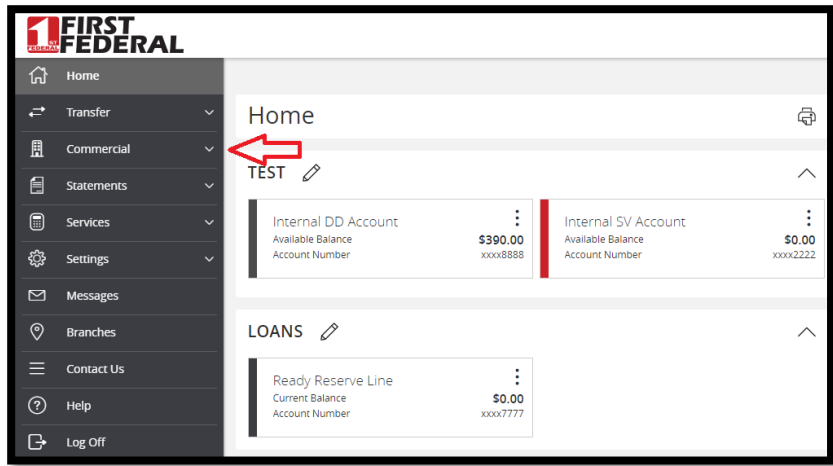
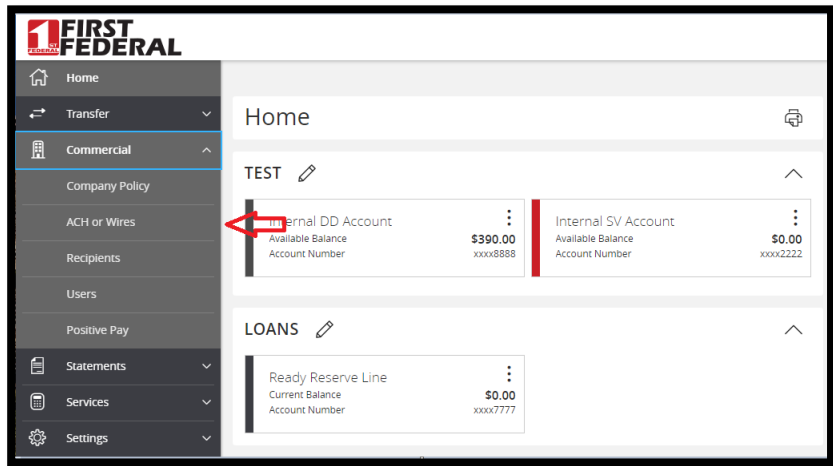


