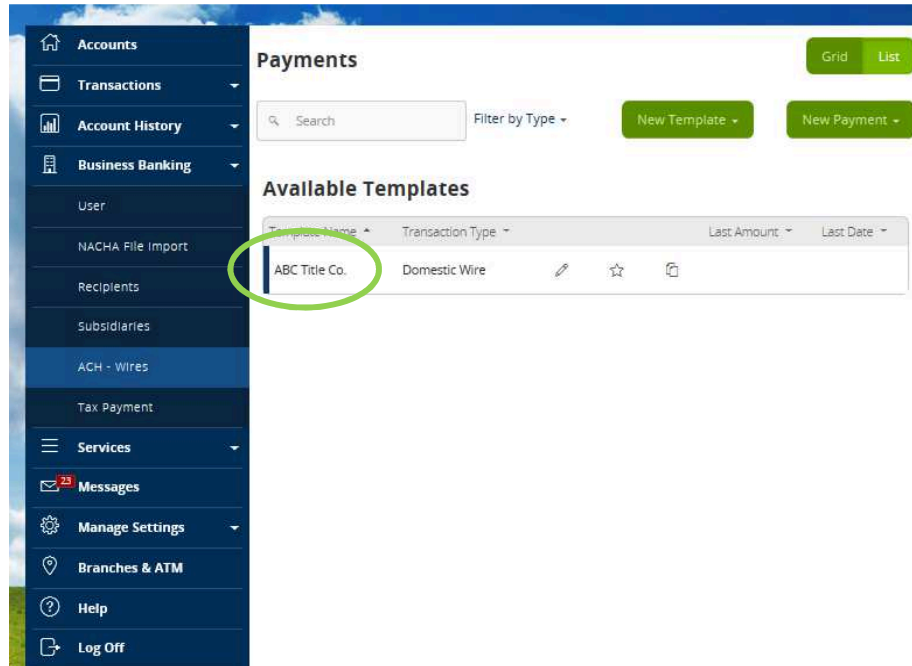


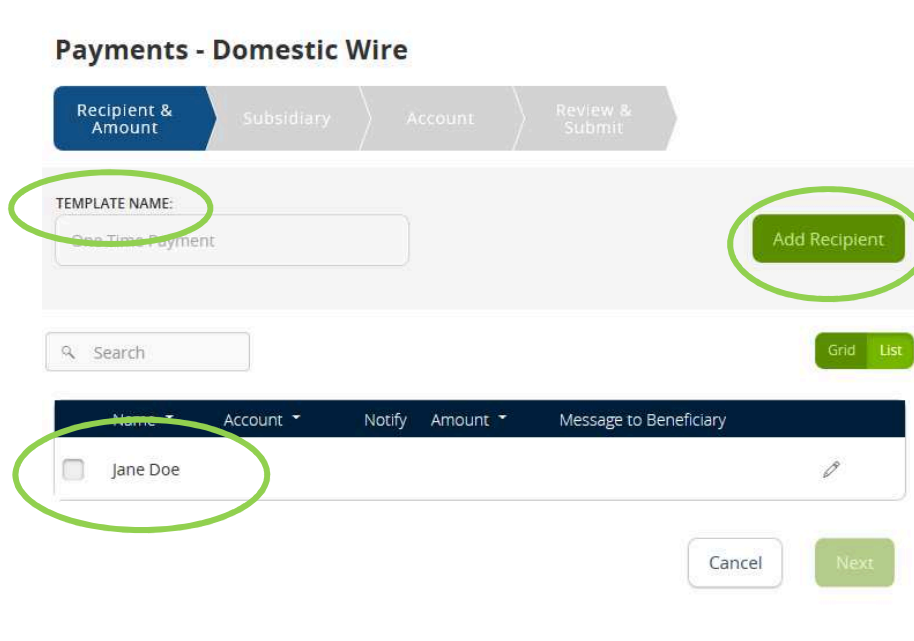


How to Create a Wire Transfer from an Existing Template

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.

The screenshot shows a form titled "Add John Smith" with a green "Add Account" button in the top right. Below the title is a navigation bar with two tabs: "Recipient Detail" and "Account - New", with the latter being selected and circled in green. To the right of the tabs are buttons for "Pending" and "Processed", and a search bar labeled "Search transactions". Below the navigation bar is a "No history available" message. The form contains several input fields: "DISPLAY NAME *" (John Smith), "ACH NAME" (John Smith), "WIRE NAME" (empty), "E-MAIL ADDRESS" (John.Smith@hfsb.com), "COUNTRY" (United States), "ADDRESS 1 *" (456 Grand Ave), "ADDRESS 2" (empty), "CITY *" (Rochester), "STATE *" (Minnesota), and "ZIP *" (55901). There is a checkbox for "Send e-mail notifications" which is checked. At the bottom, there are three buttons: "Cancel", "Use Without Save", and "Create Recipient", with the last one circled in green. A note at the bottom left states "* - Indicates required field".

- 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	 

Cancel **Next**

- 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

Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:

Add Subsidiary

SEND PAYMENT AS:

Subsidiary Company

Grid
List

Subsidiary Company

Wire & ACH

Tax ID: *****5964

Cancel
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.

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

Cancel
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

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
Set Schedule

Selected Recipients Grid List

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

* - Indicates required field

Cancel
Draft
Approve

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

Schedule Recurring Transaction ✕

How often should this transaction repeat?

1st of the month

Last day of the month

1st & 15th of the month

15th & last day of the month

Weekly

Every other week

Monthly

Quarterly

Semi-annually

Yearly

When should this transaction stop?

Repeat Forever

Save


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.

Domestic Wire

Payment Approved

Review & Submit



Your payment has been approved

From Subsidiary: XXXXXXXXXXXXXXXXXXXX

From Account: Personal Checking XXXXXX0129

Amount: \$0.00

Date: 11/18/2016

Drafted By: [REDACTED]

Memo: Wire Transfer: xxxxxxxxxxxx

Transaction ID: #10903

View in Online Activity **Close**