

Important Reminders: **Wire Cutoff Time: 1:00pm**

- 🕒 A wire payee must first be set up to complete a Single or Multiple wire transfer.
- 🕒 Foreign currency wires are only available as **single wires**.
- 🕒 Payees must be set up as an International payee for foreign currency transfers.
- 🕒 Multiple wire transfers can only be created as Domestic wires.
- 🕒 A one-time wire is created for a recipient that is not set up as a payee.
- 🕒 One-time wires can only be created as a Domestic wire.

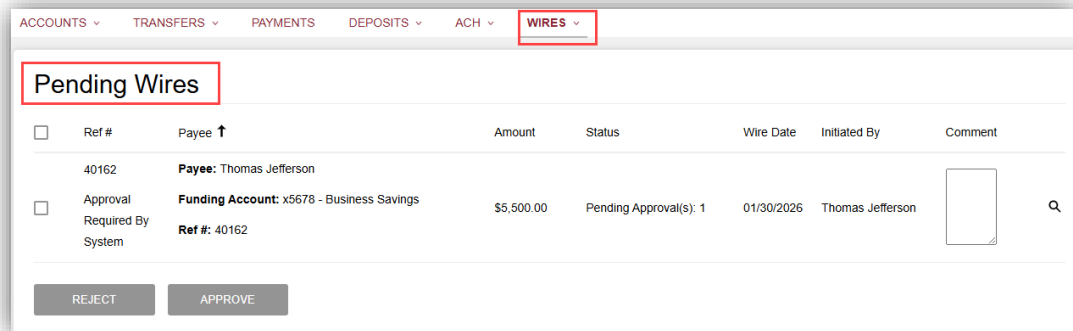
Wire Activity

1. Accessing Wire Activity

- a. Login Digital Banking.
- b. Select the “Wires” tab.
- c. Select “Wire Activity

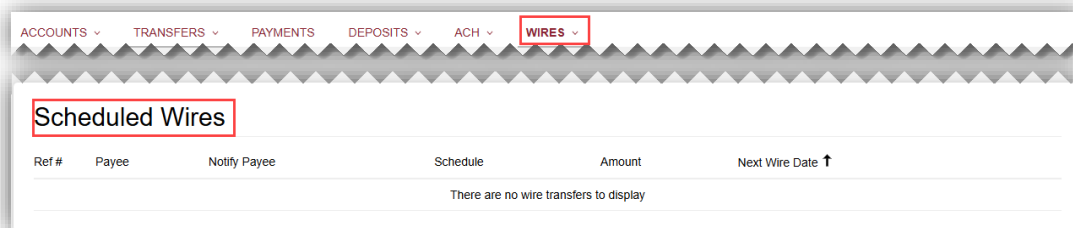
2. Wire Activity

- a. Pending Wires - immediate and future-dated wire transfers awaiting approval.



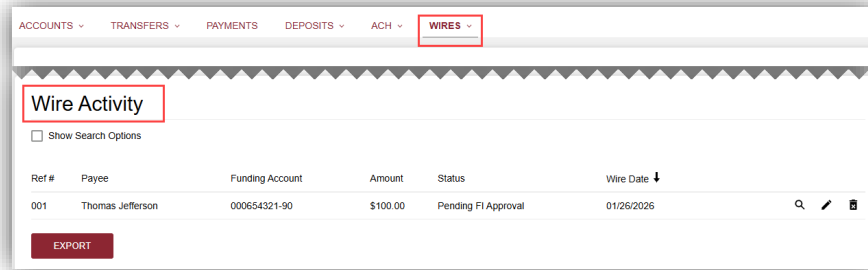
The screenshot shows the 'Pending Wires' section of the digital banking interface. The 'WIRES' tab is selected in the top navigation bar. The 'Pending Wires' section is highlighted with a red box. Below the title, there is a table with columns: Ref #, Payee, Amount, Status, Wire Date, Initiated By, and Comment. A single wire transfer is listed with Ref # 40162, Payee Thomas Jefferson, Amount \$5,500.00, Status Pending Approval(s): 1, Wire Date 01/30/2026, and Initiated By Thomas Jefferson. The wire is marked as 'Approval Required By System'. Below the table, there are 'REJECT' and 'APPROVE' buttons.

- b. Scheduled Wires - transfers that have been initiated but recur automatically on a designated frequency. After the initial approval, they generate automatically. If the wire transfer is modified, it must go through the approval process again.



The screenshot shows the 'Scheduled Wires' section of the digital banking interface. The 'WIRES' tab is selected in the top navigation bar. The 'Scheduled Wires' section is highlighted with a red box. Below the title, there is a table with columns: Ref #, Payee, Notify Payee, Schedule, Amount, and Next Wire Date. The table is currently empty, and a message 'There are no wire transfers to display' is shown at the bottom.

- c. Wire History - a history of all wire transfers.



3. Wire Activity Statuses

- a. Refer to the “Status” column to see the status of each wire transfer.
 - i. Pending Approval
 - ii. Approved
 - iii. Rejected
 - iv. Canceled
 - v. Canceled by System
 - vi. Processed
 - vii. Rejected by Federal Reserve
 - viii. Downloaded
 - ix. Completed

Wire Activity Actions

1. View Pending Wire Transfers

- a. Select the “Eyeglass” icon.
- b. Review the “Wire Transfer Details”.
- c. Select the “Close” button.

2. Edit Pending Wire Transfers

- a. Select the “Edit” (pencil) icon.
- b. Edit fields, as necessary.
- c. Select the “Submit” button.

3. Delete Pending Wire Transfers

- a. Select the “Delete” (trashcan) icon.
- b. Enter a comment in the “Optional Comment” field, if applicable.
- c. Select the “Save” button.

4. Search for Pending Wire Transfers

- a. Select the “Show Search Options” checkbox.
- b. Enter the search criteria (i.e., Status, Funding Account, Date Range, etc.)
- c. Deselect the checkbox to close the “Show Search Options” view.

5. Export Pending Wire Transfers

- a. Select the “Export” button.
- b. Retrieve file from device Downloads folder.