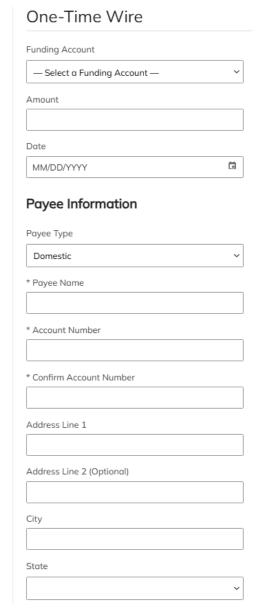
WIRE MANAGER INSTRUCTIONS FOR FREEFORM WIRES

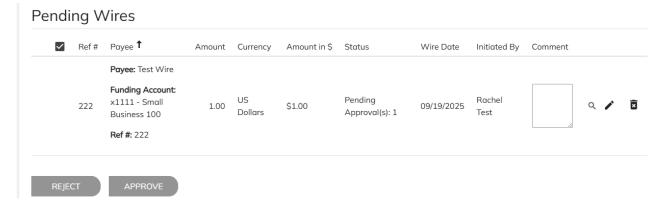
- 1. Log in to Online Banking.
- 2. Go to "Wires" and select "One-Time Wire".
- 3. Complete the necessary fields on the One-Time Wire screen.



Institution Nun	iber Type	
ABA		
Institution Nan	ne	
Institution Nun	nber	
Address Line 1	(Optional)	
Address Line 2	(Optional)	
City (Optional)		
State (Optiona	1)	
ZIP Code (Opti	onal)	
Beneficiary Re	ference	
Message to Be	neficiary	



- 4. Funding Account: Choose which account to send the funds from
 - 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)
 - · Skip Institution Name, this will flood in once the routing number has been entered in
 - Institution Number: Routing number from wiring instructions
 - · Address should also flood in based on routing 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
 - *Fields indicated with an asterisk are required.
- 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 Online 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: (920) 652-3515 treasurymanagement@bankfirst.com	