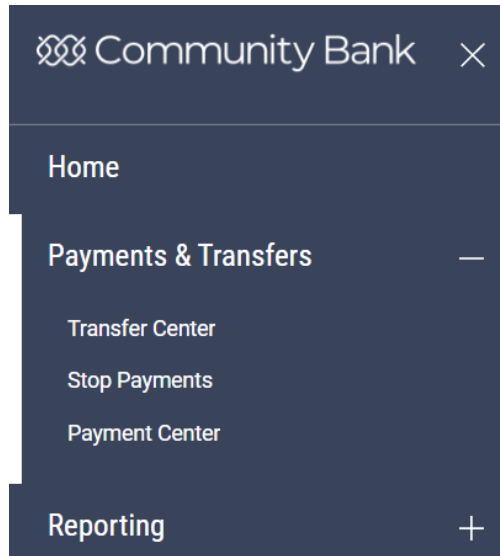


USER GUIDE

Premier Business Connect Wires

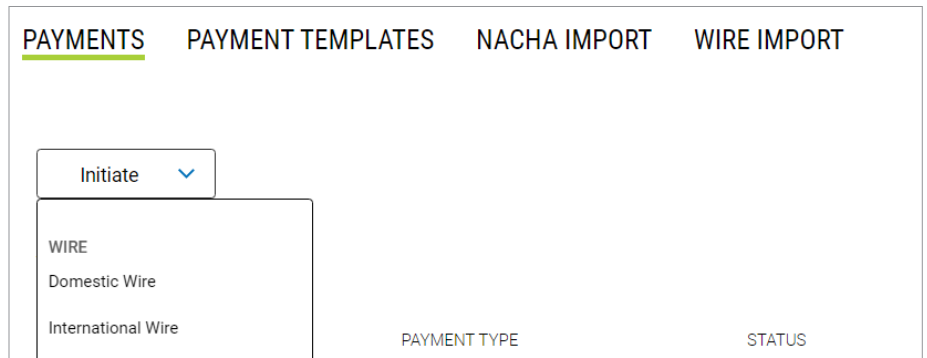
Initiating Wires

Open the dashboard in the top left corner. Click on **Payments & Transfers**, **Payment Center**.



Domestic Wire

At the **Initiate** dropdown menu, select **Domestic Wire**.



- Enter the wire information.
- At the bottom, click **Confirm**.
- Review the wire payment data, click **Submit** at the bottom.
- Enter your one-time passcode.
- You will get a message that the payment has been created.

ORIGINATOR INFORMATION

FROM ACCOUNT

BENEFICIARY INFORMATION

NAME

0/35

ADDRESS LINE 1 **ADDRESS LINE 2**

Physical Address Required. No P.O. Box Address 0/35

ADDRESS LINE 3 Optional

0/35

PAYMENT DETAILS

BANK CODE / NAME **ACCOUNT NUMBER**

0/34

AMOUNT

TRANSACTION DATE

International Wire

At the **Initiate** dropdown menu, select **International Wire**.

PAYMENTS
PAYMENT TEMPLATES
NACHA IMPORT
WIRE IMPORT

Initiate ▼

WIRE
 Domestic Wire
 International Wire

PAYMENT TYPE	STATUS

Enter the wire information.

ORIGINATOR INFORMATION

FROM ACCOUNT

Select ▼

BENEFICIARY INFORMATION

NAME

0/35

ADDRESS LINE 1

Physical Address Required. No P.O. Box Address

0/35

ADDRESS LINE 2

0/35

ADDRESS LINE 3

0/35

PAYMENT DETAILS

SELECT BANK CODE TYPE

Domestic List International List

BANK CODE / NAME

Select ▼

ACCOUNT NUMBER

0/34

AMOUNT

USD

Under **Additional Payment Details**, the **Intermediary Bank** data must be entered. *If this is not done, the wire will not process.*

ADDITIONAL PAYMENT DETAILS

+ Intermediary Bank

Click **Domestic List** and select the US Bank that is the intermediary bank for your beneficiary bank.

- At the bottom, click **Confirm**.
- Review the wire payment data, click **Submit** at the bottom.
- Enter your one-time passcode.
- You will get a message that the payment has been created.

SELECT BANK CODE TYPE

Domestic List
 International List

Add 2nd Intermediary Bank

BANK CODE / NAME

Select
▼

Domestic wire template

- Select **Payment Templates**.
- Then select **Create Template**, then **Domestic Wire**.

PAYMENTS
PAYMENT TEMPLATES

Create Template
▼

WIRE

Domestic Wire

International Wire

TEMPL

Enter your information here then **Save** the template at the bottom of the page.

PAYMENT TYPE
Domestic Wire

TEMPLATE NAME

0/40

ORIGINATOR INFORMATION

FROM ACCOUNT

BENEFICIARY INFORMATION

NAME

0/35

ADDRESS LINE 1

Physical Address Required. No P.O. Box Address
0/35

ADDRESS LINE 2

0/35

ADDRESS LINE 3 Optional

0/35

PAYMENT DETAILS

BANK CODE / NAME

ACCOUNT NUMBER

0/34

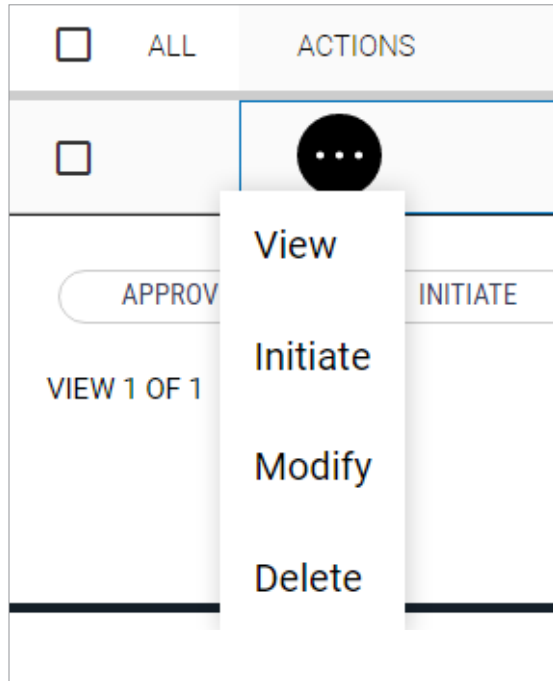
Once the template has been created, it will appear here.

• ALL TEMPLATES Changed | Save As As of

FILTERS	PAYMENT CATEGORY (1)	Show Values						
<input type="checkbox"/> ALL	<input type="checkbox"/> ACTIONS		TEMPLATE NAME	STATUS	PAYMENT TYPE	PAYMENT CATEGORY	PAYEE NAME	
<input type="checkbox"/>	...		Template Test	Available for u...	Domestic Wire	Wire	Template Test	

From here, you can reuse and initiate the template as much as you would like. You can also modify the template to change amounts or other information.

To create an **International Wire** template, follow the same steps, only select **International** and enter the intermediary bank data.



Questions? Contact Us.

Get in touch. Stop into your local branch, pick up the phone or visit our website at [cbna.com](https://www.cbna.com).

Commercial Services Support (M–F: 8am–6pm EST):
1-866-764-8638, Option 3, Option 3 or commercialservices@cbna.com.

Telephone Banking (24/7 automated voice response):
1-866-764-8638, Option 1