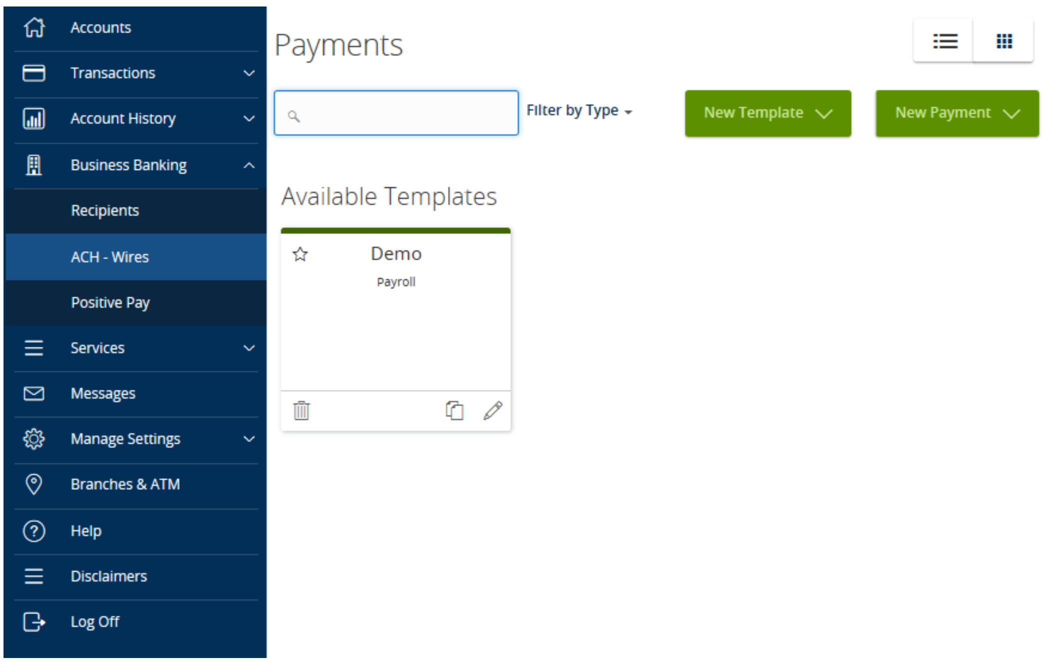
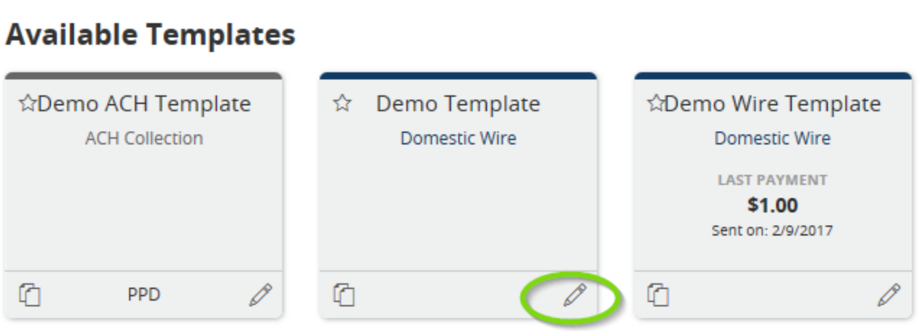
HOME FEDERAL

How to Create a Wire Transfer from an Existing Template

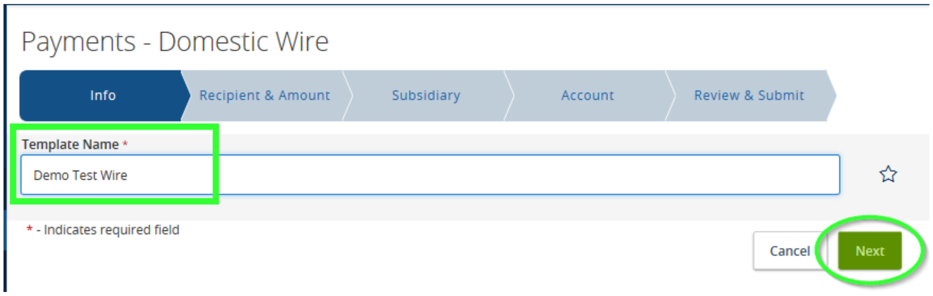
1. Login into Online Banking
2. Navigate to **Business Banking** > **ACH – Wires**



