WIRE MANAGER
TRANSFER TEMPLATE GUIDE

1. Log in to Digital Banking.

2. Go to “Wires” and select “Single Wire”. Or select “Multiple Wires” to send multiple wires at one-time using pre-defined templates.

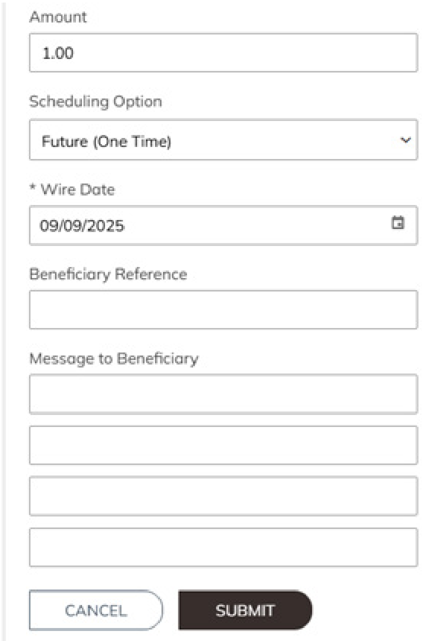
3. Choose the appropriate Profile if more than one exists. The profile chosen here will determine which funding accounts are available in the drop-down menu in Step 5.

4. In the “Payee” drop-down menu select the appropriate pre-defined wire template.

5. Choose the appropriate Funding Account and enter in an amount. If you don’t see the account you need, go back to Step 3 and make sure the correct Profile is selected.

6. In the “Scheduling Option” drop-down menu select “Future (One Time)”. Then choose today’s date or a future date.

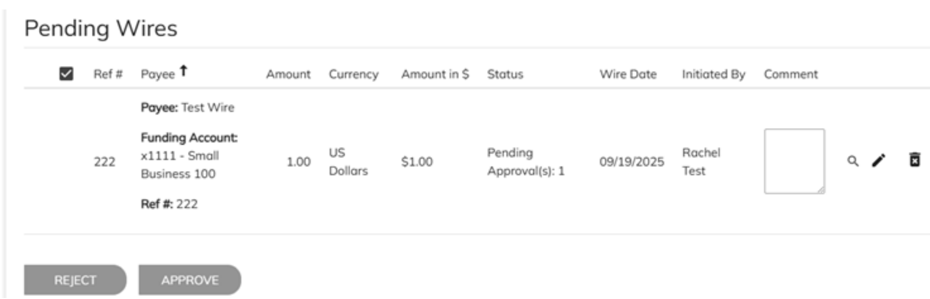
7. Proceed with completing the rest of the fields if necessary.



8. When complete, select the “Submit” button.

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

10. To approve a wire transfer 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.



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

12. 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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