Submitting a Wire

1. Click Commercial Tab

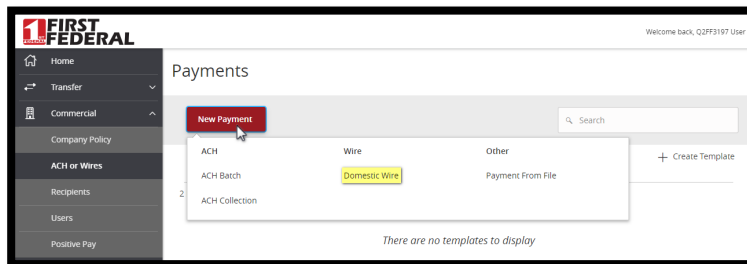


2. ACH or Wires



3. Click the Red Box
-New Payment

4. Click Domestic Wires

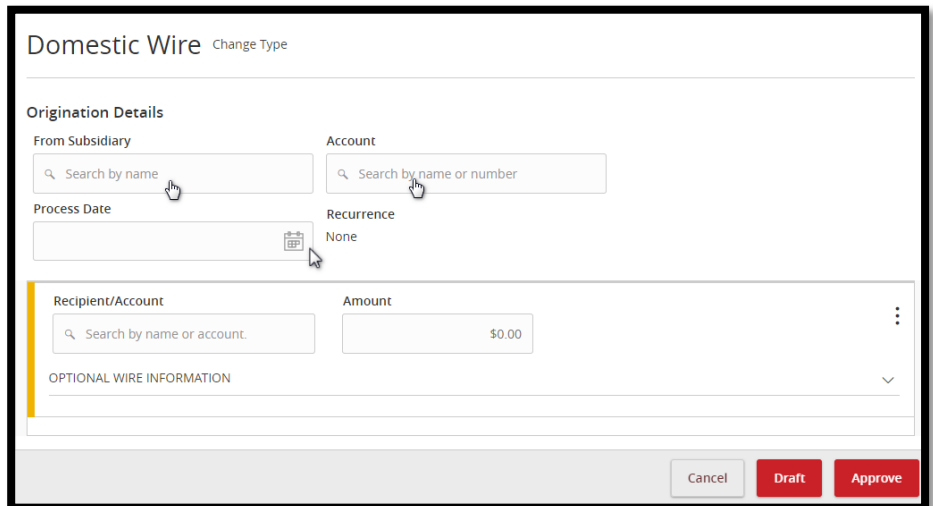


5. Choose Subsidiary (if available)
Business Name if you have multiple businesses

6. Choose Account to pay from

7. Choose Process Date

Date the funds leave the account



- Search for Recipient (if saved) or Create New Recipient

Origination Details

From Subsidiary Account

Process Date Recurrence

Recipient/Account Amount

+ New Recipient

Handy Mantest

Handy Mantest	Checking	234567
Handy Mantest	Checking	345678

Test Company

Test Company	Checking	987654321
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Matched 2 recipient account(s).

Cancel Draft Approve

- Enter Recipient name you are sending the wire to
- Enter the account number of the recipient
- Type in Bank Routing number (Bank name will populate, then click on bank. The Beneficiary Financial Information will pre-populate)

RECIPIENT DETAILS

Display Name * Email Address Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - New	Wire Only		N/A

Account * Financial Institution (FI) Refined Search

Beneficiary FI

Name * FI ABA Number *

Wire ABA Number ACH ABA Number

Address 1 * Address 2 City *

- If you are sending a wire to a bank that uses an Intermediary Financial Institution, then you will enter that next. Click the Red Checkmark

Checking - New Wire Only N/A

Account * Financial Institution (FI) Refined Search

Beneficiary FI

Name * Country * FI ABA Number *

Address 1 * Address 2 City *

State * Postal Code *

Intermediary FI

Name Country Wire Routing Number

Address 1 Address 2 City

State Postal Code

X

13. Enter the Recipient Details (recipient you are sending funds to)
14. Choose Save Recipient (If you will send multiple wires to same recipient)
15. Choose Use without Save (if you will only send one-time payments to the recipient)

This screenshot shows the 'Recipient Details' form. At the top, there are input fields for 'Display Name *' (containing 'ABC Company') and 'Email Address' (containing 'abc@abc.com'). A checkbox for 'Send email notifications for template payments' is present. Below this is a table for 'Accounts (1)' with columns: Account, Payment Type, Financial Institution (FI), and Routing Number. The table contains one entry: Account - *6789, Wire Only, FIRST FEDERAL SAVINGS BANK, 324170179. The 'Recipient Details' section includes a 'Wire Name' field (containing 'ABC Company'), a 'Country' dropdown (set to 'United States'), and fields for 'Address 1', 'Address 2', 'City', 'State' (a 'Select State' dropdown), and 'ZIP'. At the bottom right, there are three buttons: 'Cancel', 'Use Without Save', and 'Save Recipient'.

16. Enter the dollar amount of the wire

This screenshot shows the 'Amount' entry screen. At the top, a warning message states 'This payment is incomplete'. Below this, there is a 'Recipient/Account' field showing 'ABC Company Checking' with account number '123456789'. A red-bordered input field for 'Amount' contains '\$0.00'. There is a 'Notify Recipient' checkbox and a 'Hide Details' link. Below the main form is a 'RECIPIENT DETAILS' section with fields for 'Display Name' (ABC Company), 'Wire Name' (ABC Company), and 'Email Address' (abc@abc.com). At the very bottom, there is an 'ACCOUNT DETAILS' section.

17. Verify Wire Details
18. Click optional wire information
19. Enter Message to Beneficiary (this information travels with the wire)
20. Description is for your record only
21. Click Approve

This screenshot shows the 'RECIPIENT DETAILS' and 'OPTIONAL WIRE INFORMATION' sections. The 'RECIPIENT DETAILS' section includes 'Display Name' (ABC Company), 'Wire Name' (ABC Company), and 'Email Address' (abc@abc.com). The 'ACCOUNT DETAILS' section includes 'Account' (123456789) and 'Beneficiary FI' (FIRST FEDERAL SAVINGS BANK). The 'Beneficiary FI' section includes 'Name' (FIRST FEDERAL SAVINGS BANK), 'FI ABA Number' (324170179), 'Address 1' (383 Shoshone St N), 'City' (Twin Falls), 'State' (ID), and 'Postal Code' (83301-6152). The 'OPTIONAL WIRE INFORMATION' section has a 'Message to Beneficiary' field and a 'Description' field. At the bottom right, there are three buttons: 'Cancel', 'Draft', and 'Approve'.