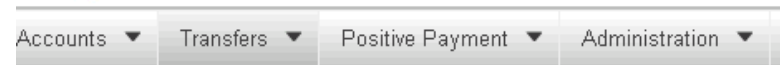
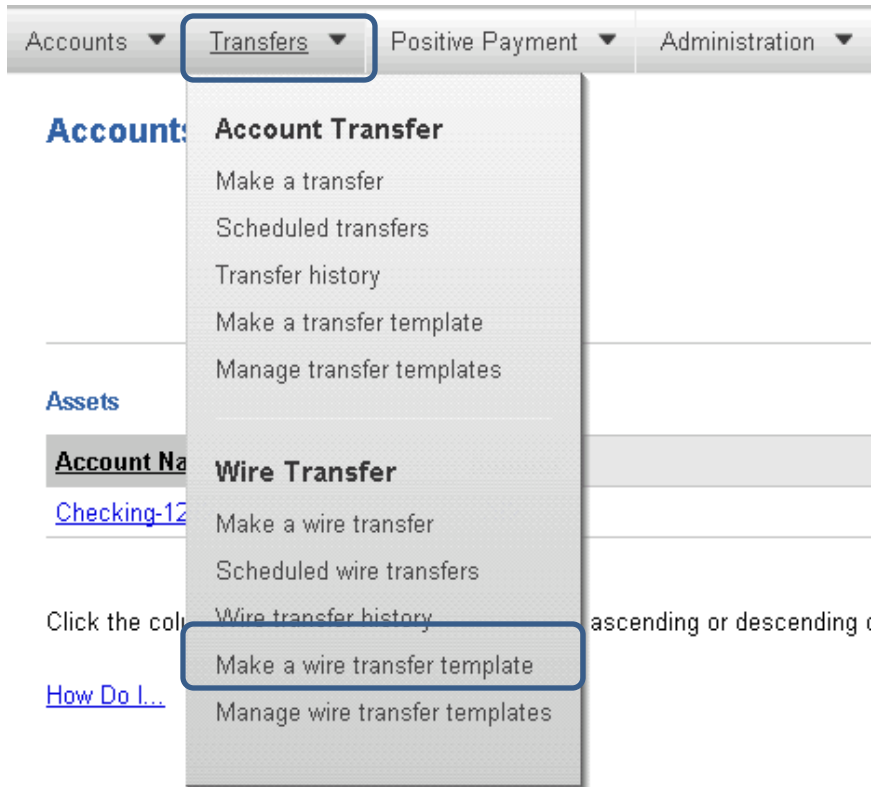


Wire Transfer Templates

- Wire Transfer Templates are an easy way to save information used repeatedly to send out wire transfers
- Follow these steps to create & use wire transfer templates
- On the main page highlight Transfers
- Select Make a Wire Transfer Template



Make a Wire Transfer Template

Debit information

Template name:

Wire type: Domestic International

Debit account:

Amount: \$

[How Do I...](#)

- Template Name** - Give your wire transfer template a unique name
- Wire Type** - Using the radio dial select domestic or international
- Debit Account** – select which account you want the wire to come from
- Amount** – enter the amount of the wire

Wire Transfer Templates

- Follow all of the same procedures for any domestic or foreign wire transfer
- When you have finished entering all of your wire transfer template information you will come to a review screen
- This is your last opportunity to review and edit ALL of the information on the wire template
 - Please remember that when you use your template to **send** a wire you are only able to edit specific fields (listed on slide 4). Review all of your information carefully
 - If an entire wire transfer template needs to be modified you must go in using Transfers -> Manage Wire Transfer Templates. In this section all of the fields on the wire template are able to be edited and your changes saved
- Click Submit Template to save this form
- Your confirmation screen will not have a confirmation number or status since this is not a wire simply a template for future use

Accounts ▾ Transfers ▾ Positive Payment ▾ Administration ▾ Customer Service ▾

Make a Wire Transfer Template

Your new wire transfer template has not yet been submitted. Please verify your wire transfer template information and click "Submit template". If you want to make a change before submitting your new wire transfer template, click "Change".