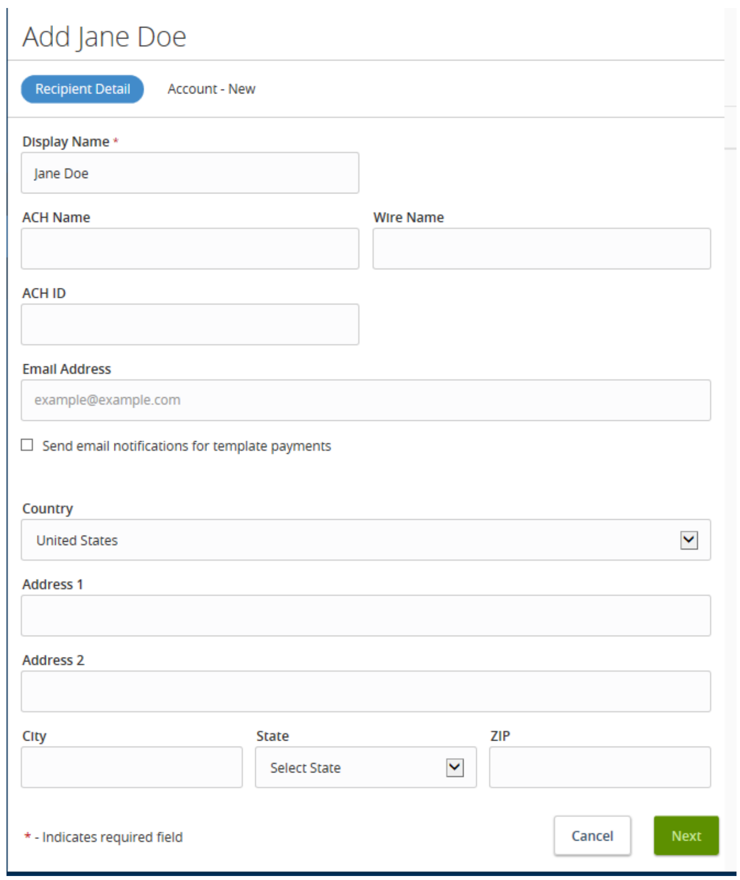
3. Select the template you wish to use and click on the pencil icon to open.



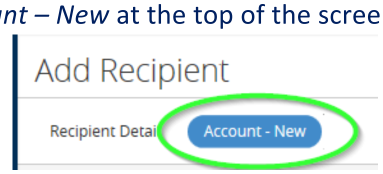
4. Make any changes necessary to the template name and select next.



