



First Citizens

*business*  
**online**

U S E R   G U I D E

**Wire Transfer**

1

# Wire Transfer

1. Log in to Business Online using your credentials.
2. Once logged in, click the Dashboard icon at the top of the left menu bar or scroll to the bottom and click the arrow to expand the menu options.

**COLB** Eng EN Search

Welcome **WANDA** Scarlet And Quicksilver D...

### ACCOUNTS

Accounts	Available Balance	Ledger Balance
Savings	91,004.71	91,004.71
Chequing	50,879.00	50,879.00
Deposits	0.00	0.00
Commercial Loans	0.00	0.00

TTD View All

### WEALTH MANAGEMENT

Type	Value (TTD)
TTSE Listed Securities	0.00
FIP'S	0.00
Portfolios	0.00
International Holdings	0.00

View All

### QUICK LINKS/ FAVOURITES

- [Account Transfers](#)
- [Account Summary](#)
- [Account Statements](#)
- [ACH Transfers](#)
- [Bill Payment](#)
- [Credit Cards](#)
- [Messaging](#)

### RECENT TRANSACTIONS

No records available

### MY PENDING ACTIVITIES

No records available

### MESSAGES

No records available View All

### CREDIT CARD

No records available

### LOANS

No records available

### AUGUST 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

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# Wire Transfer

Select the “**Wire Transfer**” option.

The screenshot shows the First Citizens online banking interface. On the left, a dark green sidebar menu contains the following items: Dashboard, Accounts, Wealth Management, Account Transfer, ACH, Bill Payment, **Wire Transfer** (highlighted with an orange box), RTGS, Stop Payment, Administration, Settings, Messaging, Debit Card, Credit Card, and Customer Service. The main content area is titled 'Home WANDA' and features a 'Scarlet And Quicksilver D...' dropdown menu. The dashboard includes several sections: a balance table, a wealth management table, quick links, pending activities, messages, and a calendar for August 2024.

Available Balance	TTD	Ledger Balance
91,004.71		91,004.71
50,879.00		50,879.00
0.00		0.00
0.00		0.00

Type	Value (TTD)
TTSE Listed Securities	0.00
FIP'S	0.00
Portfolios	0.00
International Holdings	0.00

**QUICK LINKS/ FAVOURITES**

- Account Transfers
- Account Summary
- Account Statements
- ACH Transfers
- Bill Payment
- Credit Cards
- Messaging

**MY PENDING ACTIVITIES**

No records available

**MESSAGES**

No records available

**LOANS**

No records available

**AUGUST 2024**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

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# Wire Transfer

1. Select the **“Template”** option from the dropdown list.
2. Please note, to send a *Wire Transfer*, a template must be created. If a template is available, you can proceed to step **12** to create a wire transfer request.

The screenshot displays the First Citizens mobile app interface. On the left, a dark green sidebar menu is open, showing various navigation options. The 'Wire Transfer' option is expanded, revealing a sub-menu where the 'Template' option is highlighted with an orange border. The main content area shows the 'Home WANDA' dashboard. It includes a 'WEALTH MANAGEMENT' section with a table of account balances, a 'QUICK LINKS/ FAVOURITES' section with links to various services, and a 'MESSAGES' section. The 'MESSAGES' section shows a calendar for August 2024. The 'Template' option in the sidebar is highlighted with an orange border.

**First Citizens**

**Dashboard**

- Accounts
- Wealth Management
- Account Transfer
- ACH
- Bill Payment
- Wire Transfer
  - Create
  - Pending
  - Template**
  - History
  - Recurring
- RTGS
- Stop Payment
- Administration
- Settings

**Home WANDA**

Available Balance TTD Ledger Balance

91,004.71	91,004.71
50,879.00	50,879.00
0.00	0.00
0.00	0.00

**WEALTH MANAGEMENT**

Type	Value (TTD)
TTSE Listed Securities	0.00
FIP'S	0.00
Portfolios	0.00
International Holdings	0.00

**QUICK LINKS/ FAVOURITES**

- Account Transfers
- Account Summary
- Account Statements
- ACH Transfers
- Bill Payment
- Credit Cards
- Messaging

**MESSAGES**

NO RECORDS AVAILABLE

**MY PENDING ACTIVITIES**

NO RECORDS AVAILABLE

**LOANS**

NO RECORDS AVAILABLE

**AUGUST 2024**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

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# Wire Transfer

Click “**Create**” to the right of the screen.

