



WIRE ORIGINATION GUIDE

This guide will walk you through items while utilizing a desktop. You are also able to do these functions through our APP.

Wire cutoff time is 3PM daily.

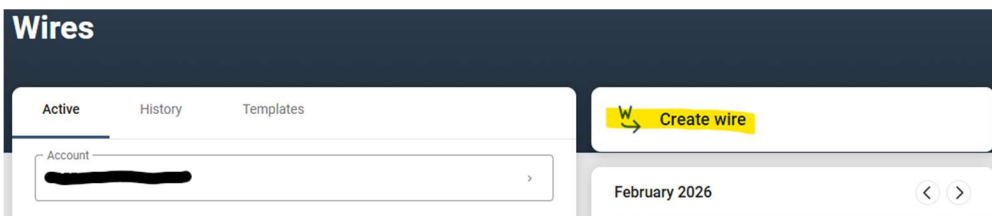
[Create a Wire](#)

[Edit a Wire Template](#)

[Add Alerts](#)

To create a wire, one time or template for future use:

Click Wires within the left-hand menu. Click Create wire as shown below.



The screen below will populate. Enter a name for the Wire and Amount of the wire. The account number will prepopulate, or you may click on to select an account. Click Add creditor.

< Create wire

Wire name 9/50

Amount \$

From FREE CHECKING x0800 \$0.02 >

To >

Remittance information >

Save as template

The screen below will populate. Fill in all highlighted areas, all are required.

< Add creditor

Creditor details
Person or company receiving the payment.

Name
Test Recipient2

Account number
123456

Building/street #
123

Street name
Test Way

Town name (city)
NEW LONDON

Country subdivision (state)
WI

Post code (zip)
54245

United States - US

The information below is the receiving banks information. **All highlighted areas are required.** If an intermediary bank is provided within the wire instructions you received, unclick the box for Same details as creditor agent.

Creditor agent
Beneficiary institution that holds the creditor's account.

Find institution

Routing/ABA number
075907497

Institution name
FIRST STATE BANK

Reference beneficiary
Purpose of Wire - required

Town name (city)
NEW LONDON

Country subdivision (state)
WI

United States - US

Instructed agent
Creditor's receiving financial institution.

Same details as creditor agent

Cancel Save

The screen below will open when unclicked. Complete all highlighted areas for intermediary financials information. Click Save.

Instructed agent
Creditor's receiving financial institution.

Same details as creditor agent

Field is required

If you would like to add any additional notes to the receiver/beneficiary, click Add Notes. This field is optional.

