



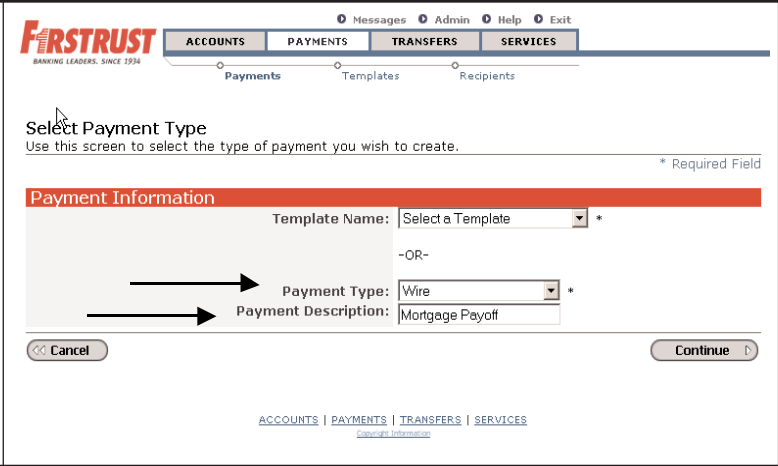
FirstSite® Quick Reference Guide: Initiating Payments via Wire Transfer

FirstSite offers the ability to make electronic payments via Wire Transfer. Wires initiated via FirstSite must be submitted prior to 3 p.m. in order to be sent the same business day. You can make one-time payments or schedule recurring payments via templates. As a company, you have the option to set-up dual authorization for any wire initiated. Call Firsttrust Commercial Customer Service at 877-466-3343 if you would like this feature activated.

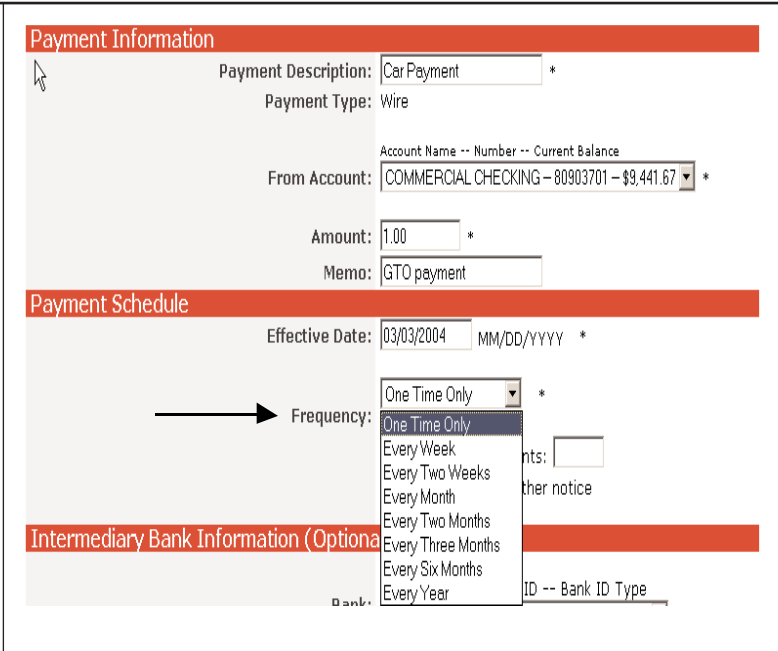
One-Time or Repetitive Wire Payment:

Step 1: Create Wire Payment

- Click on **Payments** and the **Create a New Payment** link.
- Open the **Payment Type** dropdown box and choose **Wire**.
- Identify your wire by typing in a **Payment Description** and click **Continue**.



- Fill in **Payment Information**.
 - Memo field is an optional 40 character alphanumeric field.
 - Special characters (such as # * &) cannot be used.
- Fill in **Payment Schedule**.
 - You can choose to make this a one-time only or recurring (repetitive) wire.
 - If a repetitive wire is desired, click on the **Frequency** drop-down box to select the proper frequency.
- Bypass **Intermediary Bank Information** section (this section is not used for standard wire transfers).
- Scroll down to the **Recipient Information** section.



Step 2: Add Recipient (Beneficiary)

**** If the recipient has already been created, skip to the [Add Recipient From List](#) instructions in the next section.**

Create a New Recipient

- If the recipient has not yet been created click **Create New** in the **Recipient** section and follow these procedures:
- Complete the **Recipient Information** section:
 - The Recipient ID field is a required field and must be used.
 - The Recipient ID field is a 23 character alphanumeric field, which can be used for social security number, tax I.D. or other miscellaneous information.
 - Do not use spaces between characters.

Create Recipient

Use this screen to create a new recipient.

* Required Field

Recipient Information

Recipient Type: Individual
 Business

First M Last

Recipient Name:
(If 'Individual' is selected as the recipient type, recipient name is required.)

