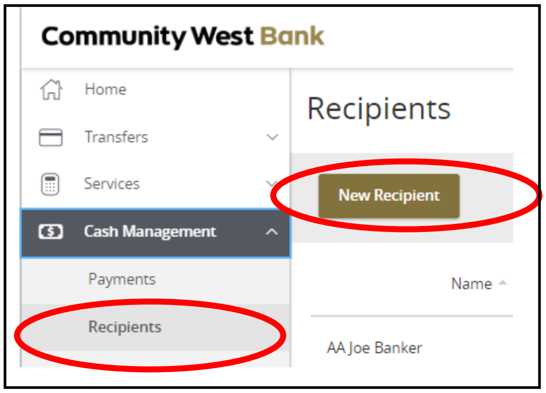
How to Submit a Domestic Wire Transfer Online

Note: Cut off to submit a domestic online wire transfer is 2:00 PM.

Set up the wire recipient/beneficiary:

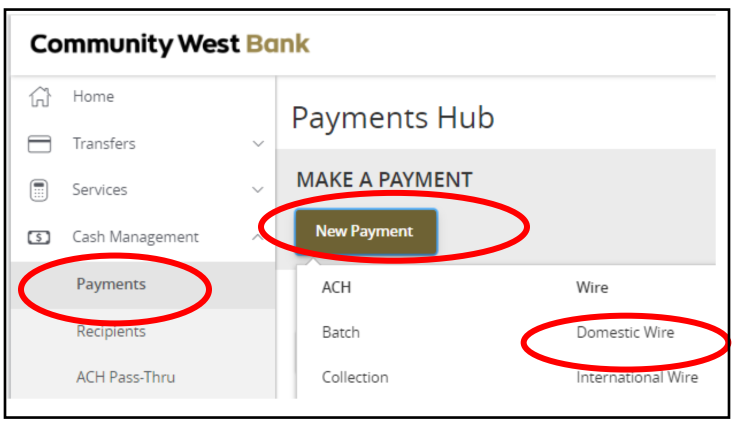
1. Go to the **Cash Management** menu, select **Recipients** and then **New Recipient**



2. Build the wire recipient based on their wire instructions, completing all the required fields (those with an asterisk), then click **Save Recipient** at the bottom

Prepare and submit the wire transfer:

1. When ready to prepare and submit the wire, go to the **Cash Management** menu, select **Payments**, **New Payment** and then **Domestic Wire**



2. Complete the **Origination Details** (From Subsidiary, Account and Process Date)
3. Click on field for **Recipient** and start typing in the name of the Recipient until it populates
4. Enter the **Amount**
5. Enter any optional Message to Beneficiary (field is located directly under Recipient and Amount)
6. When complete, select **Approve**
7. You will be prompted for a **Secure Access Code**
8. Once submitted, the wire department will call an authorized verifier (per the Wire Transfer Agreement) to confirm the wire prior to processing. NOTE: Person taking the call to verify the wire will need to know their personal Verification Code (per the Wire Transfer Agreement).