Create wire

Wire name 9/50

Amount

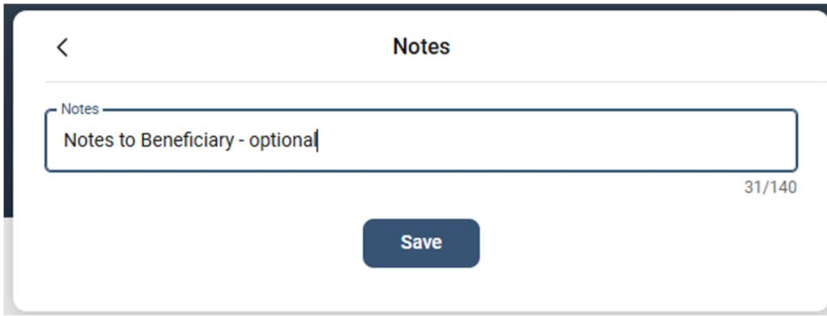
From \$0.02 >

To FIRST STATE BANK >

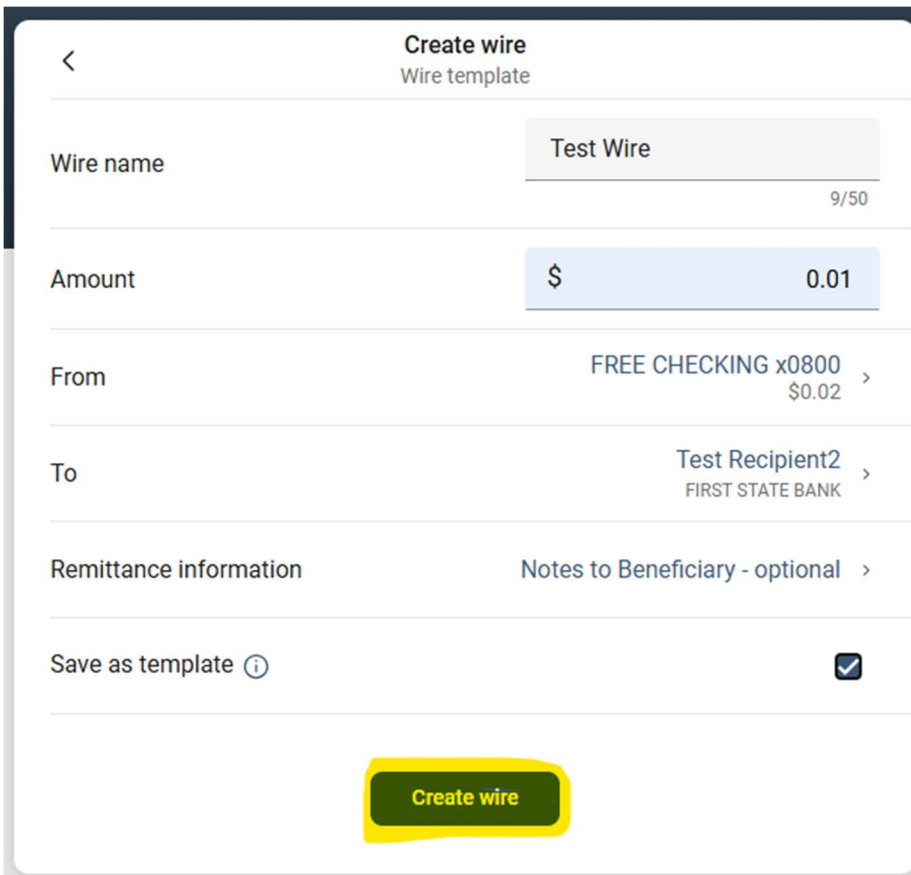
Remittance information >

Save as template ⓘ

The screen below will open. Add notes to the receiver/beneficiary. Click Save.



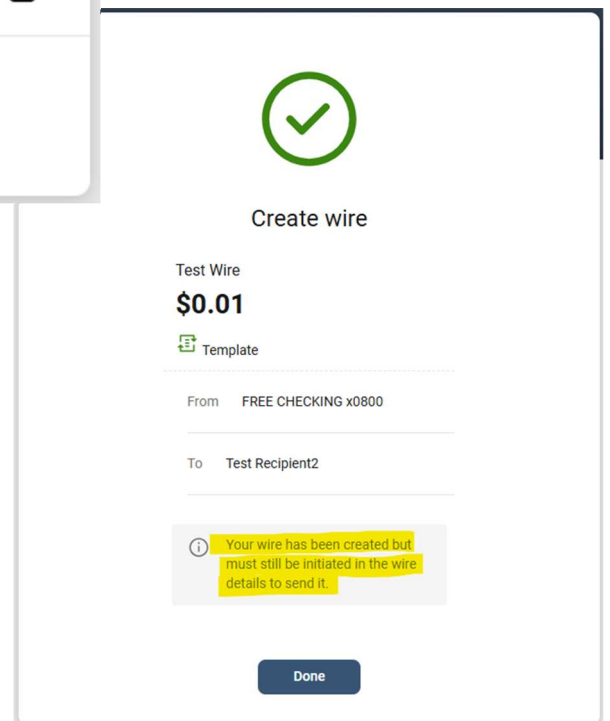
If you would like to save this Wire as a Template, click the box for Save as template. This will save all the information within the template to use for any future wires. Click Create wire.



The screen on the right will display.

The wire has not been initiated yet.

Click Done.



If you clicked Save as template, the wire will be saved under Templates. If you did not click Save as template, the wire will show under Active.

