MainStreetBank

DIGITAL BANKING

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**