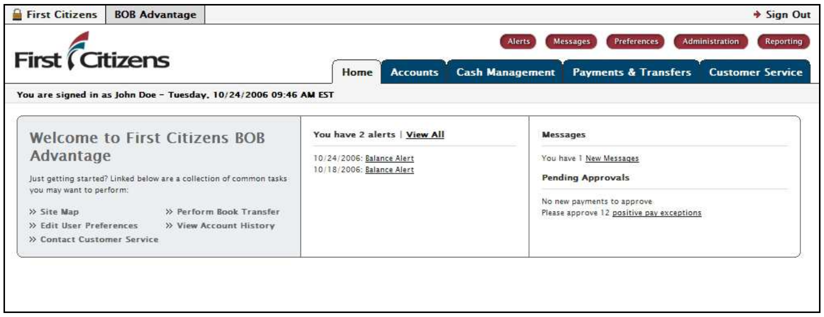
Domestic Wire Templates

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>

On the **Home Page**, click on the **Payments & Transfers** tab.



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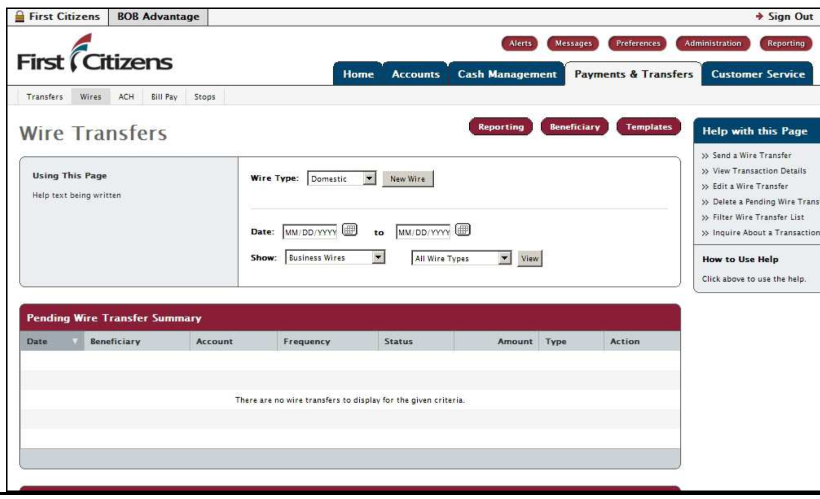
<tr><td>2.</td><td>

Click on the **Wires** tab. Enter your **PIN** and the **Digital Security Token Number**. The Wire Transfers screen appears.



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<tr><td>3.</td><td>

Click on the **Templates** button.

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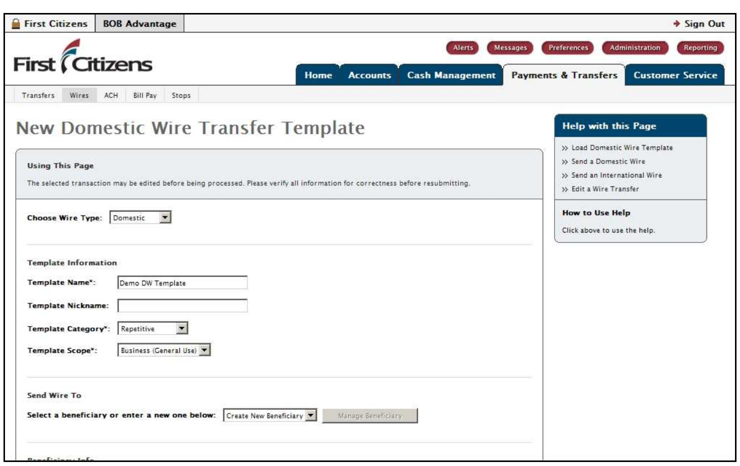
<tr><td>4.</td><td>

Click on the **New Template** button and the New Domestic Wire Transfer Template screen appears.



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</table>

5.	Complete the **Template Information** section by: - Entering a Template Name - Selecting a Template Category (Repetitive, Semi-Repetitive, or Free-Form). The option you choose will determine how much of the wire template information can be changed in the future. - Choosing a Template Scope (User if you are the only user that needs access to the wire template and Business if other users will need access to the wire template)
6.	Complete the **Beneficiary Info** section by: - Selecting an existing Beneficiary from the drop-down box in the 'Send Wire To' section OR by: - Entering the Beneficiary Name - Entering the Beneficiary Address - Choosing a Beneficiary Scope (User if you are the only user that will need access to the Beneficiary, Business if other users will need access to the Beneficiary, or One-Off if the Beneficiary only needs to be used for this template) - Entering the Beneficiary Account Number
7.	Complete the **Beneficiary Bank Info** section by: - Clicking the Search box to the right of the Bank Name field - The Bank Lookup screen appears. It is best to search by FED ABA. Otherwise, search by the other available fields - Click Search and the Bank Lookup Results screen appears - If the correct Bank is displayed click on the Bank Name - Click Insert Bank Info - The Beneficiary Bank Info section has now been populated with the necessary information

8. Complete the **Debit Info** section by:

- Selecting a Debit account
- Entering a Template Limit if necessary
- Selecting a Repeating Frequency if necessary

9. Complete the **Originator to Beneficiary** and **Bank to Bank Information** fields by:

- Entering any information that needs to be sent to the Beneficiary along with the wire transfer
- Entering any additional information that the Bank will need for processing the wire transfer

10. Click the **Save Template** button

11. Review the Wire Template information for accuracy and click the **Confirm/Save Template** button

12. The Wire Template you added should now show in the appropriate **User** or **Business** Template List