Click on the wire you would like to initiate.

The screenshot shows a user interface with three tabs: 'Active', 'History', and 'Templates'. The 'Templates' tab is selected. Below the tabs is a dropdown menu for 'Account' with the selected option 'FREE CHECKING x0800'. Below the dropdown is a table with two columns: 'WIRE' and 'AMOUNT'. The table contains two entries:

WIRE	AMOUNT
Test to FIRST STATE BANK (x3456)	\$0.02
Test Wire to FIRST STATE BANK (x3456)	\$0.01

The screen below will populate. Click Review and initiate.

The screenshot shows a 'Wire details' screen. At the top, it says 'Wire details' with a trash icon and a close icon. Below that, it displays 'Test Wire' and '\$0.01' in large font. To the right of the amount is an 'Edit >' link. Below the amount is a 'Template' icon and the word 'Template'. A dashed line separates this from the 'From' field, which is 'FREE CHECKING'. Below that is the 'Remittance information' field, which contains 'Notes to Beneficiary - optional'. Another dashed line separates this from the 'Creditor details' section. Under 'Creditor details', there are three rows: 'Name' with 'Test Recipient2', 'Account number' with '123456', and 'Address' with '123 Test Way' and 'NEW LONDON, WI, US 54245'. Below the creditor details is a 'Show details' link. At the bottom of the screen is a blue button with the text 'Review and initiate' in yellow.

Click Show details.

< Create from template

Test Wire
\$0.01

Template

From: FREE CHECKING

Remittance information: Notes to Beneficiary - optional

Show details

Cancel Initiate

Review the Wire information. Click Initiate.

< Create from template

Test Wire
\$0.01

Template

From: FREE CHECKING

Remittance information: Notes to Beneficiary - optional

Creditor details

Name: Test Recipient2

Account number: 123456

Address: 123 Test Way
NEW LONDON, WI, US 54245

Creditor agent

Institution name: FIRST STATE BANK

Institution ID: 075907497

Code: FRB Routing number

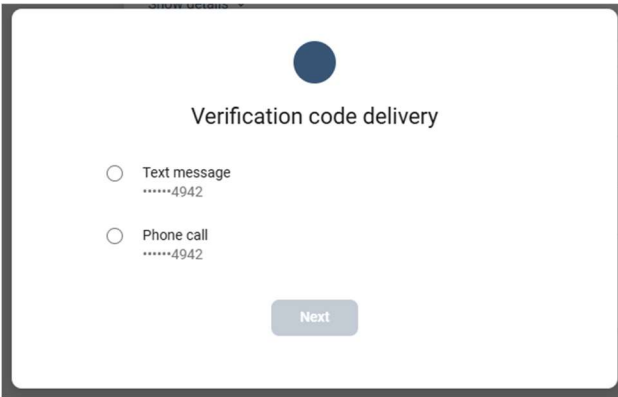
Reference beneficiary: Purpose of Wire - required

Address: NEW LONDON, WI, US

Hide details

Cancel Initiate

You will be asked to select how you would like to receive your verification code. Select a radio button. Click next.



