

How to Send a Domestic Wire

To send a domestic wire through Digital Banking, you will need to have the payee/beneficiary with all their receiving bank information and any special instructions (if applicable) on hand.

01 Access Wires Through Cash Management

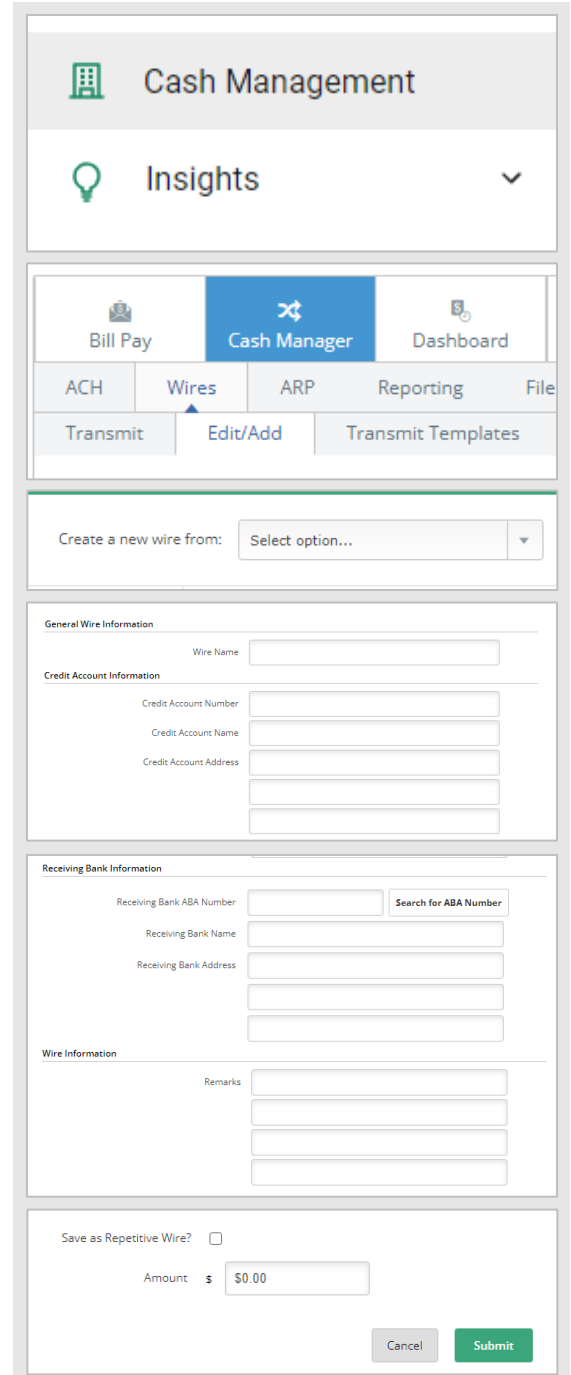
- From the left navigation menu, click **Cash Management**
- This will take you back to the original online banking system where you can access Cash Manager
- Click on **Cash Manager**
- Select the **Wires** tab and then the **Edit/Add** tab

02 Create a New Wire & Complete Required Fields

- From the **Create a new wire from** list, select the account you wish to send the wire from
- This will take you to enter all the required fields for the wire including:
 - **General Wire Information** – Enter Wire Name (a nickname you can use to identify the wire in the future)
 - **Credit Account Information** – Enter the beneficiary information (Account Number, Name, Address)
 - **Receiving Bank Information** – Enter the Receiving Routing/ABA Number, Bank Name, Bank Address
 - **Wire Information** – Enter Remarks (if applicable)
 - **Save as Repetitive Wire?** - Place a check mark if you would like to save the information for future wires
 - **Amount** – amount you want to send
- Click **Submit**

03 Transmit Wire

- From the wire dashboard, click **Transmit**
- Select your wire from the list by placing a **check mark** in the box next to it and scroll to the right of the wire and click **Transmit**
- The wire summary will appear for you to verify and confirm the wire details, enter your **Wire Password** and click **Transmit**



The screenshot displays the 'Cash Management' section of the digital banking interface. At the top, there are navigation options for 'Cash Management' and 'Insights'. Below this, a menu bar includes 'Bill Pay', 'Cash Manager' (highlighted), and 'Dashboard'. Under 'Cash Manager', there are sub-tabs for 'ACH', 'Wires', 'ARP', 'Reporting', and 'File'. The 'Wires' sub-tab is active, showing 'Transmit', 'Edit/Add', and 'Transmit Templates' options. The 'Edit/Add' option is selected, leading to a form titled 'Create a new wire from:' with a dropdown menu. Below this, the form is divided into sections: 'General Wire Information' (Wire Name), 'Credit Account Information' (Credit Account Number, Credit Account Name, Credit Account Address), 'Receiving Bank Information' (Receiving Bank ABA Number, Receiving Bank Name, Receiving Bank Address, and a 'Search for ABA Number' button), and 'Wire Information' (Remarks). At the bottom, there is a 'Save as Repetitive Wire?' checkbox, an 'Amount' field set to '\$0.00', and 'Cancel' and 'Submit' buttons.