Debit Information [Change](#)

Portfolio:	hollywood windows
Wire template:	Monthly Water Bill To Atlantic
Wire type:	Domestic
Debit account:	Checking-1292
Amount:	\$1.00

Receiving bank information [Change](#)

ABA:	221971015
Bank name:	RHINEBECK SVGS BK
Address:	
City, state, postal code:	RHINEBECK,NY
Bank to bank information:	For Credit to Atlantic Water

Recipient information [Change](#)

Account number:	111111111
Account name:	Atlantic Water
Address:	1 Ocean Way
City, state, postal code:	San Francisco, CA 99999
Additional information for recipient:	For Cr to Act #4545456
Recipient bank information is different than receiving bank:	No

Originator information

Bank ID type:	DDA Account
Bank ID:	1292
Originator name:	hollywood windows
Originator address:	2 Jefferson Plaza
Originator city, state, postal code:	Poughkeepsie, NY 12601

Submit template Cancel

Wire Transfer Templates

- To use a previously created wire transfer template select On the main page select Transfers then Make a Wire Transfer
- Using the radio dial select **Use a Wire Transfer Template** and use the **Wire Template** drop down box to select which wire transfer template you want to use
- All of your information from the template will auto fill, however a few fields can be edited including **Wire Name**, **Amount**, and the **Frequency**
- Click Continue when you are finished

The screenshot shows the online banking interface. On the left, a navigation menu is open under the 'Transfers' tab, with 'Wire Transfer' selected. The 'Wire Transfer' sub-menu includes options like 'Make a wire transfer', 'Scheduled wire transfers', 'Wire transfer history', 'Make a wire transfer template', and 'Manage wire transfer templates'. The 'Wire Transfer' option is highlighted with a blue box.

The main content area shows the 'Debit information' form. At the top, there are radio buttons for 'Don't use a wire transfer template.' and 'Use a wire transfer template.' The 'Use a wire transfer template.' option is selected and circled in blue. Below this, a 'Wire template' dropdown menu is set to 'Monthly Cheese Imports'. The 'Wire type' is set to 'International'. The 'Wire name' field is filled with 'Monthly Cheese Imports'. The 'Debit account' dropdown is set to 'Checking-1292 - 20.00'. The 'Amount' field is set to '\$ 1.00'. The 'Frequency' dropdown is set to 'Once, scheduled', and a calendar icon is visible. The 'Transfer on:' dropdown is set to 'Weekly'. A 'Continue' button is located at the bottom of the form.

Wire Transfer Templates

Accounts ▾ Transfers ▾ Positive Payment ▾ Administration ▾ Customer Service ▾

Make a Wire Transfer

Debit information

[Change](#)

Portfolio: hollywood windows
 Wire template: Monthly Cheese Imports
 Wire type: Domestic
 Wire name: Monthly Cheese Imports
 Debit account: Checking-1292
 Amount: \$1.00
 Frequency: Once, scheduled
 Transfer on: 9/28/2012

Receiving bank information

ABA:
 Bank name:
 Address (optional):
 City, state, postal code:
 Bank to bank information (optional):

Recipient information

Account number / IBAN:
 Account name:
 Address:
 City, country:
 Additional information for recipient (optional):

Recipient's foreign bank information

Bank ID type:
 Bank ID:
 Bank name:
 Bank address:
 Bank city, country:

Originator information

ID type: DDA Account
 ID:
 Originator name:
 Originator address:
 Originator city, state, postal code:

- On this screen ALL of your information from your wire transfer template is automatically filled in
- Remember you can only edit certain information including:
 - **Wire Name**
 - **Amount**
 - **Frequency**
 - **Bank to Bank Information**
 - **Recipient Information**
- If any other changes are necessary you must edit the entire template using the Transfers -> Manage Wire Transfer Templates section
- When you are finished reviewing your wire transfer click Continue and Submit Transfer as with any other wire transfer
- Your confirmation screen will now have a confirmation number and status for the wire
- You can view, change, or cancel your wire following the same procedures for any domestic or foreign wire