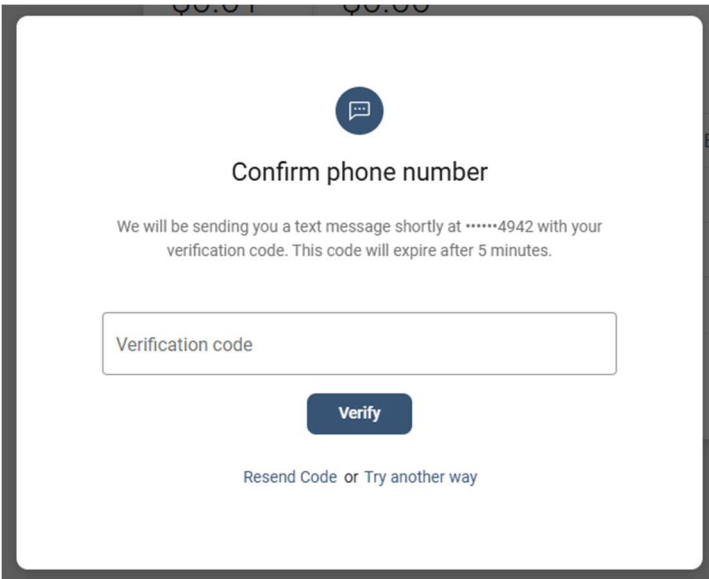
Verification code delivery

Text message
*****4942

Phone call
*****4942

Next

Enter your verification code. Click Verify. You will not need to re-authenticate for the next 5 minutes.



Confirm phone number

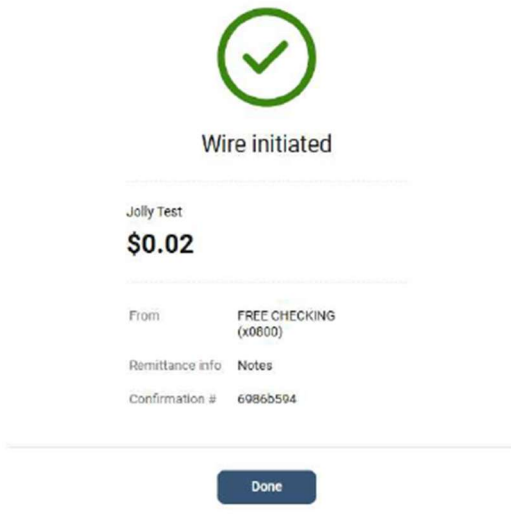
We will be sending you a text message shortly at *****4942 with your verification code. This code will expire after 5 minutes.

Verification code

Verify

Resend Code or Try another way

You will receive a confirmation pop-up stating the Wire has been initiated. Click Done.



Wire initiated

Jolly Test
\$0.02

From	FREE CHECKING (x0800)
Remittance info	Notes
Confirmation #	6086b594

Done

The user who initiated the wire will receive the email below.

[EXTERNAL] Wire initiated to FIRST STATE BANK

questions@bankfirststate.com
To: Schmitting, Amy

Retention Policy Mailbox (5 Years) (5 years) Expires: 1/19/2031

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the c

Right-click or tap and hold here to download

Hi there,
You initiated a wire named Test to FIRST STATE BANK.

Amount: 0.01
Account: XXXX0800
Recipient: Jolly Doe
Frequency: one-time

If you did not initiate this wire, please call (800) 994-2500 immediately.

If Dual Control is required, the wire will have the status of 'Approval' and a second user will need to initiate the Wire by clicking on the Wire and clicking Initiate. It will ask the second user to enter their password to approve. If no Dual Control, the Wire status will state 'Initiated.'

Wires

Active History Templates

Account
FREE CHECKING x0800

WIRE	AMOUNT
Jolly Test2 Ready to FIRST STATE BANK (x3456)	\$0.02
Test Approval to FIRST STATE BANK (x3456)	\$0.01

Wires received by First State Bank prior to 3pm will receive a call back prior to 4pm and wire will be sent same day.

Any wires initiated after 3pm will be sent the following banking day after a call back is performed.



To edit a wire prior to initiation:

Click on the wire you would like to edit.

WIRE	AMOUNT
Test to FIRST STATE BANK (x3456)	\$0.02
Test Wire to FIRST STATE BANK (x3456)	\$0.01

Click Edit.

Wire details

Test Wire
\$0.01
Template

Edit >

Edit the information needed. Can edit the wire name, amount, recipients' information, and remittance information.

Edit wire
Wire template

Wire name: Test Wire (9/50)

Amount: \$ 0.01

To: Test Recipient2, FIRST STATE BANK

Remittance information: Notes to Beneficiary - optional

Save

Once you have edited an item, you are now able to click Save.