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## Wire Transfer

Create Pending **Template** History Scheduled

This screen allows you to view, create, modify, and cancel Wire transfers Template.

**CREATE**

Name	From Account	Beneficiary Name	Amount	Created Date	Created By	Actions
 No records available						

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# Wire Transfer

1. Enter the required information into the fields on the “**Basic Details**” page.
2. Click “**Continue**” to proceed.

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### Create Wire Transfer Template

Basic Details Intermediary Bank Beneficiary Other Details Confirmation

**Basic Information**

Wire Name  
Enter Wire Name

Customer Name  
Enter Customer Name

Preferred Branch  
Select Preferred Branch

Commission  
0.00

Pay Beneficiary Bank Charges  
YES NO 0.00

Purpose Code  
Select Purpose Code

From Account  
Select From Account

Currency  
Currency

Amount  
Enter Amount

Total  
Total

Country (Optional)  
Select Country

CANCEL CONTINUE

# Wire Transfer

1. If you have an Intermediary Bank, enter the required information in the fields and click **“Continue”** to proceed.
2. If you do not have an Intermediary Bank click **“Skip”** to proceed.

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← Create Wire Transfer Template

Basic Details

Intermediary Bank

Beneficiary

Other Details

Confirmation

Intermediary Bank Information

Bank ID Type

Enter ID Type

Bank ID

Enter ID

Bank Name

Enter Name

Address Line 1

Enter Address

Address Line 2

Enter Address

City, Country

Enter City, Country

BACK

CANCEL

SKIP

CONTINUE

# Wire Transfer

1. Enter the required information on the “**Beneficiary**” page.
2. Click “**Continue**” to proceed.

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← Create Wire Transfer Template

Basic Details Intermediary Bank **Beneficiary** Other Details Confirmation

**Beneficiary Bank Information**

Bank ID Type  
Enter ID Type

Bank ID  
Enter ID

Bank Name  
Enter Name

Address Line 1  
Enter Address

Address Line 2  
Enter Address

City, Country  
Enter City, Country

**Beneficiary Information**

Account Number  
Enter Account Number

Account Name  
Enter Account Name

Address Line 1  
Enter Address

Address Line 2  
Enter Address

City, Country  
Enter City, Country

# Wire Transfer

1. Enter information in the **“Details of Payment/ Sender Receiver Information”**.
2. Click **“Continue”** to proceed.

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← Create Wire Transfer Template

Basic Details Intermediary Bank Beneficiary Other Details Confirmation

Details of Payment/Sender Receiver Information

Write Details

BACK CANCEL CONTINUE

# Wire Transfer

On the Confirmation page, review the information entered to create your Wire Transfer Template.

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### ← Create Wire Transfer Template

Basic Details Intermediary Bank Beneficiary Other Details **Confirmation**

**Confirmation**

You are about to create a wire template. Kindly confirm the template details before selecting confirm button.

**Basic Information**

Wire Name Template	Customer Name Eric Lehnsherr
From Account xxx2264-EUR	Preferred Branch Tunapuna
Currency EUR	Amount 100.00
Commission 8.00	Pay Beneficiary Bank Charges <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 20.00
Total 128.00	Purpose Code ROYALTIES,COPYRIGHT,PATENT
Country (Optional)	

# Wire Transfer

1. Click **“Continue”** to proceed.
2. **Optional:** If you wish to make any changes, click **“Edit”** and proceed to modify as required.