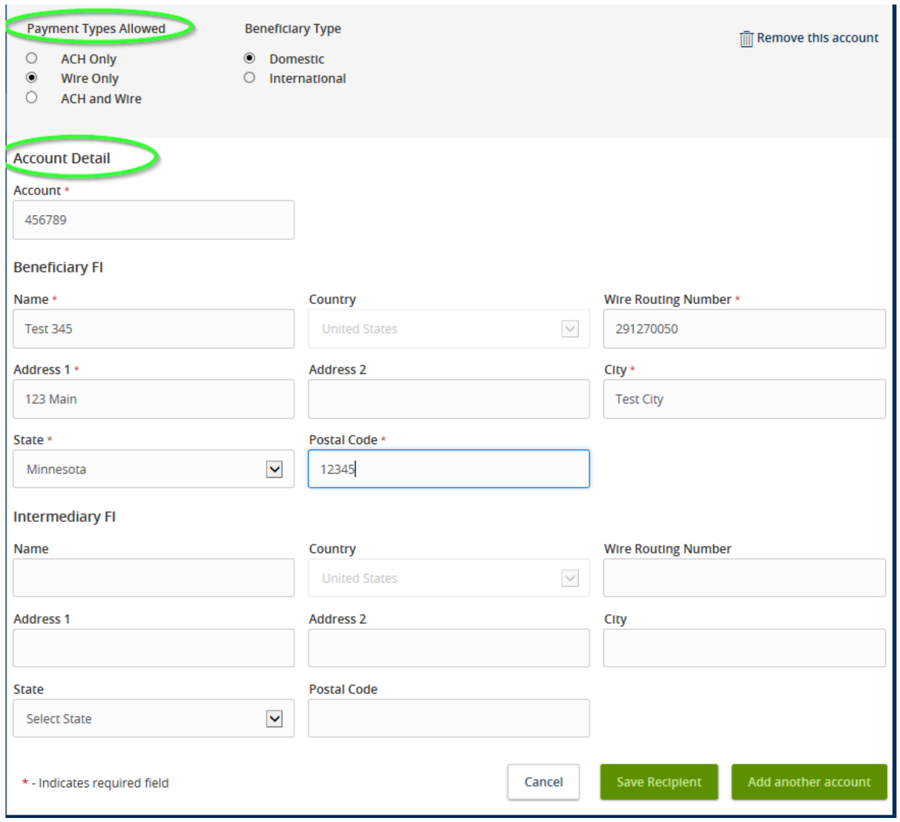
5. Select the recipient of the Wire by checking the box next to the recipient name.
    a. A new recipient may be added by selecting *New Recipient*.
    b. Fill in the Recipient *Display Name* (this is the only required field.)
        i. An option to send recipients notification when an ACH or Wire is sent is available. To use this option, enter an email address in *Email Address* field.
        ii. If needed a separate name may be entered under the *ACH Name* and *Wire Name* fields.



    c. Select *Account – New* at the top of the screen

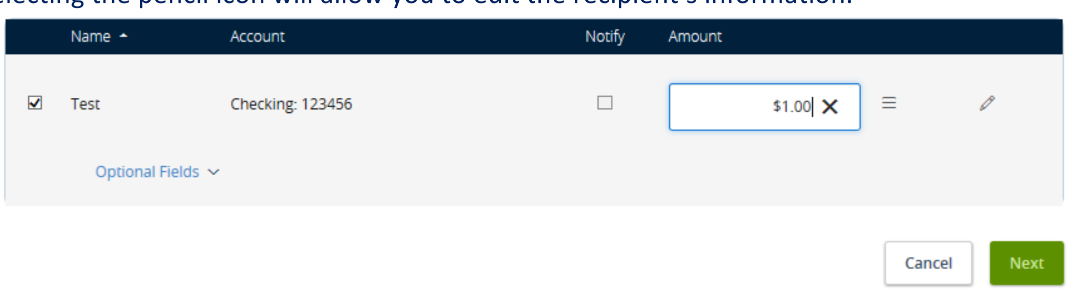


        i. Choose which payment types will be allowed.
        ii. Enter the Account Detail information (Account number, Wire Routing number, Beneficiary Name and address)

