

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.

One-Time Wire	Payee Financial Institution
Funding Account — Select a Funding Account —	Institution Number Type ABA
Amount	Institution Name
Date MM/DD/YYYY	Institution Number
Payee Information	Address Line 1 (Optional)
Payee Type Domestic	Address Line 2 (Optional)
* Payee Name	City (Optional)
* Account Number	State (Optional)
* Confirm Account Number	ZIP Code (Optional)
Address Line 1	Beneficiary Reference
Address Line 2 (Optional)	Message to Beneficiary
City	
State	



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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.

Pending Wires

☒	Ref #	Payee ↑	Amount	Currency	Amount in \$	Status	Wire Date	Initiated By	Comment
		Payee: Test Wire							
		Funding Account:							
	222	x1111 - Small Business 100	1.00	US Dollars	\$1.00	Pending Approval(s): 1	09/19/2025	Rachel Test	
		Ref #: 222							

REJECT

APPROVE



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