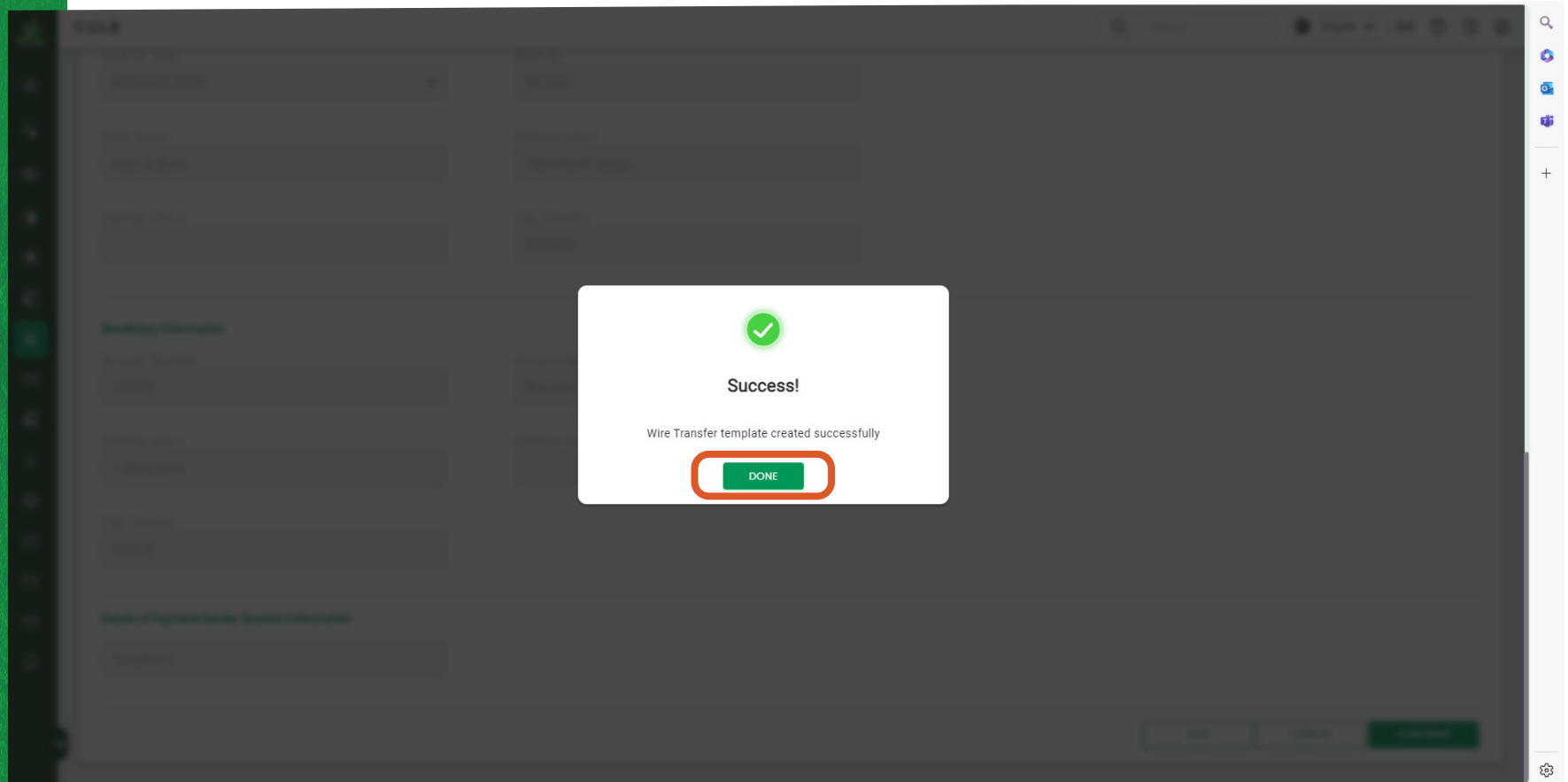
The screenshot shows the COLB Wire Transfer form interface. The form is divided into several sections:

- Bank ID Type:** A dropdown menu showing "BIC/SWIFT CODE".
- Bank ID:** A text field containing "987654".
- Bank Name:** A text field containing "Islan M Bank".
- Address Line 1:** A text field containing "1964 Pacific Ocean".
- Address Line 2:** An empty text field.
- City, Country:** A text field containing "Island M".
- Beneficiary Information:**
  - Account Number:** A text field containing "123456".
  - Account Name:** A text field containing "Eric Lehnsherr".
  - Address Line 1:** A text field containing "1 Metal Lane".
  - Address Line 2:** An empty text field.
  - City, Country:** A text field containing "Island M".
- Details of Payment/Sender Receiver Information:**
  - Template 1:** A text field containing "Template 1".

At the bottom right of the form, there are three buttons: "EDIT", "CANCEL", and "CONTINUE". The "CONTINUE" button is highlighted with a red rectangle.

# Wire Transfer

1. Congratulations! You have successfully created a Wire Transfer Template that you can use on multiple occasions to submit wire transfers.
2. Click **“Done”** to exit.



# Wire Transfer

1. Now that you have created your **Wire Transfer Template** let's create a **Wire Transfer Request**.
2. Select **“Wire Transfer”** then select **“Create”** from the menu to the left of the screen.

