Cash Management > Wires





How to set up a Outgoing Wire Template and also set it up as a recurring wire.

Step 1 ...

Navigate to **Money Movement** and click on **Wire**. Then click on **Wire Via Template** to send a wire from a previous template. If you do not have a Wire Template setup, click on **Manage Templates** and then **Add a Template** to enter all of your wire information. ******Only add wire information based upon information given from the party you are sending it too.

Step 2 ...

Once you have chosen your **Template Name** from the drop down, fill in the dollar amount and frequency for your wire. You have the option to set it up as a one time wire or you can choose to have it recurring, if needed.

Wire	Today only
Wire Money Wire Via Template Wire Via Multiple Templates Manage Templates Import / Upload Wires File Sta	One time
Schedule a Wire	Weekly
View saved or returned wires requiring corrections	Every other week
Template Based Wire Transfer Information	Twice a month - the 15th and last day of the month
ABC Co	Monthly
USD	Monthly- last day of the month
	Every three months
Adductoral information for recipient (optional) (Up to 140 character)	Every three months - last day of the month
Today only -	Every six months
Security Code (optional)	Every six months - last day of the month
Continue	Yearly
	Custom

Step 3 ...

Once you have entered the applicable information, you will receive a Confirmation screen to verify what you entered was correct. If you have dual control turned you, you can submit for approval. If you do not, you may approve the wire and it will be transmitted.



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