The screenshot shows a mobile application interface for editing a wire template. At the top, there is a back arrow and the title "Edit wire" with the subtitle "Wire template". Below this, there are four main sections: "Wire name" with the value "Test Wire" and a character count "9/50"; "Amount" with a dollar sign icon and the value "0.01"; "To" with the recipient name "Test Recipient2" and the bank name "FIRST STATE BANK"; and "Remittance information" with the text "Notes to Beneficiary - this is optional". At the bottom center, there is a dark blue "Save" button.

You will receive the following message if it was saved successfully. Click the back arrow at the top to review and initiate the wire with the new details.

This screenshot shows the same "Edit wire" form as above, but with a green success message at the top: "Wire was successfully updated." The "Save" button at the bottom is now disabled and appears in a light gray color. All other form fields and their values remain the same.

Click Review and Initiate.

Wire details

Test Wire
\$0.01 [Edit >](#)

[Template](#)

From: FREE CHECKING

Remittance information: Notes to Beneficiary - optional

Creditor details

Name: Test Recipient2

Account number: 123456

Address: 123 Test Way
NEW LONDON, WI, US 54245

[Show details](#)

[Review and initiate](#)

Click Show details.

Create from template

Test Wire
\$0.01

[Template](#)

From: FREE CHECKING

Remittance information: Notes to Beneficiary - optional

[Show details](#)

[Cancel](#) [Initiate](#)

Review the Wire information. Click Initiate.

The screenshot shows a mobile application interface for creating a wire transfer from a template. The screen is titled "Create from template" and displays the following information:

- Test Wire \$0.01**
- Template** (with a refresh icon)
- From:** FREE CHECKING
- Remittance information:** Notes to Beneficiary - optional
- Creditor details:**
 - Name:** Test Recipient2
 - Account number:** 123456
 - Address:** 123 Test Way, NEW LONDON, WI, US 54245
- Creditor agent:**
 - Institution name:** FIRST STATE BANK
 - Institution ID:** 075907497
 - Code:** FRB Routing number
 - Reference beneficiary:** Purpose of Wire - required
 - Address:** NEW LONDON, WI, US

At the bottom, there are two buttons: "Cancel" and "Initiate".

You will be asked to select how you would like to receive your verification code. Select a radio button. Click next.

The screenshot shows a mobile application screen titled "Verification code delivery". It features a blue circular icon at the top and two radio button options:

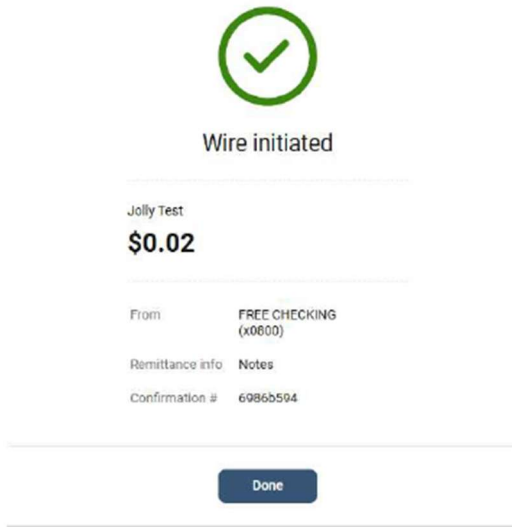
- Text message *****4942
- Phone call *****4942

A "Next" button is located at the bottom center of the screen.

Enter your verification code. Click Verify. You will not need to re-authenticate for the next 5 minutes.

The screenshot shows a mobile application screen titled "Confirm phone number". It features a blue circular icon with a speech bubble at the top. Below the icon, the text reads: "We will be sending you a text message shortly at *****4942 with your verification code. This code will expire after 5 minutes." Below this text is a text input field labeled "Verification code". At the bottom center, there is a "Verify" button. Below the button, the text "Resend Code or Try another way" is displayed.

You will receive a confirmation pop-up stating the Wire has been initiated. Click Done.



The user who initiated the wire will receive the email below.



Hi there,
You initiated a wire named Test to FIRST STATE BANK.

Amount: 0.01
Account: XXXX0800
Recipient: Jolly Doe
Frequency: one-time

If you did not initiate this wire, please call (800) 994-2500 immediately.