The screenshot displays the First Citizens mobile app interface. On the left, a dark green sidebar menu is open, showing various navigation options. The 'Wire Transfer' option is highlighted with an orange box, and its sub-menu is also visible, with the 'Create' option highlighted with another orange box. The main dashboard area shows the user's name 'WANDA' and a dropdown menu for 'Scarlet And Quicksilver D...'. The dashboard includes several sections: 'Available Balance' and 'Ledger Balance' tables, 'WEALTH MANAGEMENT' with a table of holdings, 'QUICK LINKS/ FAVOURITES' with a list of links, 'MY PENDING ACTIVITIES', 'MESSAGES', and 'LOANS'. Each of these sections currently displays 'No records available' with a sad face icon. At the bottom right, there is a calendar for 'AUGUST 2024'.

**First Citizens**

Dashboard

Accounts

Wealth Management

Account Transfer

ACH

Bill Payment

**Wire Transfer**

Create

Pending

Template

History

Recurring

RTGS

Stop Payment

Administration

Settings

WANDA

Scarlet And Quicksilver D...

Available Balance	TTD	Ledger Balance
91,004.71		91,004.71
50,879.00		50,879.00
0.00		0.00
0.00		0.00

**WEALTH MANAGEMENT**

Type	Value (TTD)
TTSE Listed Securities	0.00
FIP'S	0.00
Portfolios	0.00
International Holdings	0.00

**QUICK LINKS/ FAVOURITES**

- Account Transfers
- Account Summary
- Account Statements
- ACH Transfers
- Bill Payment
- Credit Cards
- Messaging

**MY PENDING ACTIVITIES**

No records available

**MESSAGES**

No records available

**LOANS**

No records available

**AUGUST 2024**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

# Wire Transfer

1. Select the desired template from the Template dropdown.
2. Click **“Continue”** to proceed.

The screenshot shows the 'Wire Transfer' interface in the COLB system. The interface has a dark green sidebar on the left with various icons. The main content area is light green and features a 'Wire Transfer' header. Below the header, there are tabs for 'Create', 'Pending', 'Template', 'History', and 'Scheduled'. The 'Create' tab is active, showing a progress bar with five steps: 'Basic Details', 'Intermediary Bank', 'Beneficiary', 'Other Details', and 'Confirmation'. The 'Basic Details' step is currently selected, and it contains a 'Template' dropdown menu with 'Template' selected. A red box highlights the dropdown menu. Another red box highlights the 'CONTINUE' button in the bottom right corner of the form.

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Wire Transfer

Create Pending Template History Scheduled

Basic Details Intermediary Bank Beneficiary Other Details Confirmation

Template

Template

CONTINUE

# Wire Transfer

1. **Optional:** Please note, you can edit the **“Amount”** and **“Effective Date”** in the **“Basic Details”** page
2. Click **“Continue”** to proceed.

The screenshot displays the COLB Wire Transfer interface. The 'Basic Details' tab is selected and highlighted with a red box. The interface includes a sidebar with various icons and a top navigation bar. The main content area shows the following fields:

- Template:** A dropdown menu with 'Template' selected.
- Basic Information:**
  - Wire Name:** A text field with 'Template' entered.
  - From Account:** A dropdown menu with 'xxx2264' selected.
  - Preferred Branch:** A dropdown menu with 'Tunapuna' selected.
  - Amount:** A text field with '100.00' entered, highlighted with a red box.
  - Pay Beneficiary Bank Charges:** Radio buttons for 'YES' (selected) and 'NO', and a text field for '20.00'.
  - Purpose Code:** A dropdown menu with 'ROYALTIES, COPYRIGHT, PATENT' selected.
- Customer Name:** A text field with 'Eric Lehnsherr' entered.
- Effective Date:** A date picker showing '13/08/2024', highlighted with a red box.
- Currency:** A text field with 'EUR' entered.
- Commission:** A text field with '8.00' entered.
- Total:** A text field with '128.00' entered.
- Country (Optional):** A dropdown menu.

At the bottom right, there are two buttons: 'CANCEL' and 'CONTINUE'. The 'CONTINUE' button is highlighted with a red box.

