

## Digital Banking Wire Templates

The use of wire templates are a great way to streamline the process of sending wires. If you have a creditor (recipient) that you plan to wire funds to more than once, you can create a wire template for future use.

### 01 Create a Wire Template

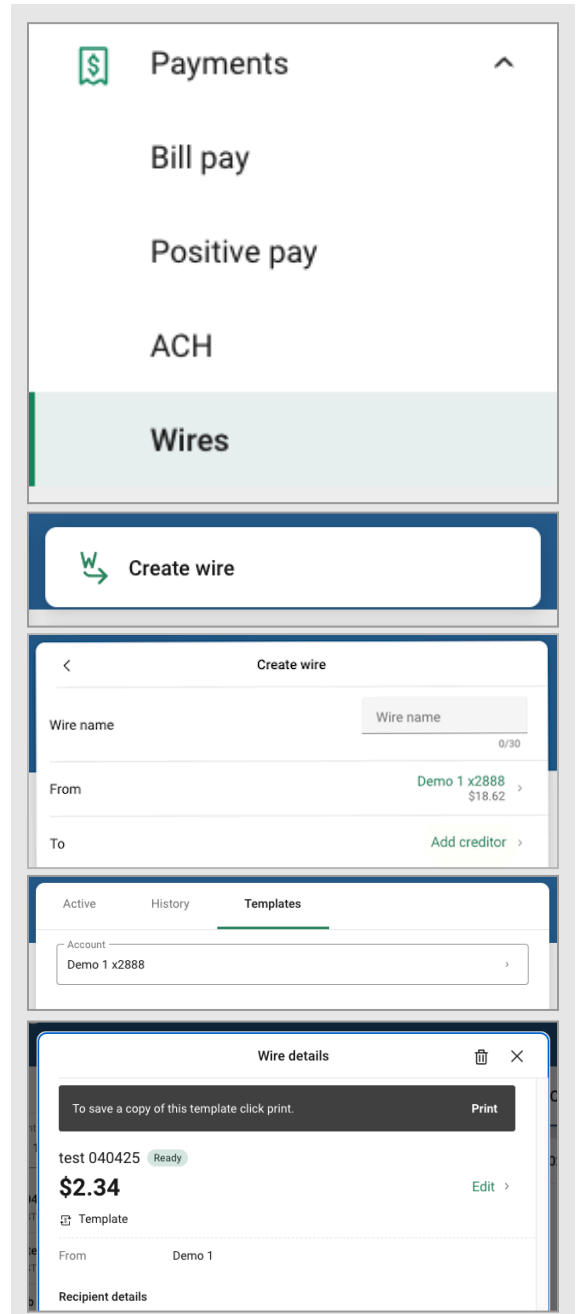
- From the left navigation menu, click the **Payments** dropdown and then **Wires**
- From the right side of the Wires dashboard, click **Create Wire**
- Complete all of the required fields for the wire template
  - **Wire name** - A name to uniquely identify this wire
  - **From** - The account you want to send the wire from
  - **To** - Click **Add Creditor** to add the creditor account and creditor agent details
  - **Amount** - The amount you will typically send
  - **Notes** - Click Add notes to add any additional information
- Check the **Save as template** box
- Click **Create wire**
- Click **Done** in the wire created confirmation pop-up

### 03 Initiate a Wire from a Template

- From the center of the Wires dashboard, under Templates, select the wire you want to initiate by clicking on the wire name
- Confirm the wire information within the Wire details pop-up
  - If you need to change the amount of wire, click **Edit**
  - Update the amount and click **Save**
  - Click the back arrow to return to the Wire details pop-up
- From the Wire details pop-up, click **Review and initiate**
- To initiate and send the wire, click **Initiate**

### 02 Delete a Wire Template

- From the center of the Wires dashboard, under Templates, select the wire you want to delete by clicking on the wire name
- Within the Wire details pop-up, click the trash icon in the upper right corner
- Click **Delete** in the Delete wire pop-up



The screenshot displays the MainStreetBank digital banking interface. At the top, the 'Payments' dropdown menu is open, showing options: 'Bill pay', 'Positive pay', 'ACH', and 'Wires'. The 'Wires' option is selected and highlighted. Below this, a 'Create wire' button is visible. The 'Create wire' form is shown with fields for 'Wire name', 'From' (set to 'Demo 1 x2888' with a balance of '\$18.62'), and 'To' (with an 'Add creditor' link). Below the form, there are tabs for 'Active', 'History', and 'Templates'. The 'Templates' tab is active, showing a list of wire templates. One template is visible with the name 'test 040425', a status of 'Ready', and an amount of '\$2.34'. There is an 'Edit' link next to it. At the bottom, a 'Wire details' pop-up is shown, displaying the same template information and a 'Print' button.