First Citizens

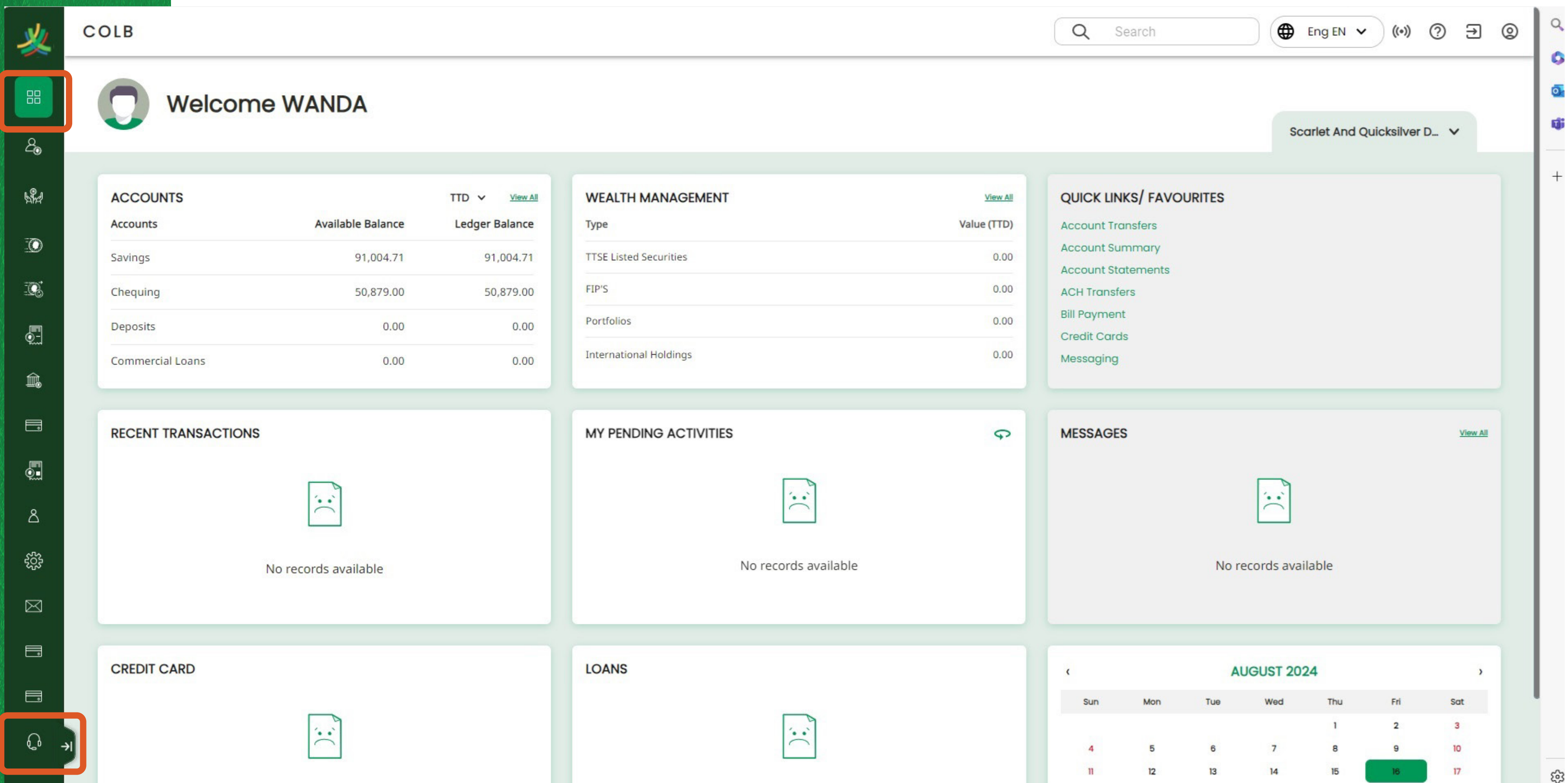
business online

USER GUIDE

Wire Transfer

Wire Transfer

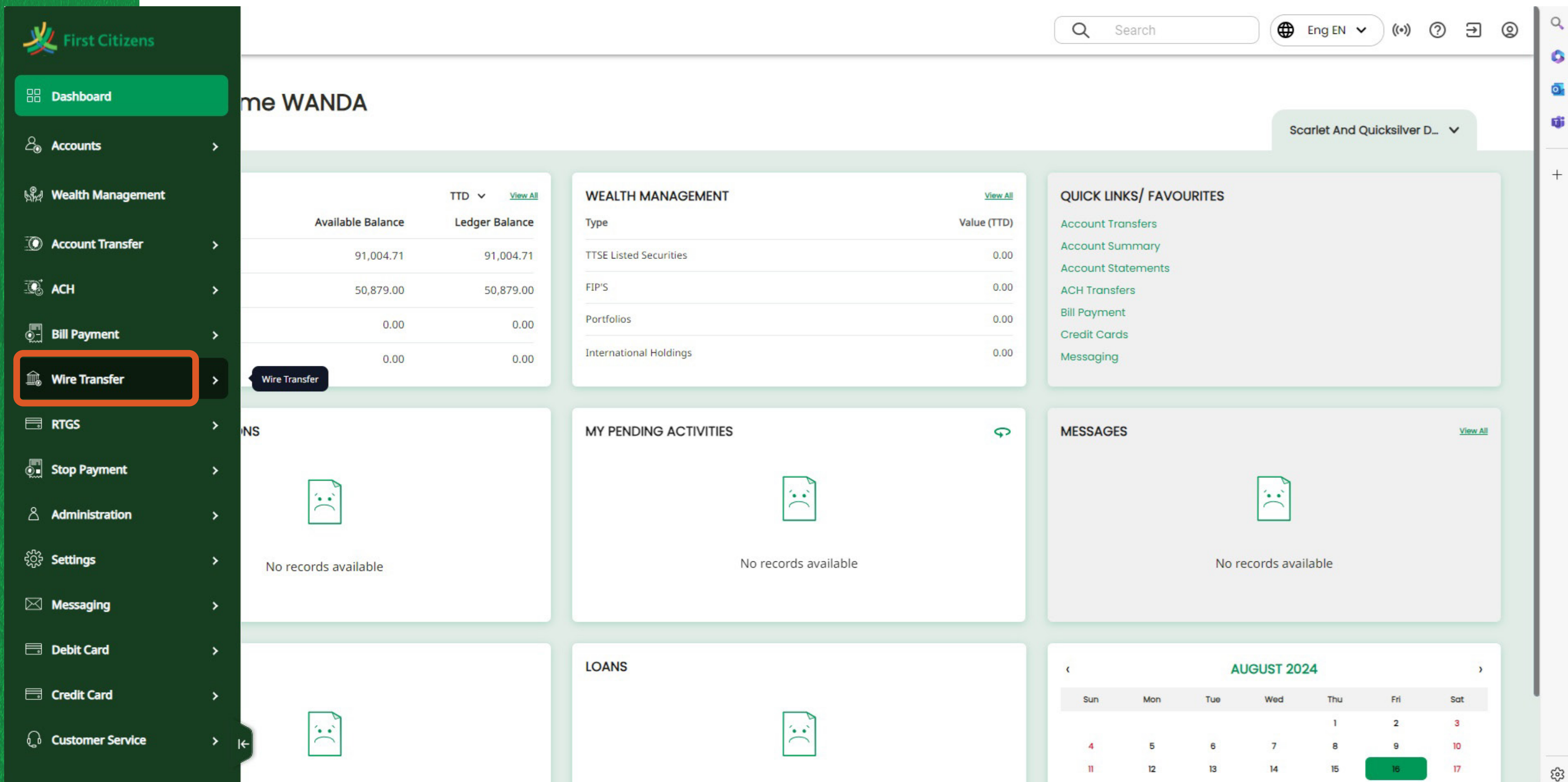
1. Log in to Business Online using your credentials.
2. Once logged in, click the Dashboard icon at the top of the left menu bar or scroll to the bottom and click the arrow to expand the menu options.



