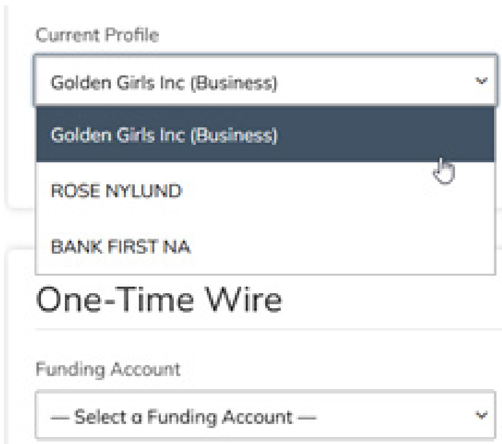
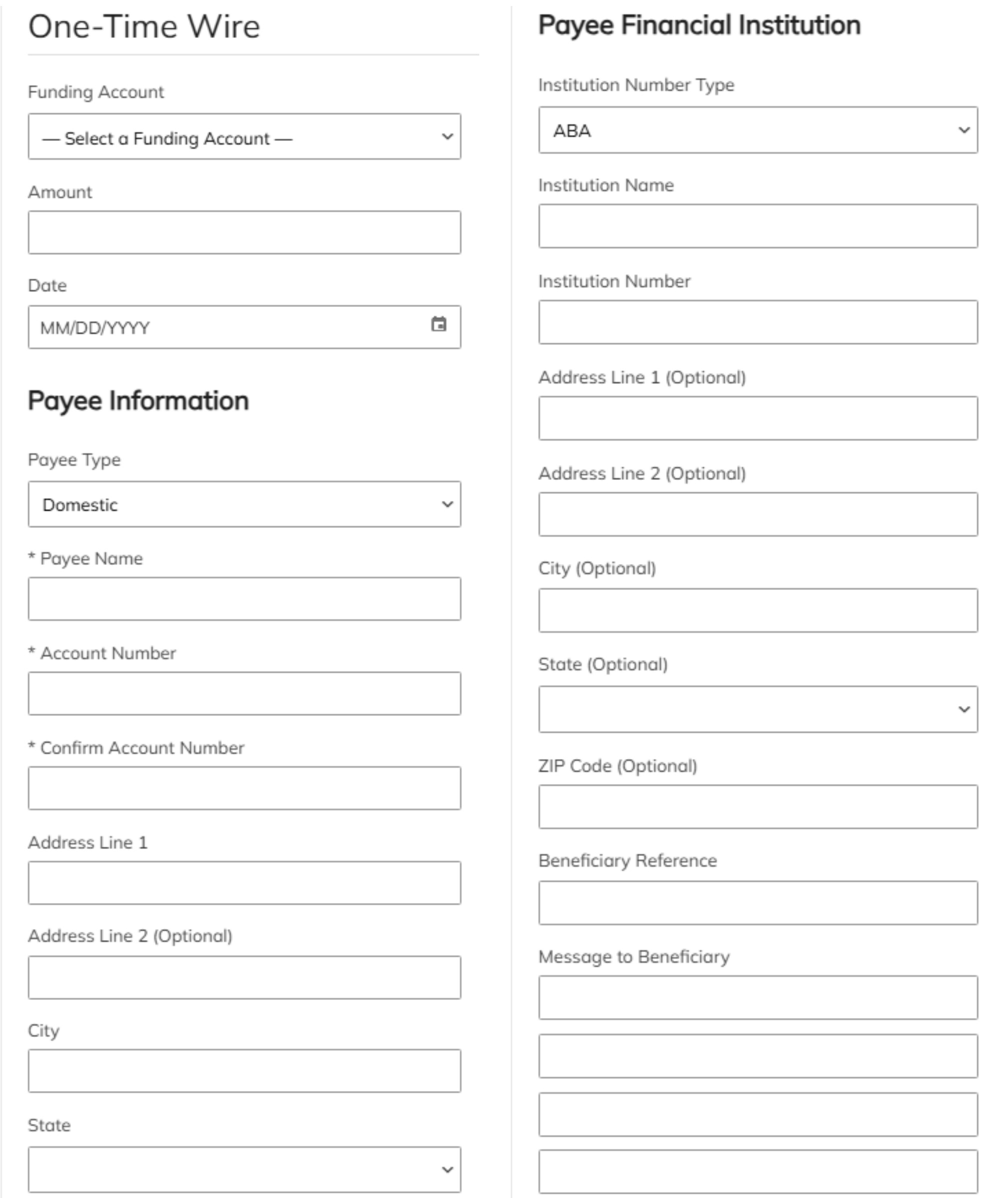
WIRE MANAGER
INSTRUCTIONS FOR FREEFORM WIRES

