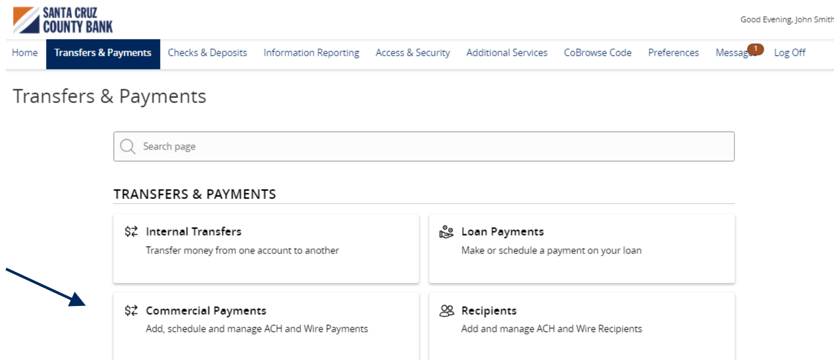
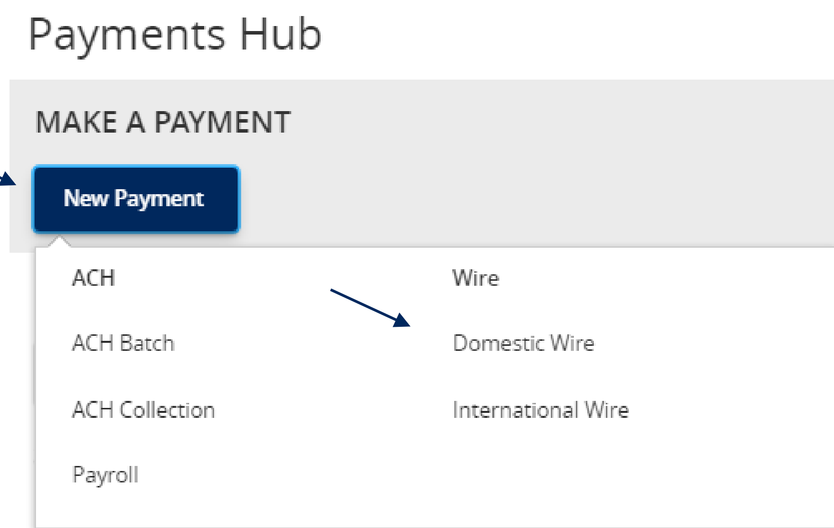
Wire Origination Guide

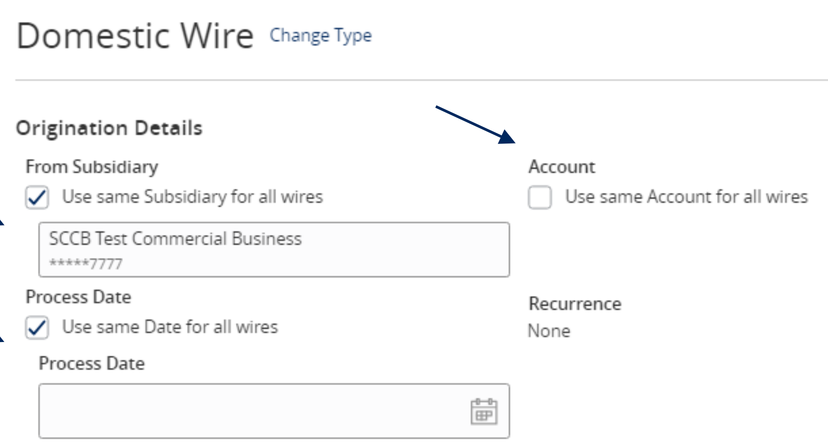
1. Select the ‘Business Banking’ menu, then select ‘Commercial Payments’.



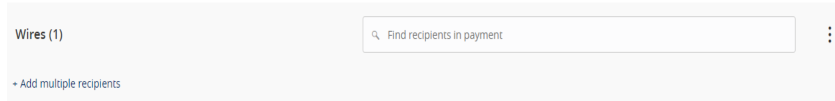
2. Select ‘New Payment’ and then ‘Domestic Wire’ from the dropdown menu.



3. Select the checkbox next to ‘Use same Subsidiary for all wires’ if all wires should contain the same subsidiary. Or leave the checkbox empty to specify the subsidiary individually.
4. Select the checkbox next to ‘Use same Account for all wires’ if all wires should contain the same Account. Or leave the checkbox empty to specify the subsidiary individually.
5. Select the checkbox next to ‘Use same Date for all wires’ and enter a date if all wires will be processed on the same date. Or leave the checkbox empty to specify each date individually.



6. Select the 'Add multiple recipients' link to setup multiple wires to existing recipients.



7. Select the 'Add another wire' link to add just a single wire to the page.

8. Enter the 'Recipient/Account', 'Amount', 'From Subsidiary' and 'Account' fields.

9. Review all information for accuracy. Then select 'Draft' or 'Approve' to complete the process.