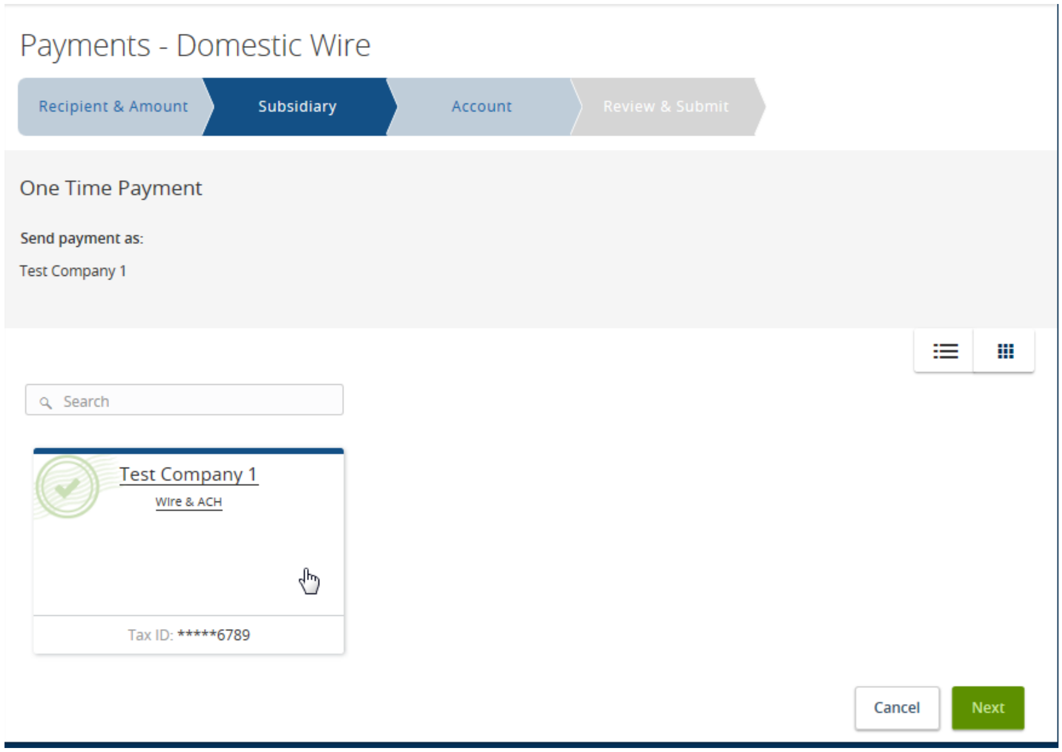


d. Once the account information is entered, choose one of the following:
   i. Save Recipient – allows recipient to be used in the future
   ii. Add another account – allows another account to be tied to the recipient

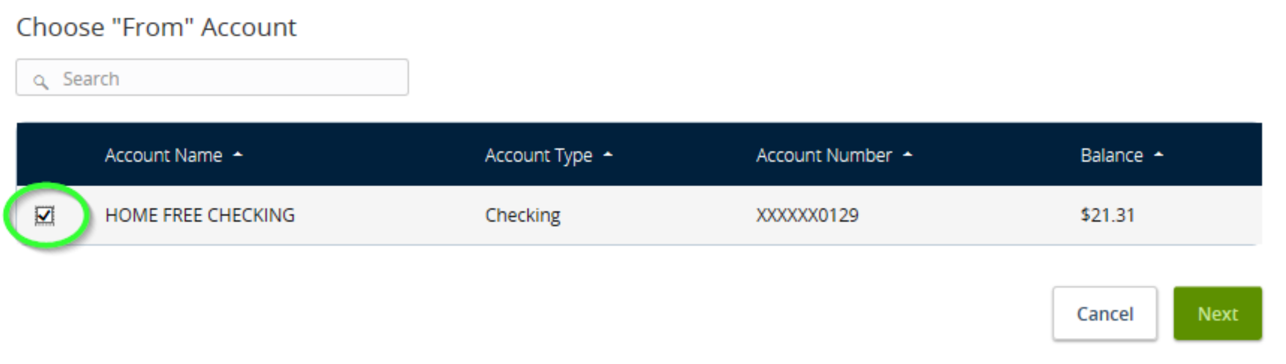
6. Once the recipient is selected enter the amount being sent then select *Next.*
   a. Checking the Notify box will send an email notification to the recipient when the file is processed.
   b. Selecting the 3 dashes icon will open a new screen that allows you to split payments for that recipient across multiple accounts.
   c. Selecting the pencil icon will allow you to edit the recipient's information.



