

D.L. Evans | BANK

BUSINESS ONLINE BANKING

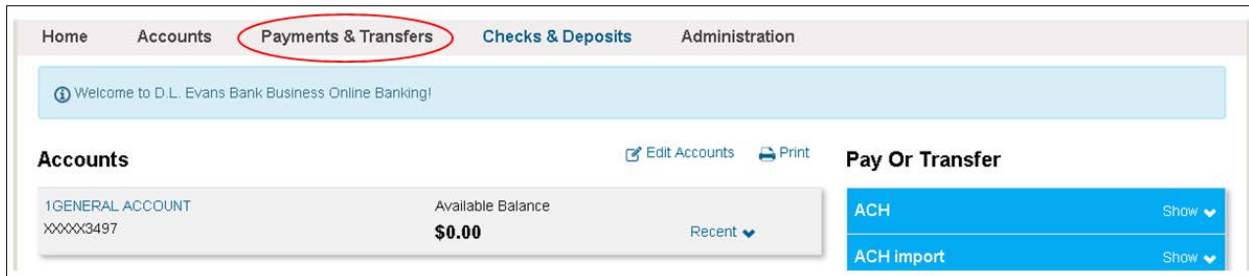
Wire Manager

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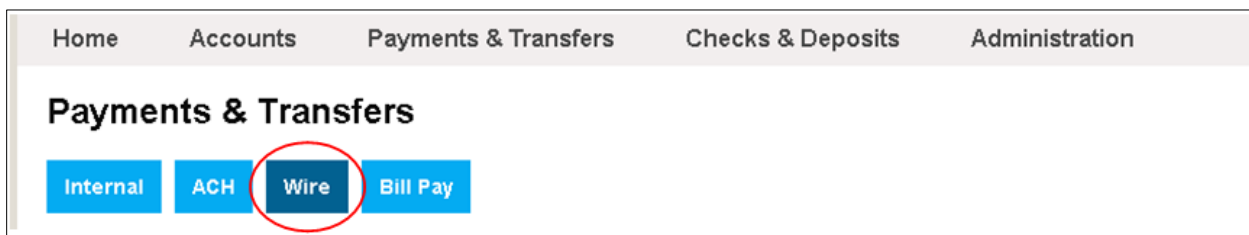
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| ACCESSING WIRE MANAGER

After logging onto Business Online Banking, click on **Payments & Transfers** and then click on the **Wire** tab.



This screenshot shows the top navigation bar of the Business Online Banking interface. The menu items are Home, Accounts, Payments & Transfers, Checks & Deposits, and Administration. The 'Payments & Transfers' item is circled in red. Below the navigation bar is a welcome message: 'Welcome to D.L. Evans Bank Business Online Banking!'. The main content area is divided into two sections: 'Accounts' and 'Pay Or Transfer'. The 'Accounts' section displays a table with one account: '1GENERAL ACCOUNT' with account number 'XXXXX3497' and an available balance of '\$0.00'. There are links for 'Edit Accounts', 'Print', and 'Recent'. The 'Pay Or Transfer' section has two buttons: 'ACH' and 'ACH import', each with a 'Show' dropdown arrow.



This screenshot shows the 'Payments & Transfers' page. The navigation bar is the same as in the previous screenshot, but 'Payments & Transfers' is now the active page. Below the navigation bar is the heading 'Payments & Transfers'. There are four tabs: 'Internal', 'ACH', 'Wire', and 'Bill Pay'. The 'Wire' tab is circled in red.

| OVERVIEW OF WIRE MANAGER

Access Wire Manager by clicking on **Payments & Transfers** and then clicking on the **Wire** tab.

The following options are available:

Select Wire Transfer Criteria

- Inquire Wire Transfer
- Change Wire Transfer
- New Wire Transfer
- New Wire Transfer Using Existing Transfer
- Delete Wire Transfer
- Review Wire Transfer
- Wire Transfer Template
- Review Wire Transfer Template

Transfer Type:

Transfer Description:

Date Range: To

Amount Range: To

Client Name:

Reference Number:

Wire Number:

Inquire Wire Transfer

Used to view information from a Saved or Processed Wire

Change Wire Transfer

Used to change a SAVED Wire

New Wire Transfer

Used to create a Domestic Wire

New Wire Transfer Using Existing Transfer

Used to create a new Domestic Wire by using any Wire, such as Saved or Processed Wires

Delete Wire Transfer

Used to delete any SAVED Wires

Review Wire Transfer

Used to approve a Wire when approval levels have been defined.