-OR-

Company Name:

(If 'Business' is selected as the recipient type, company name is required.)

Recipient ID: *

Contact Information

Street Address:

- Complete **Contact Information** and **Primary Account Information**.
- Check the **Save to Master List** box under **Additional Options** if you would like to add this recipient to other payments.
- Click **Submit Recipient** to save the changes.

Contact Information

Street Address:

City:

Country: Select a Country

State: Select a Region

Zip Code:

Phone Number:

Email Address:

Primary Account Information

Account Number:

Account Currency: USD

Account Name:

Account Type: Select an Account Type

Bank: Bank Name -- Bank ID -- Bank ID Type

Select a Bank

**Add Recipient From List

- To add an existing recipient, click **From List**.
- Click on the recipient's name to add them to the template.
- Review all information on Create Payment page and click **Preview Payment**.

Street Address:

City:

Country: Select a Country

State: Select a Region

Zip Code:

Recipient Information

Add: **From List** | **Create New**

Cancel

Preview Payment


Wire Transfer Policy: Please refer to your Agreement for actual processing times.

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Step 3: Send Payment

- Click **Preview Payment** to save the changes.
- Check **Preview Payment** information for accuracy. If corrections must be made, click **Edit Recipient**. Otherwise click **Submit Payment** to send wire.

 A "Successful Submit" confirmation and transaction reference number will appear at the top of the Payments page.

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Payments | Templates | Recipients

Preview Payment

Use this screen to preview wire payment information.

Payment Information

Payment Description: Car Payment
 Payment Type: Wire
 Destination Currency: US Dollar
 Pay From: COMMERCIAL CHECKING -- 80903701 -- \$9,441.67

Amount: \$1.00
 Memo: GTO payment

Effective Date: 03/03/2004
 Frequency: One Time Only

Intermediary Bank Information

Bank Identifier: 021000089
 Bank ID Type: ABA (domestic)
 Bank Name: Citibank

Create Wire Template:

Step 1: Create a Wire Template

- Click on **Payments** and the **Create a New Template** link.
- Type in a **Template Name** that will easily describe the intended use of the template (i.e., Loan Payment, Premium Payment, etc.)
- Select 'Wire' from the **Payment Type** dropdown list.
- Click **Continue**.

- In the **Template Information** section, open the **Pay From** dropdown box to select the account you will make the payment from.
- **Total Maximum Payment Amount**
 - Filling in this field will restrict the total maximum amount that can be paid to the recipient as specified on this template.
- Bypass **Intermediary Bank Information** section (not used for standard wire transfers).
- Scroll down to the **Recipient** section.

Step 2: Add Recipient (Beneficiary)

****If the recipient has already been created, skip to the Add Recipient From List instructions in the next section.**

Create a New Recipient

- To add a *new* recipient, click **Create New**.
- Complete **Create Recipient** page and click **Preview Recipient**.
- Review Recipient information for accuracy and click **Submit Recipient**.
- Scroll to the bottom of the **Create Template** page to the **Recipient** section.
 - Fill in the **Default Amount** if you want the amount field pre-filled for all future uses of this template. The amount can be changed from the default amount on the payment page if needed.
 - The **Addendum** field is optional and can hold up to 28 alphanumeric characters.
- Click **Preview Template** to proceed to the next step.
- Review template information and click **Submit Template**.


Recipient Name	Recipient ID	Account	Default Amount	Addendum
Petals Inc.	23984739847	323434		

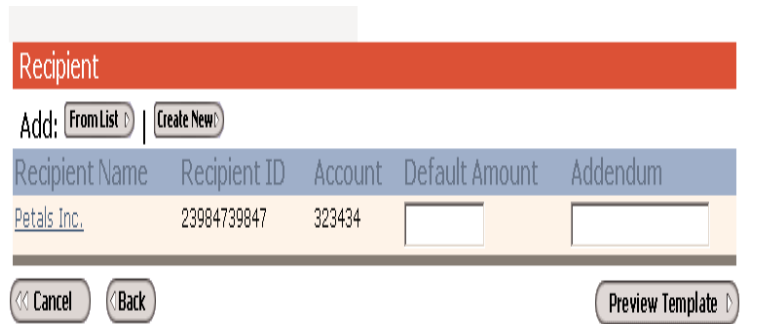


A "Successful Submit" confirmation will appear at the top of the Templates page.

**Add Recipients From List

- To add an *existing* recipient, click **From List**. (To add a new recipient, see instructions below).
- Click on the recipient's name to add them to the template.
- Scroll to the bottom of the **Create Template** page to the **Recipient** section.
 - Fill in the **Default Amount** if you want the amount field pre-filled for all future uses of this template. The amount can be changed from the default amount on the payment page if needed.
 - The **Addendum** field is optional and can hold up to 28 alphanumeric characters.
- Click **Preview Template** to proceed to the next step.
- Review template information and click **Submit Template**.