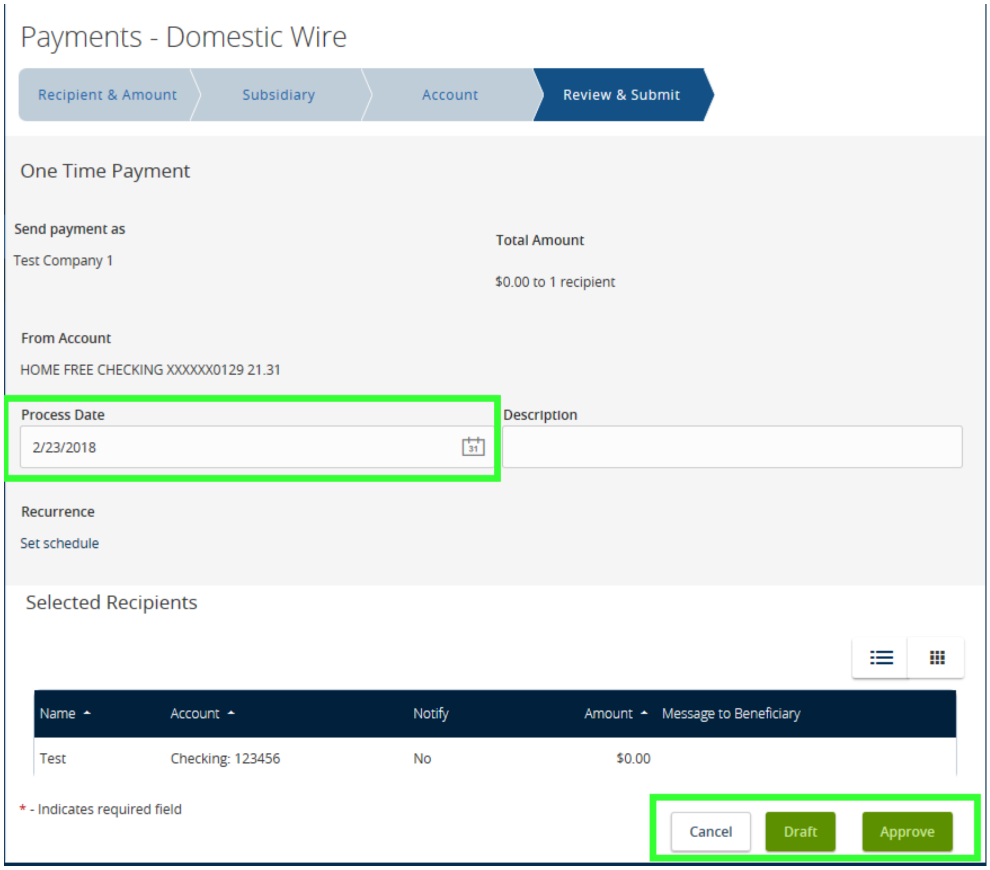
7. The next step is Subsidiaries (not all business's will have this option.) If the business has subsidiaries this screen allows the selection of the subsidiary that will be sending the file. Simply click on the correct subsidiary and select next.