# Wire Transfer

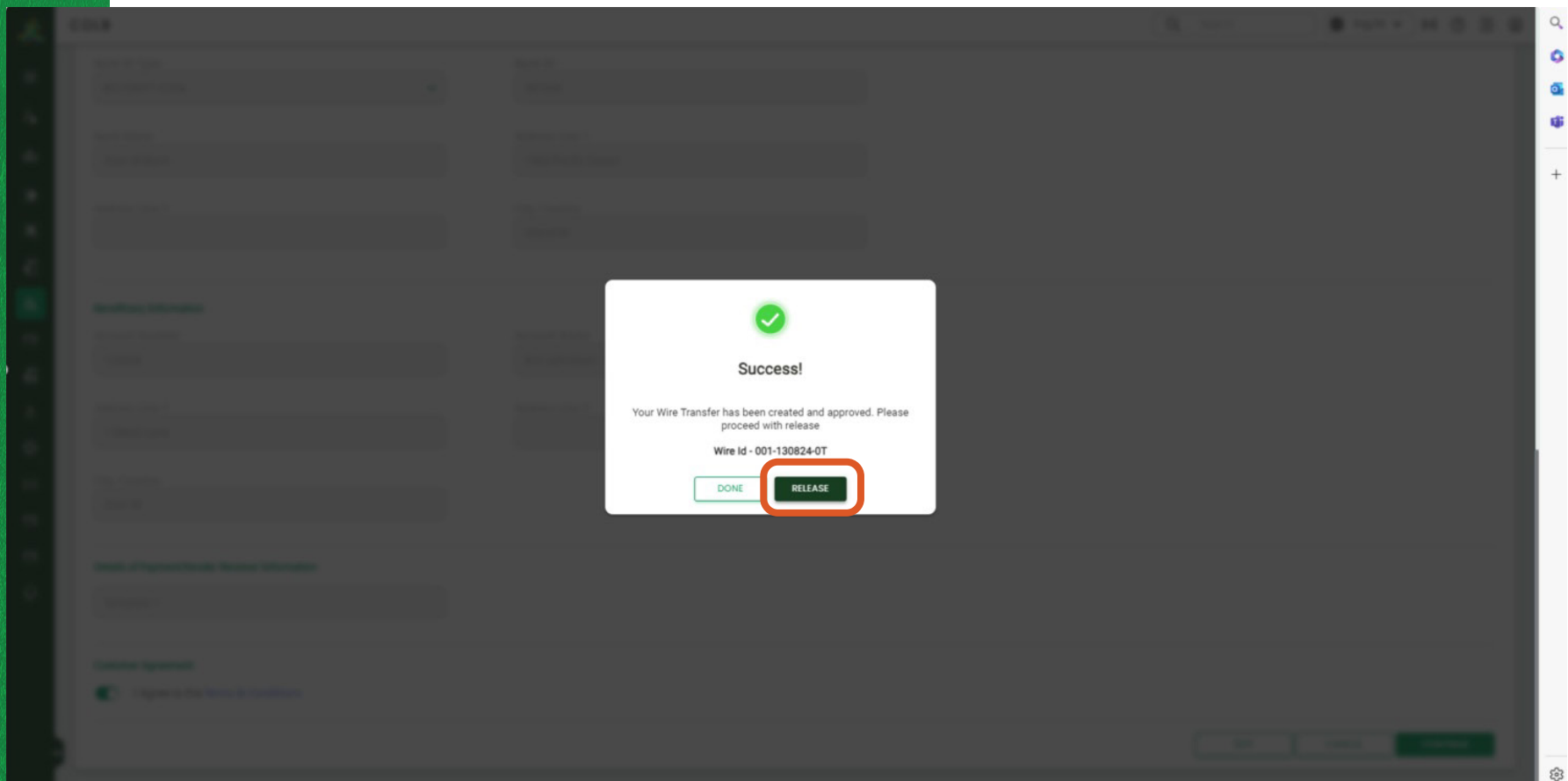
1. **Optional:** Please note, you can edit “**Details of Payment/Sender Receiver Information**” in the “**Other Details**” page
2. Click the button under Customer Agreement to confirm your agreement with the Terms and Conditions.
3. Click “**Continue**” to proceed.

The screenshot displays the 'Wire Transfer' interface with the 'Create' tab selected. A progress bar at the top indicates the steps: Basic Details (completed), Intermediary Bank (completed), Beneficiary (completed), Other Details (current step), and Confirmation. The 'Other Details' section is highlighted with an orange box. Below the progress bar, the 'Details of Payment/Sender Receiver Information' section is highlighted with an orange box and contains a dropdown menu labeled 'Template 1'. The 'Customer Agreement' section is also highlighted with an orange box and includes a toggle switch labeled 'I Agree to the Terms & Conditions'. At the bottom right, there are three buttons: 'BACK', 'CANCEL', and 'CONTINUE'.

