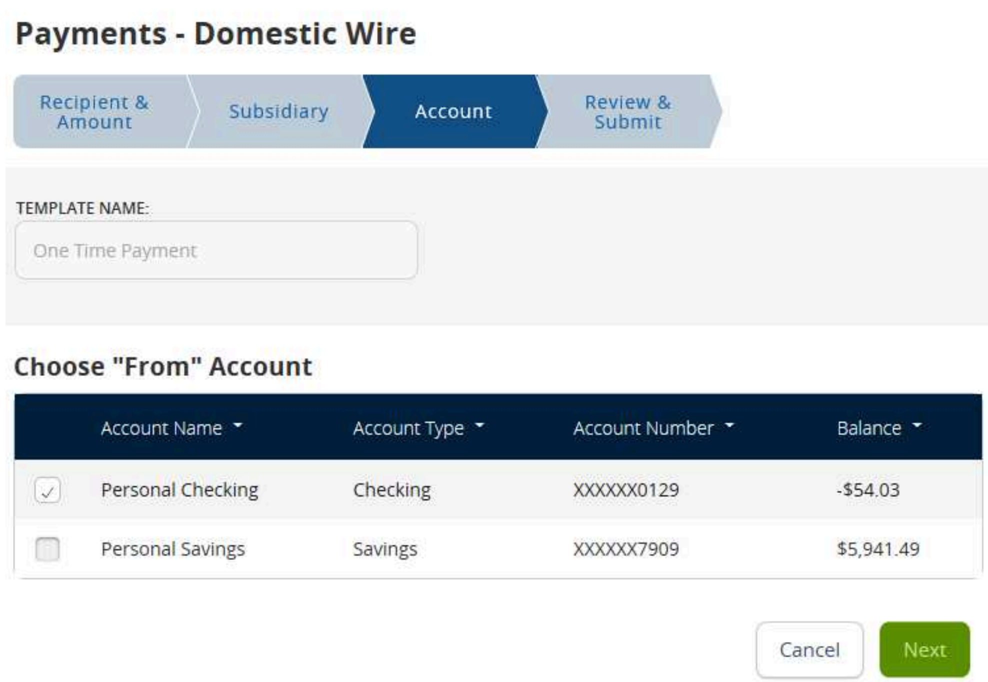
6. Once the recipient is selected an amount and message can be entered into the appropriate fields. Checking the Notify Box will send an email to the recipient when the wire is processed. The  icon will allow you to see additional recipient account details and the  icon will allow you to edit the recipient.



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.