Wire Transfer Template

Used to create a new Foreign or Domestic wire from a saved template. **Note:** foreign wires must be created from a template.

| INQUIRE WIRE TRANSFER

Use Inquire Wire Transfer to view Wires in a Saved, Processed, Disapproved, or Pending status.

The system will by default include today's date in the Date Range. Change or remove the date to expand the search. You can also add other search criteria such as Description, Date Range, Amount Range, Reference Number, or Wire Number. Additional search criteria will narrow your search results. Or, leave the search criteria blank.

Click **Submit**.

Click on the blue hyperlink for **Transfer Description** name to view the wire information.

- Processed and Disapproved Wires can be retrieved for up to 90 days.

| CHANGE WIRE TRANSFER

Use Change Wire Transfer to modify and process previously saved wire transfers.

After selecting Change Wire Transfer and before clicking Submit, you have the option to search for a Wire by Description, Date Range, Amount Range, or Reference Number.

Additional search criteria will narrow your search results. Or, leave the search criteria blank.

Click **Submit** and the system will retrieve all Wires with a SAVED status.

Click on the blue hyperlink for **Transfer Description** name to change the wire information.

Change the applicable information and click **Process** to submit the wire or **Save** to submit the wire later.

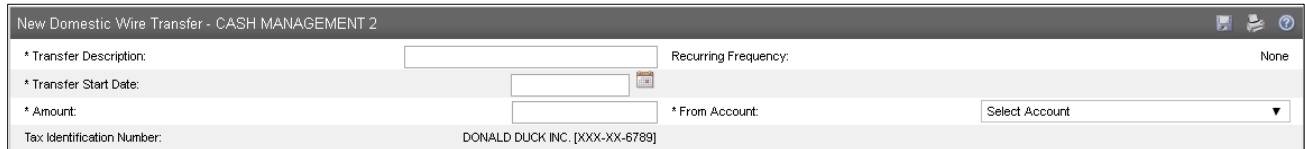
| NEW WIRE TRANSFER

Click **New Wire Transfer** then select **Domestic** from the **Wire Type** drop-down menu. Click **Submit**.

- **Note:** Foreign wires must be setup and processed through Wire Transfer Template.


Complete the following fields:

Under the “**New Domestic Wire Transfer**” section:



New Domestic Wire Transfer - CASH MANAGEMENT 2

* Transfer Description: Recurring Frequency: None

* Transfer Start Date: 

* Amount: * From Account: Select Account ▼

Tax Identification Number: DONALD DUCK INC. [XXX-XX-6789]

Transfer Description

Title the wire: (i.e. ABC Company or ABC Company Invoice)

Transfer Start Date

Enter the date the wire is to settle.

Amount

Enter the amount of the wire.

From Account

Indicate the account the funds will be debited from

Tax Identification Number

If you have more than one entity sending wires, select the applicable entity from the drop-down box.

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Under the **“Beneficiary”** section:

Beneficiary			
* Identification Type:	DDA Account Number	Message To Beneficiary:	<input type="text"/>
* Identification Number:	<input type="text"/>		<input type="text"/>
* Name:	<input type="text"/>		<input type="text"/>
* Address:	<input type="text"/>		<input type="text"/>
*	<input type="text"/>	Beneficiary Reference:	<input type="text"/>
	<input type="text"/>		

Identification Number

Enter the account number to be credited.

Name

Enter the name of the beneficiary

Address (Line 1)

Enter the **physical** address of the beneficiary

Address (Line 2)

Enter the City, State, and ZIP of the beneficiary

Message to Beneficiary

Enter any applicable information that needs to be sent with the wire.

Beneficiary Reference

Enter any reference numbers that would be applicable to the wire.