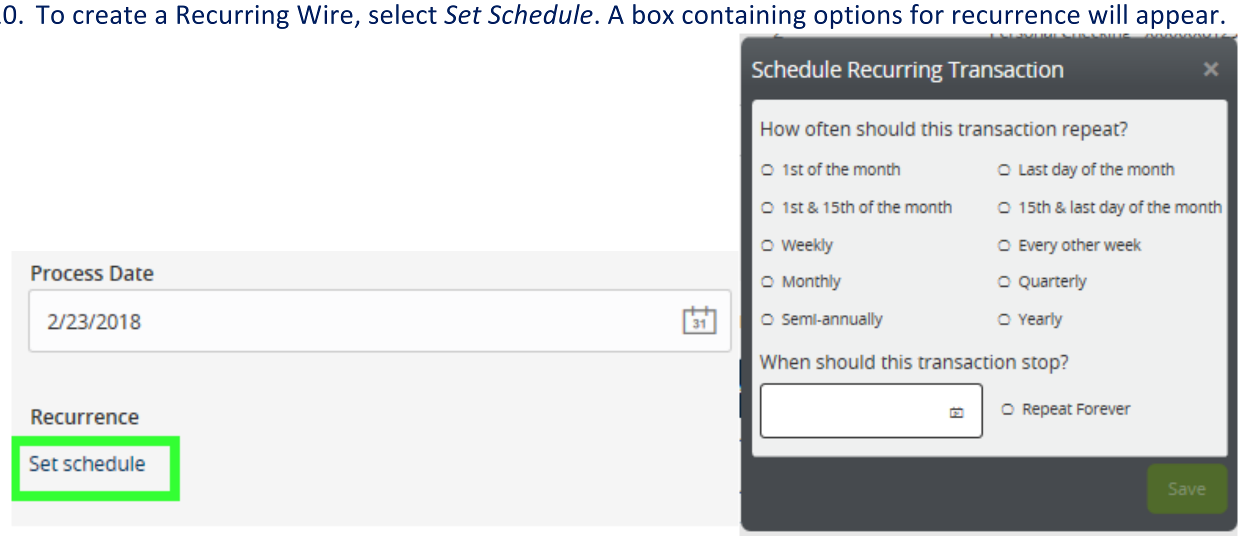
8. Select the account the Wire will be debiting and select next.



9. Review and Submit Page; select the Process date of the Wire transfer, and either draft (save) or approve (process) the Wire. **Note: The file will only be sent to the bank for processing if the approve option is Selected**. **If the business is set up for dual approval see the 'How to Authorize a Transaction with Dual Approval' procedure.**

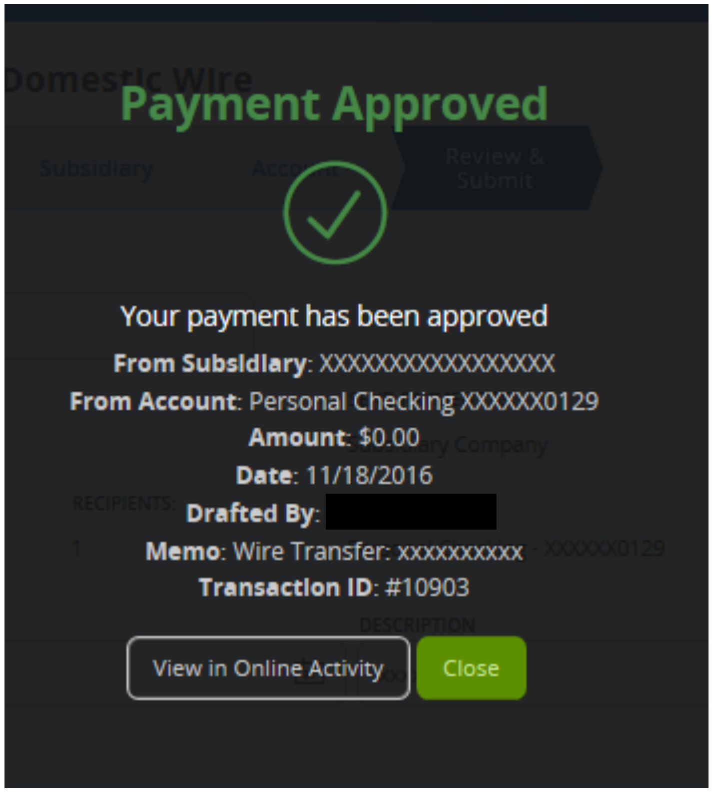


10. To create a Recurring Wire, select *Set Schedule*. A box containing options for recurrence will appear.



Important to Note: if the recurring effective date falls on a Saturday, Sunday, or Holiday, the Process date will default to the next available business day.

11. A confirmation screen will appear. To view the details and print confirmation of the Wire select *View in Online Activity.* The wire will now be sent to the bank for processing.



Important to note: Only transactions in Authorized or Drafted Status can be cancelled. Transactions that have processed are unable to be cancelled.