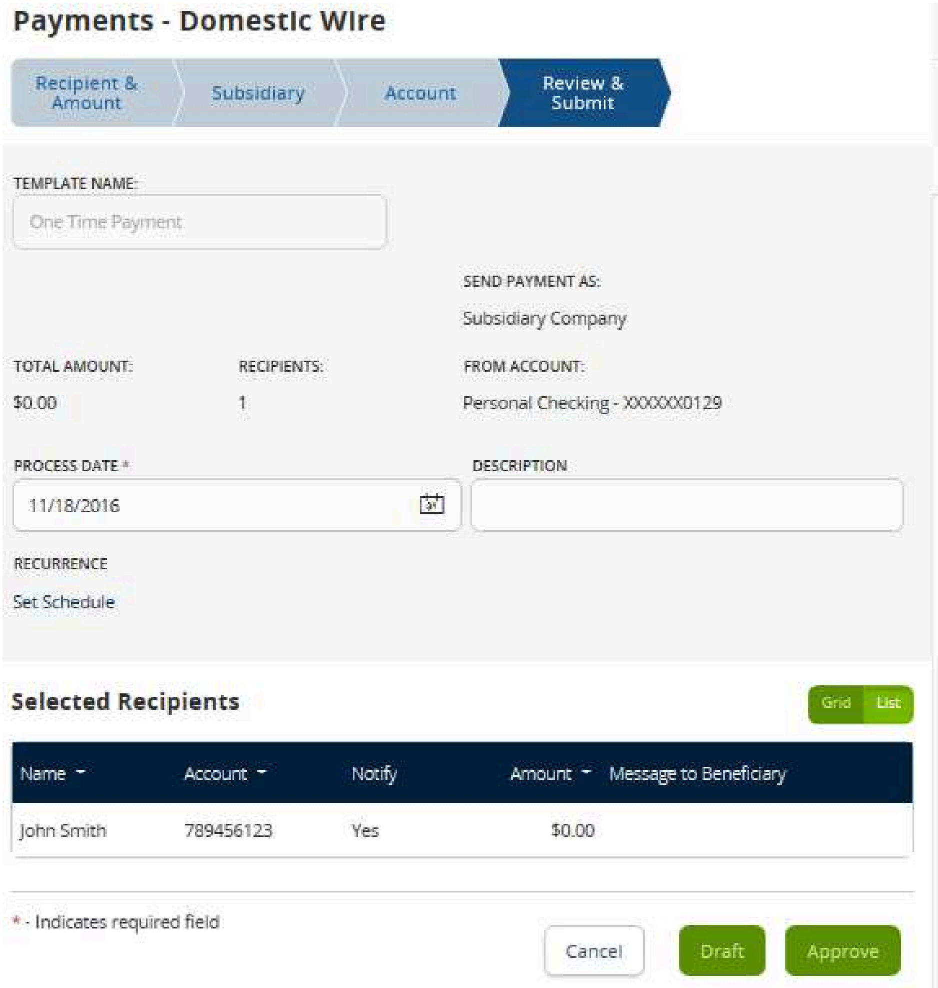


8. If your business does not have subsidiaries it will you move you to the Account page. Select the account that the Wire will be debiting and select next.



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**

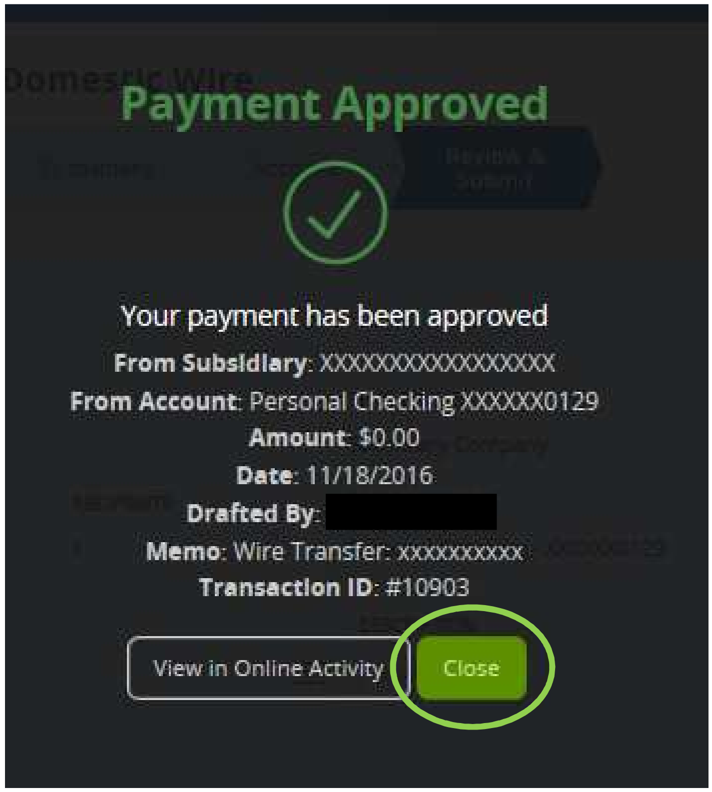
for processing if the approve option is selected



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 next 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.


Payment Approved
Your payment has been approved
From Subsidiary: XXXXXXXXXXXXXXXXX
From Account: Personal Checking XXXXXX0129
Amount: $0.00
Date: 11/18/2016
Drafted By: [redacted]
Memo: Wire Transfer: xxxxxxxxxx
Transaction ID: #10903
View in Online Activity
Close