

Process a Domestic Wire via Online Banking

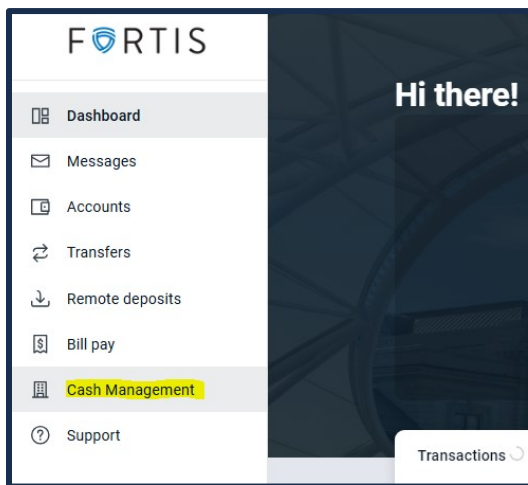
Without Dual Control

Purpose

The purpose of this guide is to outline steps to enter and send a domestic wire via online banking without dual control.

Instructions

1. Login to your online banking account (<https://www.fortisbankus.com/>)
2. Navigate to *Cash Management*



3. You will be prompted to enter your Secure Token from your VIP Access App.

4. To set up a new wire, you will navigate to 'Edit/Add' and choose an account from the dropdown labeled 'Create a new wire from.'



5. You will then see the screen to enter the wire details:

General Wire Information

Wire Name

This field is for your reference only - a name for you to ID the wire

Credit Account Information

Credit Account Number

Put in the beneficiary acct # (the acct you are sending the wire to)

Credit Account Name

Put in the beneficiary acct name (i.e. the name of the person/entity you are sending the wire to)

Credit Account Address

Put in the beneficiary's address (address on their bank acct)

**This cannot be a PO Box

**This is not the receiving bank address

-OR- **At minimum, you need a City & State

City

State

Zip

Receiving Bank Information

Receiving Bank ABA Number

aka Routing Number

Search for ABA Number

Receiving Bank Name

This should auto populate based on the ABA/Routing # entered

Wire Information

Remarks

This is where you can put in 'For Further Credit To' Information. Or anything the receiver needs to see such as an invoice number or other reference

Save as Repetitive Wire?

Select this box to save the wire information as a 'template' to use again in the future

Amount

\$

\$0.00

Enter in the dollar amount of the wire, and select 'Submit'

Cancel

Submit

6. Once you have the form fields complete, you will select **Submit** **This does not send the wire*
7. The screen will return to the *Enter/Edit* page where you are able to see the wire to edit or delete.

Information Message: Successfully added Wire Transfer: Test for Guide

Edit/Add Wires List

Display wires for: Operating Account

Create a new wire from: Select option...

Single/Repetitive Wires

Recurring/Future-Dated Wires

Wire Name	Sequence	Status	Amount	Rep Code
<input type="checkbox"/> Test for Guide	1029794	Ready	\$1.00	
			Total \$1.00	



8. To send the wire, navigate back to the main *Wires* tab.
 - You will see wires ready to be transmitted here:

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI
Test for Guide	1029794	Ready	\$1.00	No	10011995	FORTIS BK

9. Select 'Transmit' to process the wire (or if you have multiple, you can check the box next to each wire and choose 'Transmit Selected')
10. The screen will navigate to a page where you can do a final review of the wire information.
 - Enter your Wire Password (4-digit PIN) and select the *Transmit* button.

Wire Information

Repetitive Code

Amount \$1.00

Remarks: TEST WIRE

Wire Password

****Do not close or refresh the page until you see the *green confirmation message* and the wire shows as *Processed*. This step may take 1-2 minutes.**

Information Message: Successfully transmitted wire transfer: Test for Guide
confirmation: 409240117

Wire Name	Sequence	Status	Amount
Test for Guide	1029794	Processed	\$1.00

Total \$1.00

11. Navigate to the *History* tab under *Wires* to find the confirmation and *OMAD* (aka *Federal Reference #*). This is a unique identifier for each wire that can be used for tracking purposes.

Wire History for Transmitted Date Range 09/01/2023 to 12/29/2024

View Range: 7 Days | 15 Days | 30 Days

Wire Activity for: Operating Account

Wire Name	Transmitted	Effective	Amount	Rep Code	Recurring	Receiving Account Number	Beneficiary Name	Receiving FI	OMAD
Test for Guide	04/09/2024	04/09/2024	\$1.00		None	10011395	PAYROLL ACCOUNT	FORTIS BK	20240409MMQFMPBO00025804091739FT01

Frequently Asked Questions

- **What if I do not know the beneficiary address?**
 - We recommend reaching out to the beneficiary to verify any missing information.
 - There is a chance the wire could be delayed or returned if any information is inaccurate or missing.
- **What if I do not remember my Wire Password?**
 - Our Client Services team can assist Monday-Friday (9am-5pm MST) via email clientservices@fortisbankus.com or phone call 720-616-4000.
- **How can I change my Wire Password?**
 - Navigate to Settings and locate **Internet Banking Wire Password** half-way down the page
- **When will the beneficiary receive the wire?**
 - Once the wire shows as **Processed** in online banking, it has left Fortis Bank and the timing is completely up to the receiving bank
- **When will the funds leave my account?**
 - As soon as the wire shows **Processed**, you can navigate back to the main Dashboard and see the funds debiting your account