1. Log in to Digital Banking.
2. Go to “Wires” and select “One-Time Wire”.
3. Choose the appropriate Profile if more than one exists. The profile chosen here will determine which funding accounts are available in the drop-down menu in the next step.



4. Complete the necessary fields on the One-Time Wire screen.



**Fields indicated with an asterisk are required.*

- **Funding Account:** Choose which account to send the funds from. If you don't see the account you need, go back to Step 3 and make sure the correct Profile is selected.
- **Override Originator Name:** (*Optional*) Check this box if you want to change the name to something other than the default business name.
- **Amount:** Amount of wire
- **Date:** Usually today's date unless after cutoff time

Payee Information

- **Payee Type:** Choose Domestic or International
- **Payee Name:** Account name or beneficiary name from wiring instructions
- **Account Number:** Account number from wiring instructions
- **Address, City, State, Zip Code:** Account address from wiring instructions

Payee Financial Institution

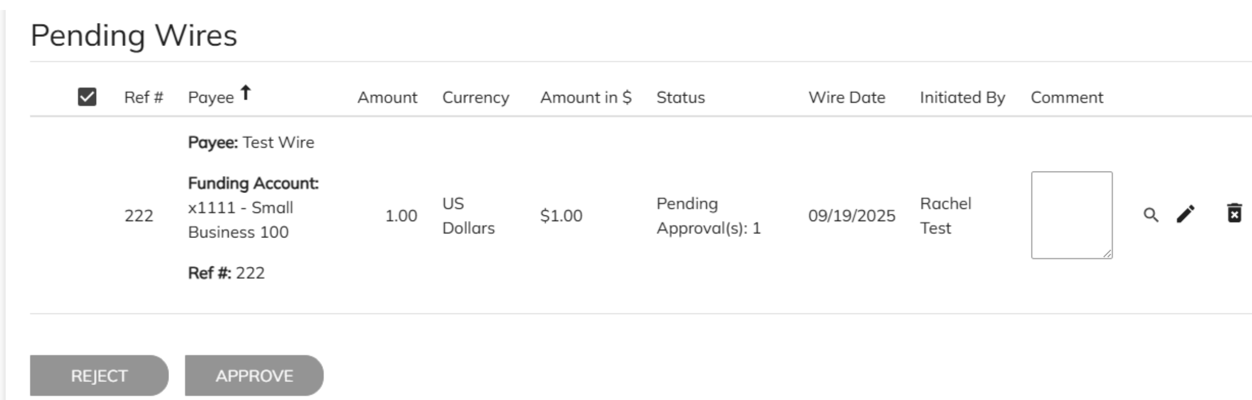
- **Institution Number Type:** ABA = Routing Number, BIC = SWIFT code (international only)
- **Institution Number:** Routing number from wiring instructions
- **Institution Name:** this should flood in based on the Institution Number entered
- **Address:** Address should also flood in based on the Institution Number
- **Message to Beneficiary:** Any information from the wiring instructions that needs to be referenced (i.e. Property Address, invoice number)

Receiving Financial Institution and/or Intermediary Financial Institution should only be used if the wiring instructions indicate an intermediary bank.

5. When complete, select the "Submit" button.

6. If your wire requires review by another user prior to processing a notification email will be sent to all users with sufficient access to approve.

7. To approve a wire an approver user will log into Digital Banking, choose "Wires" and "Wire Activity". Go to the "Pending Wires" area. Then either select the magnifying glass to view the wire or select the checkbox next to the wire and choose the "Approve" or "Reject" button.



8. Once the wire has been submitted and approved (if applicable) a notification email will be sent to all users with wire access.

9. An outgoing wire email notification will also be generated once Bank First has released the wire.

Questions? Please contact Bank First's Treasury Management Support Team:
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