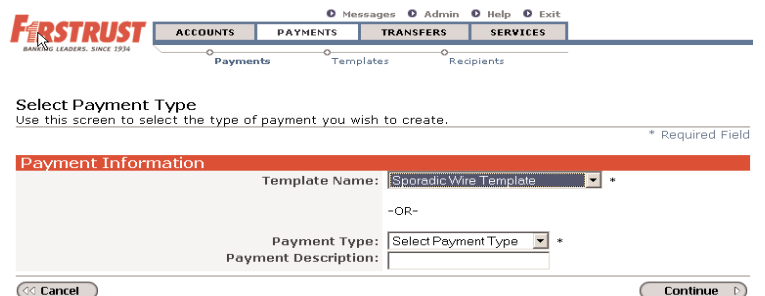
 A "Successful Submit" confirmation will appear at the top of the Templates page.




Creating a Wire Payment Using a Template

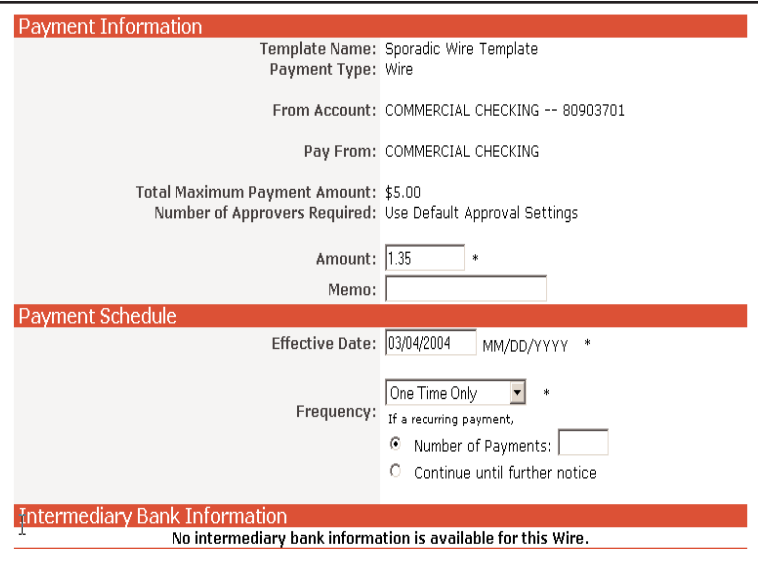
Step 1:

- Click on **Payments** and **Create a New Payment**.
- Select wire template by opening **Template Name** dropdown box.
- Highlight necessary template and click on **Continue**.



- Make sure **Payment Information** is correct.
 - Pre-filled dollar amount can be updated.
 - Memo field can be filled in.
- Check **Payment Schedule** and **Recipient Information** for accuracy. If satisfied, click **Preview Payment**.
- Review information again and click **Submit Payment** to send wire.

 A "Successful Submit" confirmation and transaction reference number will appear at the top of the Payments page.



Dual Authorization: This is an *optional security feature* requiring secondary approval of all templates created. Call Commercial Customer Service at 877.466.3343 if you would like this feature activated.

Dual Authorization of Template:

- If approval of templates is required by a second person, a link indicating **Pending Additional Approval** will be highlighted on the Templates page in the Status column.
- A second person authorized to approve the new Templates must sign on using his or her own User ID and password and navigate to the Templates page.
- Next, the approver should click on the **Pending Additional Approval** link.
- After reviewing the information carefully, choose **(I Accept)** or **(I Decline)**.

Messages Admin Help Exit

ACCOUNTS PAYMENTS TRANSFERS SERVICES

Payments Templates Recipients

Templates
Use this screen to select template options or review existing templates.

Successful Submit:
Template Corp Net Income was successfully created.

Template Options:
[Create a New Template >>](#)
[View Payments >>](#)
[View Recipients >>](#)

Templates:

Template Name	From Account Company ID -- Company Name	Payment Type	Status	Last Updated By
2.0.2.2 PER COLL TEMP	80903701 158 -- TEST COMPANY A	Personal Collection	Approved	BATCH_USER
Corp Net Income	80903701 158 -- TEST COMPANY A	Tax	Pending Add Approval	HRUSKAJ

A "Successful Submit" confirmation will appear at the top of the Templates page.

- The template will show as 'Approved' in the Status column.
- The template is now ready to be used for a payment.

Messages Admin Help Exit

ACCOUNTS PAYMENTS TRANSFERS SERVICES

Payments Templates Recipients

Templates
Use this screen to select template options or review existing templates.

Successful Submit:
Template Corp Net Income is successfully authorized.

Template Options:
[Create a New Template >>](#)
[View Payments >>](#)
[View Recipients >>](#)

Templates:

Template Name	From Account Company ID -- Company Name	Payment Type	Status	Last Updated By
Corp Net Income	80903701 158 -- TEST COMPANY A	Tax	Approved	LA User