

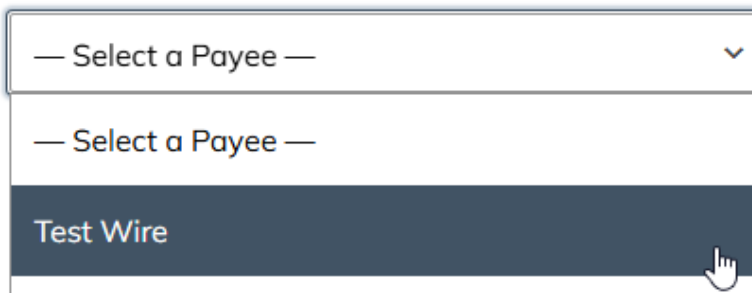
WIRE MANAGER

TEMPLATE TRANSFER

1. Log in to Online 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. In the “Payee” drop-down menu select the appropriate pre-defined wire template

Single Wire

Payee



The image shows a dropdown menu for selecting a payee. The menu is open, displaying three options: "— Select a Payee —" (twice) and "Test Wire". The "Test Wire" option is highlighted in a dark blue bar. A mouse cursor is pointing at the bottom right corner of the dropdown menu.

4. Choose the Funding Account and enter in an amount.
5. In the “Scheduling Option” drop-down menu select “Future (One Time)”. Then choose today’s date or a future date.

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

Amount

Scheduling Option

* Wire Date

Beneficiary Reference

Message to Beneficiary

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

8. 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.

9. To approve a wire transfer 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: x1111 - Small Business 100							
	222		1.00	US Dollars	\$1.00	Pending Approval(s): 1	09/19/2025	Rachel Test	☐ View Edit Delete
		Ref #: 222							



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

