

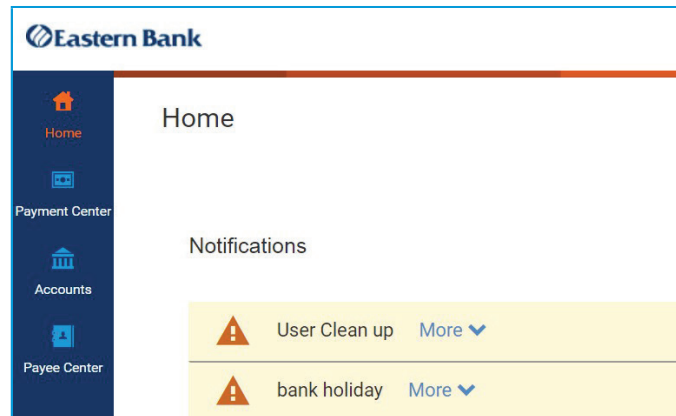
Wire Transfer Quick Reference Guide

WIRE TRANSFER PAYMENT

Payments via Wire Transfer can be made in US Dollars to Domestic and Foreign Payees. To send a wire to a Payee, the Payee must first be set up in the Payee Center. Templates are not currently offered in Eastern Business Banking™.

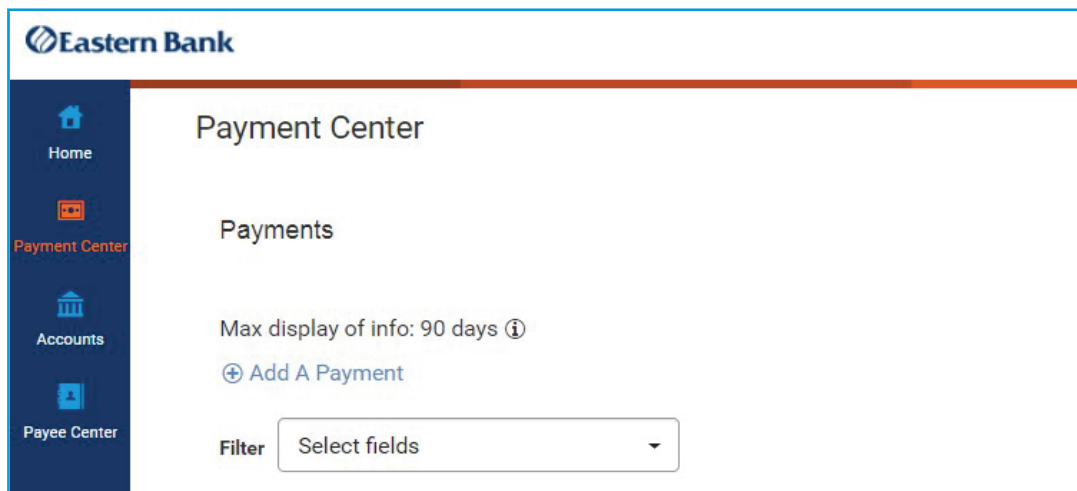
TO CREATE A WIRE PAYMENT:

1. From the Home Page, select **Payment Center**.



The Payment Center workspace appears.

2. Click **Add a Payment**.



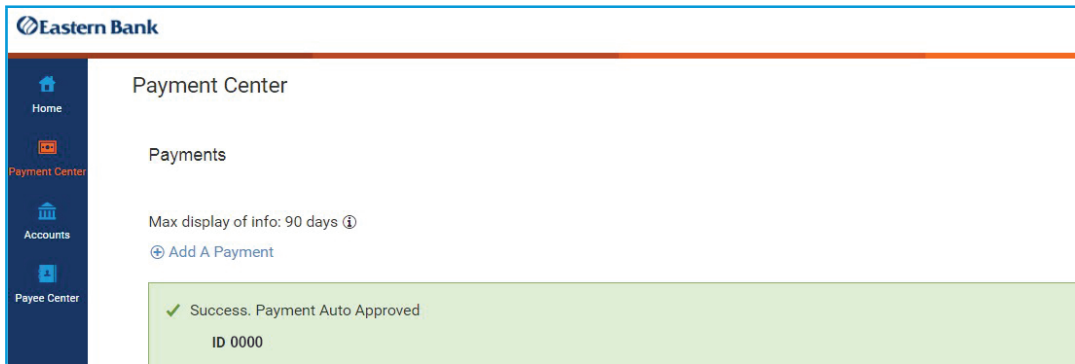
The New Payment screen appears

The screenshot shows a 'New Payment' form with the following fields and controls:

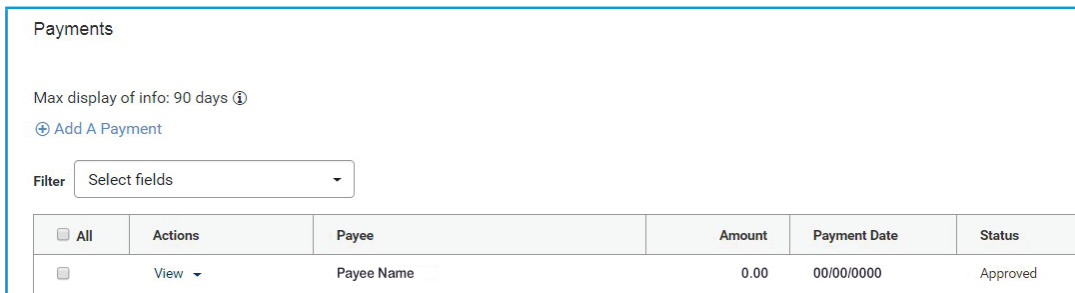
- Payee Name:** A dropdown menu with 'Select' as the placeholder.
- Payee Account:** A dropdown menu with 'Select' as the placeholder.
- Payment Method:** A dropdown menu with 'Select' as the placeholder.
- From Account:** A dropdown menu with 'Select' as the placeholder.
- Payment Date:** A text input field containing '00/00/0000' and a calendar icon to the right.
- Payment Amount:** A text input field.
- Comments:** A text input field.
- Buttons:** Three buttons at the bottom: 'Submit and Verify' (orange), 'Save for Later' (light blue), and 'Cancel' (light blue).

Below the Payment Date field, there is a small note: "Payment must be approved by 00/00/0000 00:00 EST".

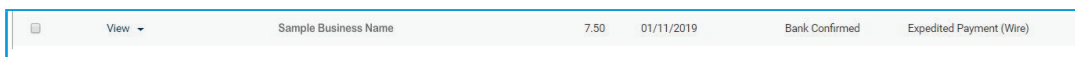
3. Click the drop-down to select a **Payee Name**. Payee must be set up in Payee Center before you can send a Payment
4. Select the Payee Account.
5. Select the Payment Method. Payment Method options are determined by how Payee is set up in Payee Center – for example, domestic or international wire
6. Select the From Account – the account you want to debit.
7. Select the Payment Date.
8. Enter Payment Amount.
9. *(optional)* Enter Comments, if desired.
10. Click **Submit and Verify**.
11. Review the information you entered on the **Confirm Payment Details** screen.
12. Click **Pay** and follow the prompts to confirm your identity.
13. See the success message on Payment Center screen.



A payment must be approved unless you are set up for Auto Approval. If the status is Entered, contact your Administrator to approve the payment so it can be sent to the bank for processing.



The status of the approved payment will update as the Wire Transfer progresses. Once the status shows Bank Confirmed, click **view** to open the Payment Details screen.



View Payment Details provides details for the payment, including the Reference number.