If Dual Control is required, the wire will have the status of 'Approval' and a second user will need to initiate the Wire by clicking on the Wire and clicking Initiate. It will ask the second user to enter their password to approve. If no Dual Control, the Wire status will state 'Initiated.'

Wires

Active History Templates

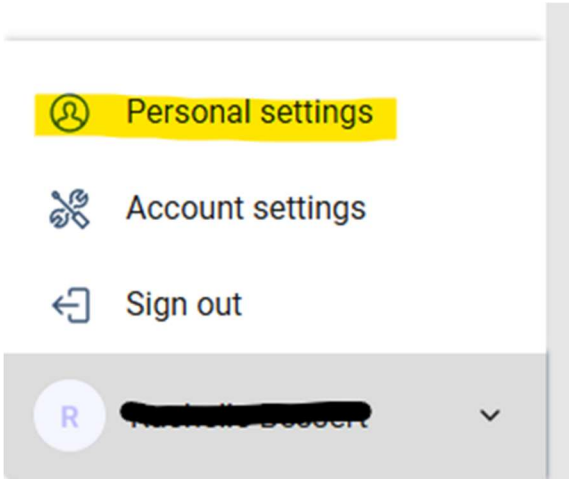
Account
FREE CHECKING x0800 >

WIRE	AMOUNT
Jolly Test2 Ready to FIRST STATE BANK (x3456)	\$0.02
Test Approval to FIRST STATE BANK (x3456)	\$0.01

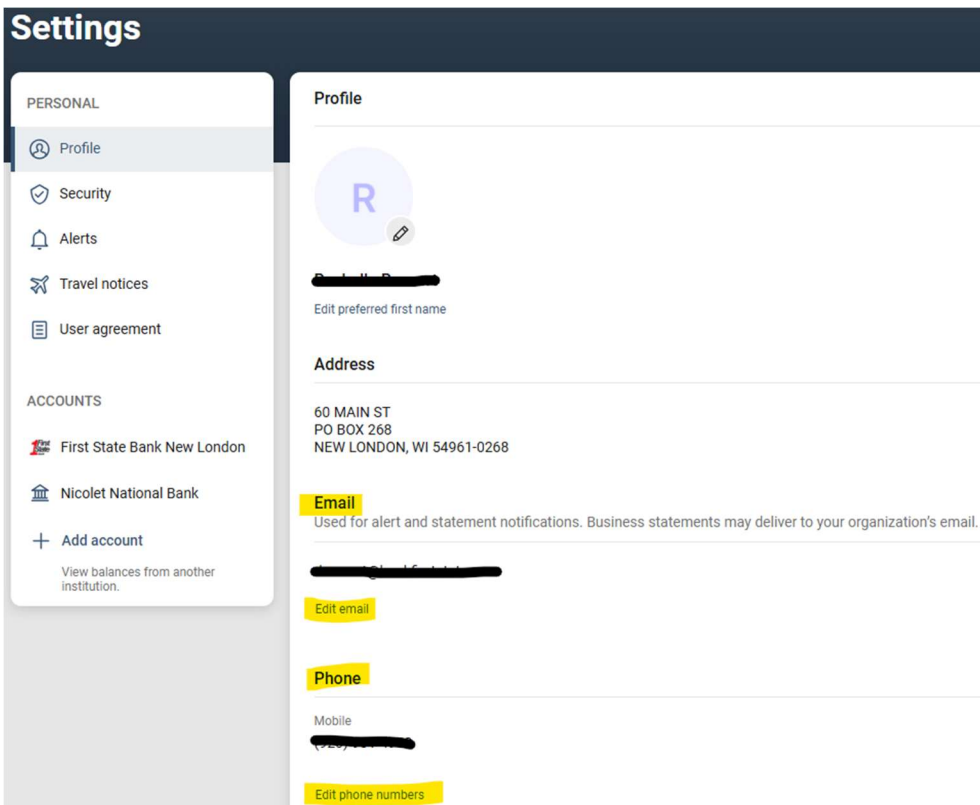


Setting up alerts:

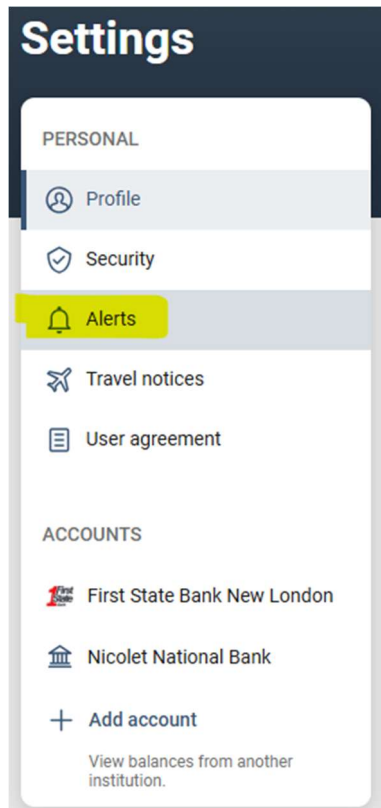
Click on your name in the lower left corner. Click Personal Settings.



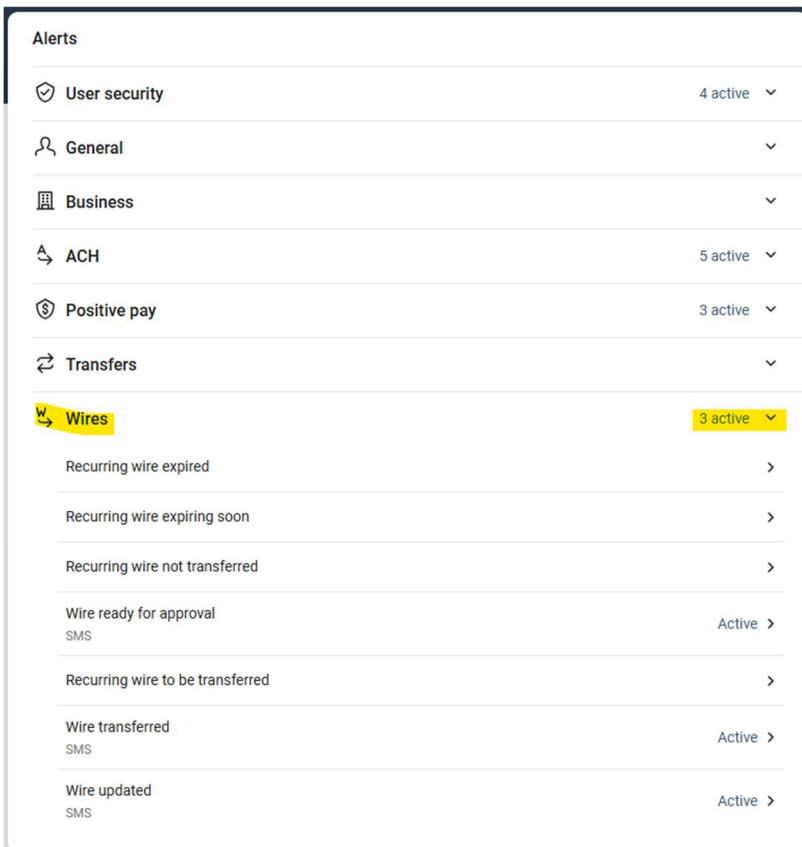
Click Profile. You can edit/add your email address and phone numbers. What is listed here is where the alerts will be sent. You will be asked to authenticate yourself prior to changing/updating your email or phone number.



Click Alerts



Click the drop down for Wires. Click on the right arrow of the alert you would like to make active or deactivate. It will say active next to the drop down if any one alert type is turned on.



On the right of the alert type, toggle on or off. Green is on. SMS is a text alert. Your phone number or email will be listed under the alert type. Click Save.

Wire ready for approval ×

Receive an alert when a wire is ready for approval.

Email [REDACTED]

SMS [REDACTED]

In-app message

[Save](#)