# Wire Transfer

1. Congratulations! You have successfully created your Wire Transfer request.
2. If dual control is not enabled, click **“Release”** to continue.

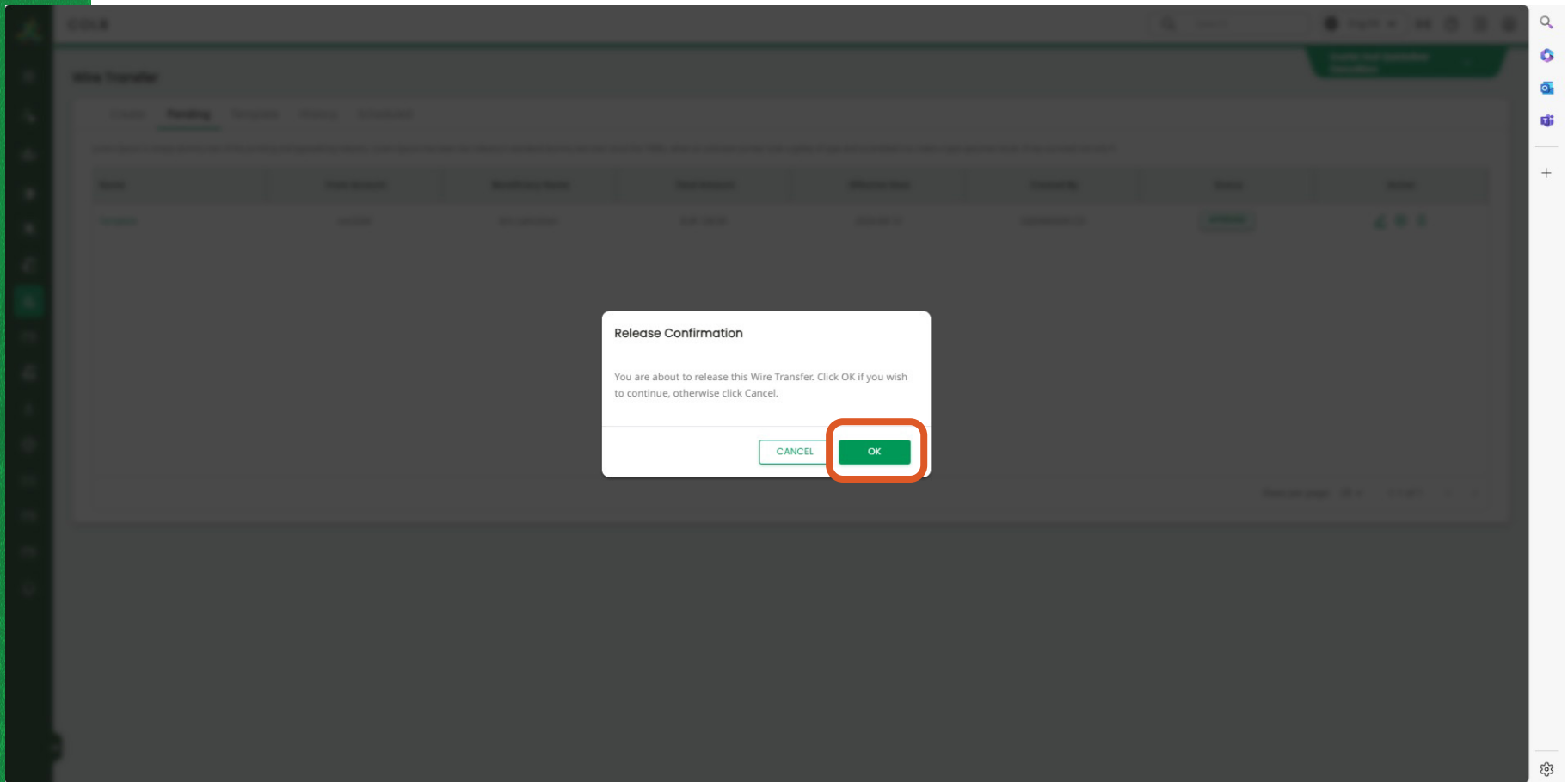
*If dual control is enabled, the Wire Transfer request will remain in pending status until the request is released by another user/administrator of your company.*



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# Wire Transfer

Click **“Ok”** to confirm the Wire Transfer release.



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## **Contact Us:**

Email: [businessonlinequeries@firstcitizenstt.com](mailto:businessonlinequeries@firstcitizenstt.com)

Call: 62-FIRST, Select Option 2



**First Citizens**