Under the **“Beneficiary Institution”** section:

Beneficiary Institution			
* Identification Type:	Fed Routing Number	* Name:	<input type="text"/>
* Identification Number:	<input type="text"/>	Address:	<input type="text"/>
			<input type="text"/>
			<input type="text"/>

Identification Number

Enter the Routing/Transit Number of the financial institution the wire is being sent to.

Name

This information will flood over after the Routing/Transit Number is input in the Identification Number field.

Address

This information will flood over after the Routing/Transit Number is input in the Identification Number field.

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Under the **“Receiving Institution”** section:



Routing/Transit Number

This information will flood over after the Routing/Transit Number is input in the Identification Number field. However, if you have an intermediary institution, please input the Routing/Transit Number in this field.

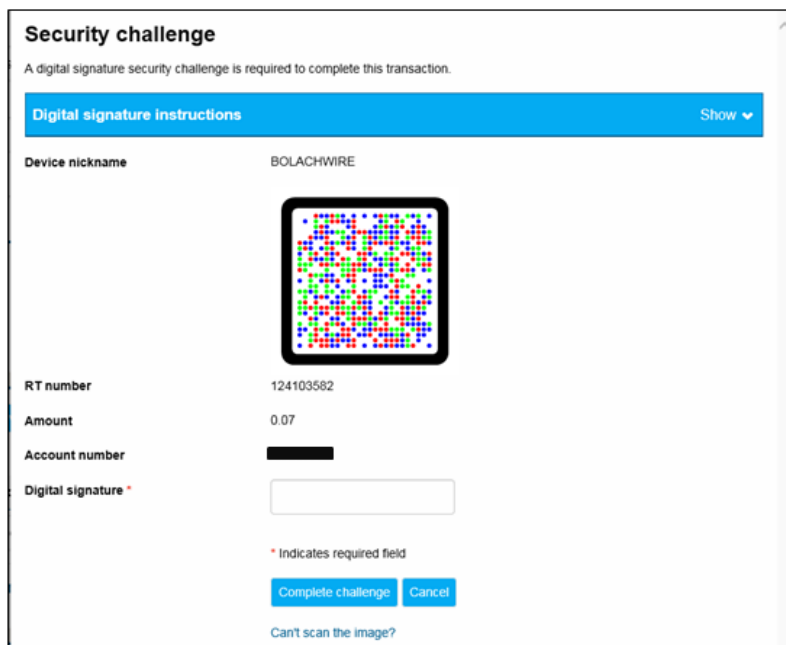
Institution Name

This information will flood over after the Routing/Transit Number is input in the Identification Number field.

Click **Process** when ready to submit the wire or click **Save** to submit the wire later. When you click **Process**, you will be prompted to complete a security challenge.

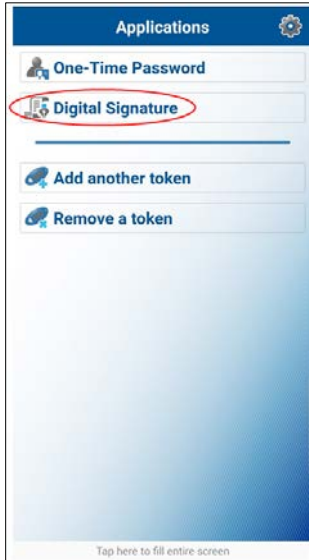
Security Challenge

Complete the Security Challenge by entering the one-time password from your hard token or by scanning the digital signature with the DIGIPASS soft token app.

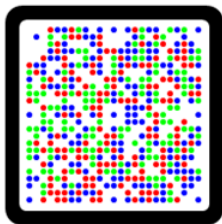


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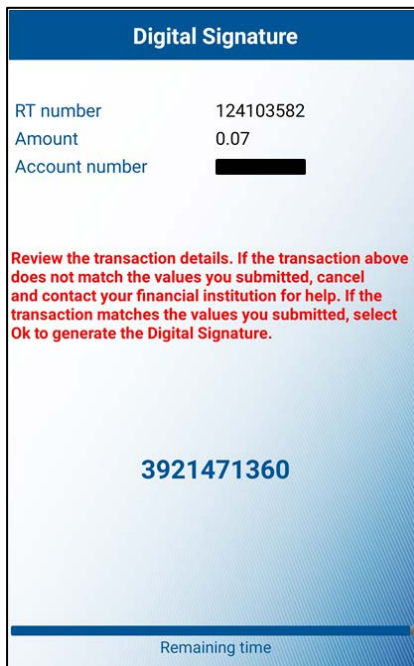
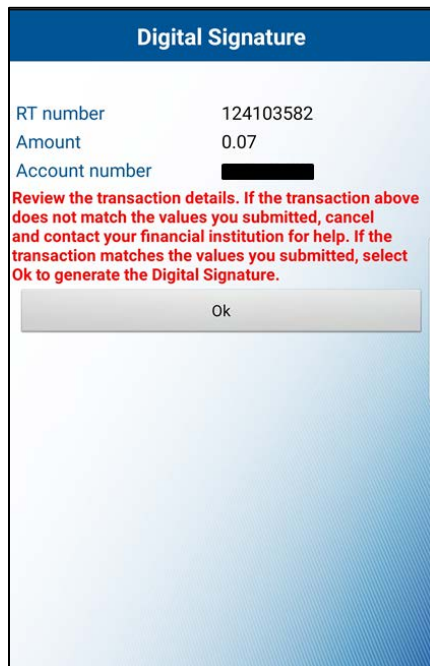
- Open the DIGIPASS app and select **Digital Signature**.



- Scan the CRONTO image displayed on the screen.



- Enter the 10-digit **Digital Signature** displayed in the app.

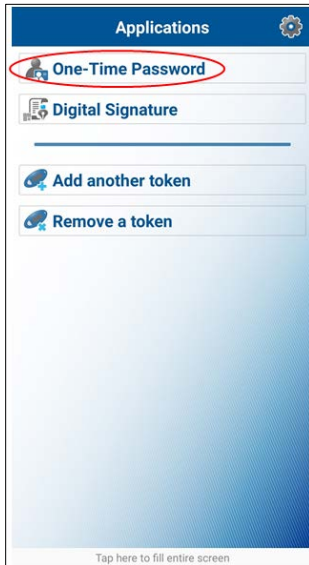


- Select **Complete challenge**.

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If you are unable to scan the image, select the “**Can’t scan the image?**” link to provide a one-time password instead.

- To enter a one-time password, go back to the home screen of the DIGIPASS app and select **One-Time Password** and enter the one-time password displayed on your device.



- Select **Complete challenge**.

A confirmation information page will display, indicating the Reference (confirmation) Number and Wire Number. Click **Done**.

| NEW WIRE TRANSFER USING EXISTING TRANSFER

Use New Wire Transfer Using Existing Transfer to “copy” the information from a previously saved or processed wire transfer to submit a new wire transfer.

After selecting New Wire Transfer Using Existing Transfer and before clicking Submit, you have the option to enter a Transfer Description and to select a Wire Type. Additional search criteria will narrow your search results. Or, leave the search criteria blank.

Click **Submit**.

- **Note:** Foreign wires must be setup and processed through Wire Transfer Template.

Click on the blue hyperlink in the **Transfer Description** section of the wire you would like to copy. Modify the wire transfer information as necessary, such as the transfer date, dollar amount, message to beneficiary, beneficiary reference, etc.

Click **Process** when ready to submit the wire or click **Save** to submit the wire later. When you click **Process**, you will be prompted to complete a security challenge.

Continued on Next Page ▶


Security Challenge

Complete the Security Challenge by entering the one-time password from your hard token or by scanning the digital signature with the DIGIPASS soft token app.

Security challenge
A digital signature security challenge is required to complete this transaction.

Digital signature instructions Show ▾

Device nickname: BOLACHWIRE



RT number: 124103582
Amount: 0.07
Account number: [REDACTED]

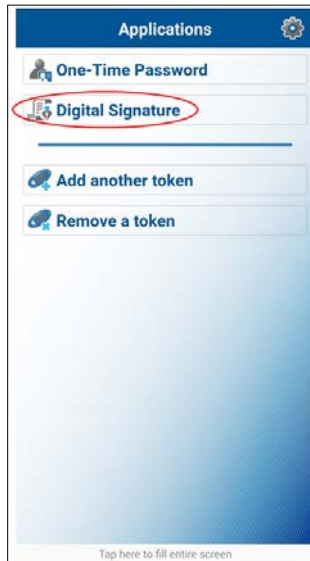
Digital signature *

* Indicates required field

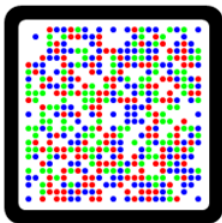
Complete challenge Cancel

[Can't scan the image?](#)

- Open the DIGIPASS app and select **Digital Signature**.

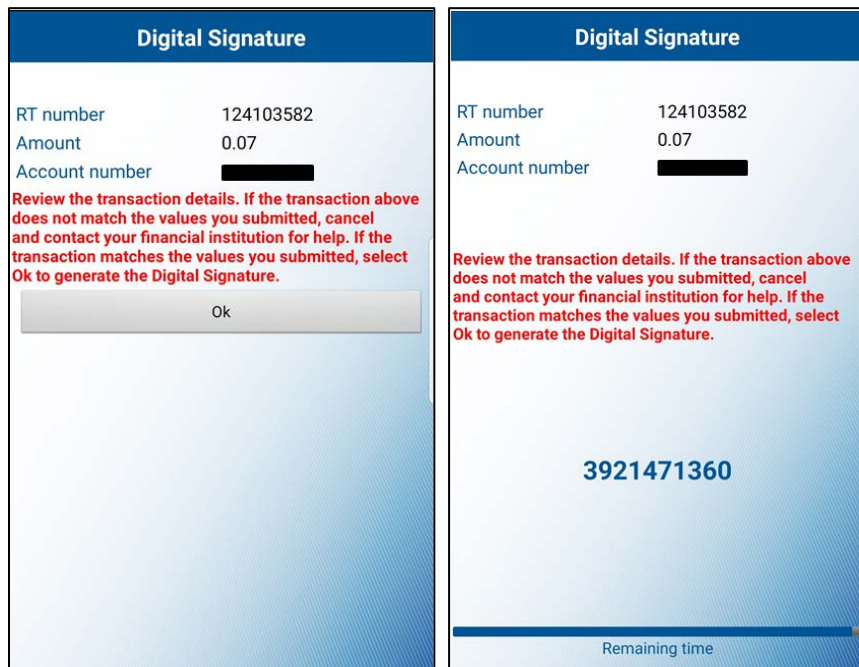


- Scan the CRONTO image displayed on the screen.



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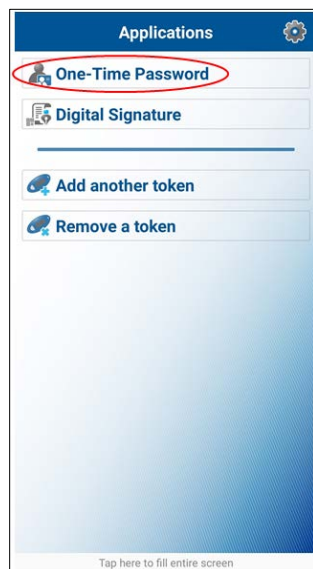
- Enter the 10-digit **Digital Signature** displayed in the app.



- Select **Complete challenge**.

If you are unable to scan the image, select the **“Can’t scan the image?”** link to provide a one-time password instead.

- To enter a one-time password, go back to the home screen of the DIGIPASS app and select **One-Time Password** and enter the one-time password displayed on your device.



- Select **Complete challenge**.

A confirmation information page will display, indicating the Reference (confirmation) Number and Wire Number. Click **Done**.

| WIRE TRANSFER TEMPLATE

Use Wire Transfer Template to process a domestic or foreign wire from a template. Foreign wires can only be sent from a template.

After selecting Wire Transfer Template and before clicking Submit, you have the option to enter a Template Name, to select a Wire Type, and to select a Template Group. Additional search criteria will narrow your search results. Or, leave the search criteria blank.

Click **Submit**.

To create a new wire based on the existing template, click on the NEW TRANSFER icon.

The screenshot shows the 'Select Wire Transfer Criteria' dialog box with the 'Wire Transfer Template' option selected. Below it is the 'Template List' table with the following data:

Template Name	Beneficiary	From Account	Wire Type	Status	New Transfer	Edit Template	Delete Template
Test Template	John Smith	1GENERAL ACCOUNT	Domestic	Approved			

Complete the following fields:

Transfer Start Date

Enter the date the wire is to settle.

The screenshot shows the 'New Domestic Wire Transfer - Test Template' form. The 'Transfer Start Date' field is highlighted with a red box. The form contains the following information:

- Template Name: Test Template
- Recurring Frequency: None
- * Transfer Start Date: [Redacted]
- Tax Identification Number: DONALD DUCK INC. [XXX-XX-6789]
- * Amount: [Redacted]
- * From Account: 1GENERAL ACCOUNT

Amount

Enter the amount of the wire.

The screenshot shows the 'New Domestic Wire Transfer - Test Template' form. The 'Amount' field is highlighted with a red box. The form contains the following information:

- Template Name: Test Template
- Recurring Frequency: None
- * Transfer Start Date: [Redacted]
- Tax Identification Number: DONALD DUCK INC. [XXX-XX-6789]
- * Amount: [Redacted]
- * From Account: 1GENERAL ACCOUNT

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Message to Beneficiary

Enter any applicable information that needs to be sent with the wire.

Beneficiary			
* Identification Type:	DDA Account Number	Message To Beneficiary:	Invoice
* Identification Number:	919123456		
* Name:	John Smith		
* Address:	123 Overland Ave.		
*	Burley ID 83318	Beneficiary Reference:	123456

Beneficiary Reference

Enter any reference numbers that would be applicable to the wire.

Beneficiary			
* Identification Type:	DDA Account Number	Message To Beneficiary:	Invoice
* Identification Number:	919123456		
* Name:	John Smith		
* Address:	123 Overland Ave.		
*	Burley ID 83318	Beneficiary Reference:	123456

Click **Process** when ready to submit the wire or click **Save** to submit the wire later. When you click **Process**, you will be prompted to complete a security challenge.

Security Challenge


Complete the Security Challenge by entering the one-time password from your hard token or by scanning the digital signature with the DIGIPASS soft token app.

Security challenge

A digital signature security challenge is required to complete this transaction.

Digital signature instructions Show ▾

Device nickname: BOLACHWIRE



RT number: 124103582

Amount: 0.07

Account number: [REDACTED]

Digital signature *

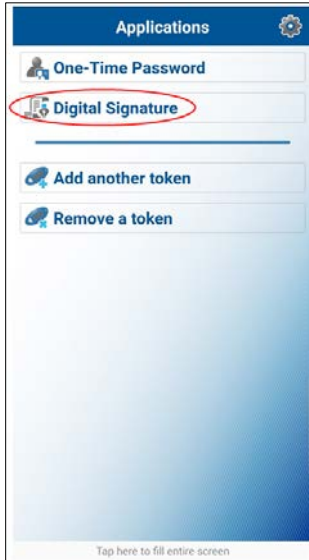
* Indicates required field

Complete challenge Cancel

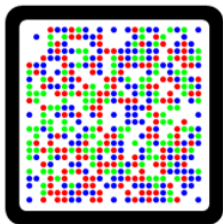
[Can't scan the image?](#)

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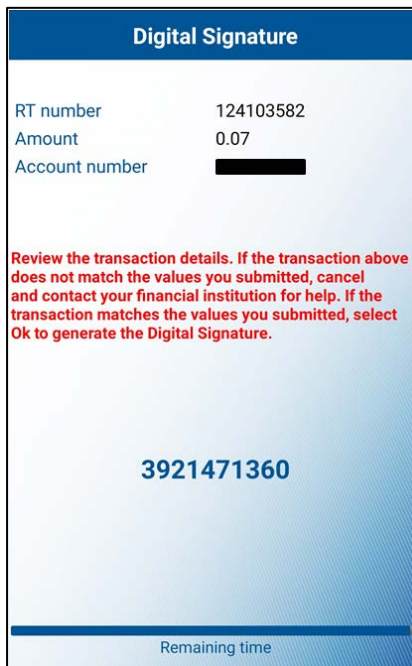
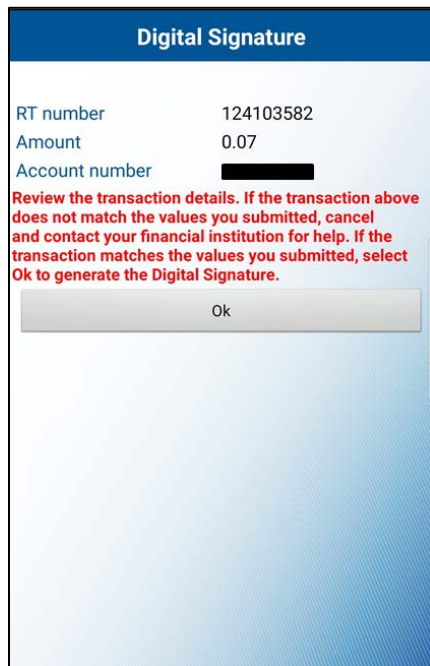
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- Scan the CRONTO image displayed on the screen.



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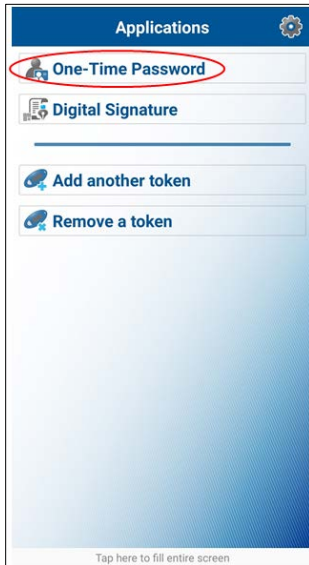


- Select **Complete challenge**.

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If you are unable to scan the image, select the **“Can’t scan the image?”** link to provide a one-time password instead.

- To enter a one-time password, go back to the home screen of the DIGIPASS app and select **One-Time Password** and enter the one-time password displayed on your device.



- Select **Complete challenge**.

A confirmation information page will display, indicating the Reference (confirmation) Number and Wire Number. Click **Done**.

| DELETE WIRE TRANSFER

After selecting Delete Wire Transfer and before clicking Submit, you have the option to search for a wire by Transfer Description, Date Range, Amount, or Wire Type.

If you are unsure of this information, simply click Submit and it will retrieve all Wires with a **SAVED** status.

Click on the blue hyperlink to delete the wire.

After verifying you have selected the correct wire, click on Next.

You will be given a Warning.

Click Finish.

Verification that the wire has been deleted will be displayed.

Click Done.

| REVIEW WIRE TRANSFER

After selecting Review Wire Transfer, click **SUBMIT**.

For Wires, you can select to Approve or Disapprove the wire.

Click Save.

| GLOSSARY

Amount

Amount of funds being wired in US Dollars only

Beneficiary – Address

Physical address of the beneficiary

Beneficiary – Identification Number

Account number the funds are being wired to

Beneficiary – Name

Name of individual or entity the funds are being wired to

Beneficiary Institution – Identification Number

The Routing/Transit number of the Financial Institution that is receiving the wire on behalf of the customer

Beneficiary Institution – Name

The name of the Financial Institution that is receiving the wire on behalf of the customer

Beneficiary Institution – Address

The address of the Financial Institution that is receiving the wire on behalf of the customer

Beneficiary Reference

Another reference for the beneficiary, such as an additional account number

From Account

The account the funds are being debited from in order to send the wire

Intermediary Institution (Receiving Institution)

The financial institution the funds are being sent to, with further credit to the Beneficiary Institution who will then credit the customer

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Message to Beneficiary

Information you wish to be passed along to the beneficiary with the wire

Receiving Institution – Institution Name

The name of the Financial Institution that is receiving the wire on behalf of the customer

Receiving Institution – Routing/Transit Number

The Routing/Transit number of the Financial Institution that is receiving the wire on behalf of the customer

Tax Identification Number

If you have more than one entity that you send wires for, this will allow you to select the entity you wish to have the wire sent from

Transfer Description

Name of Wire

Transfer Start Date

This is the date the wire is sent.