2

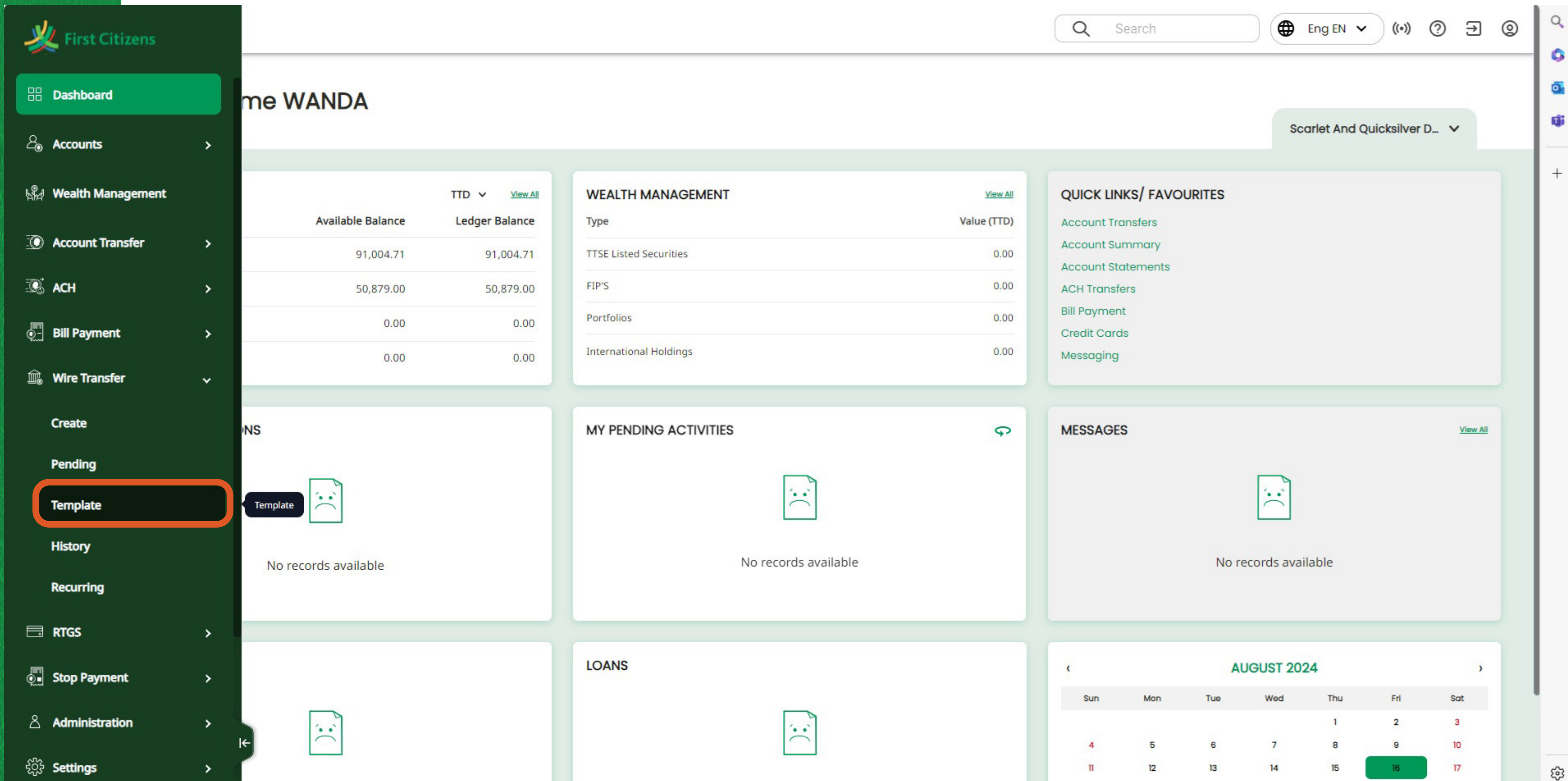
Wire Transfer

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



3 Wire Transfer

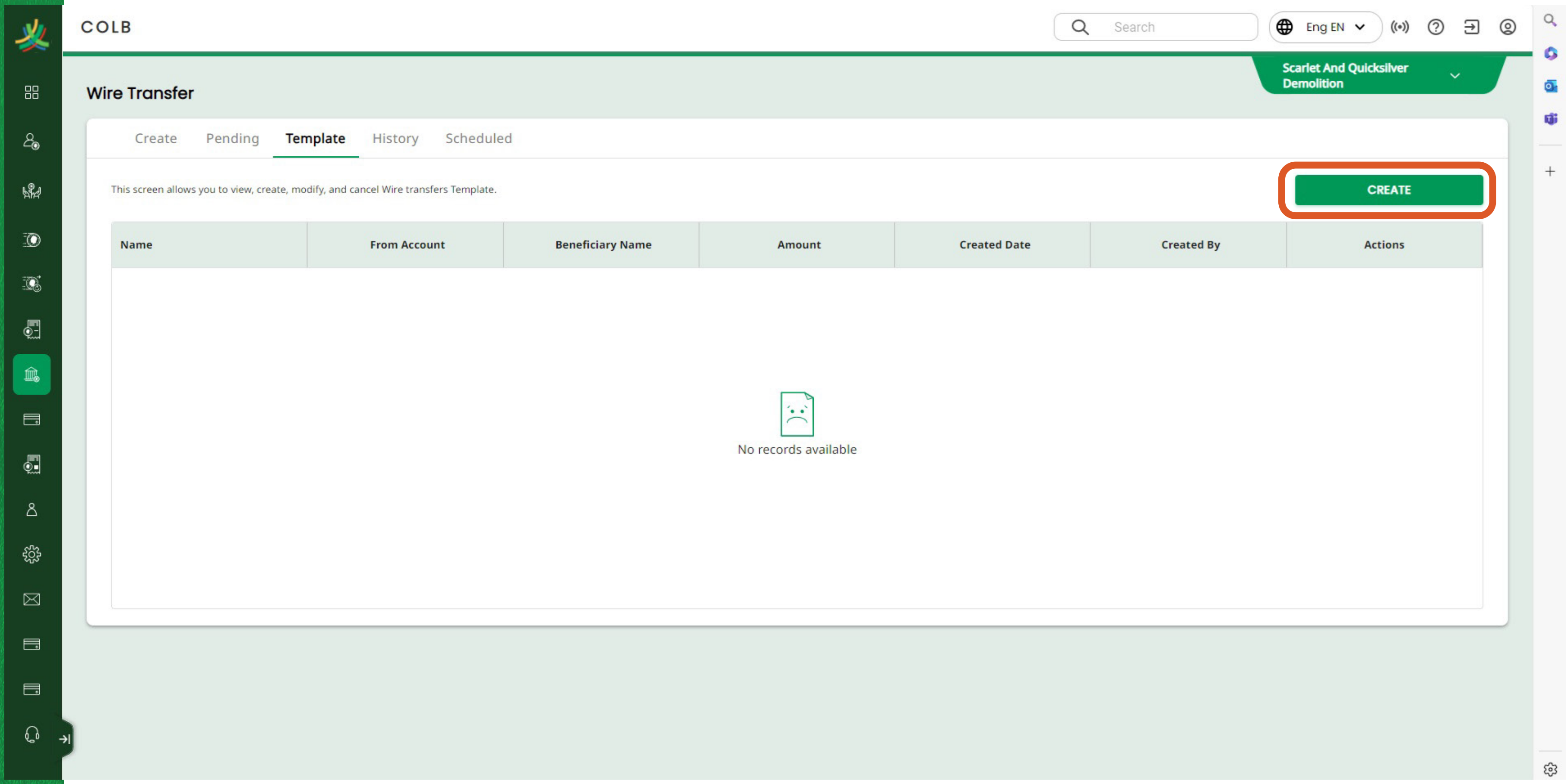
1. Select the **"Template"** option from the dropdown list.
2. Please note, to send a *Wire Transfer*, a template must be created. If a template is available, you can proceed to step 12 to create a wire transfer request.



4

Wire Transfer

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



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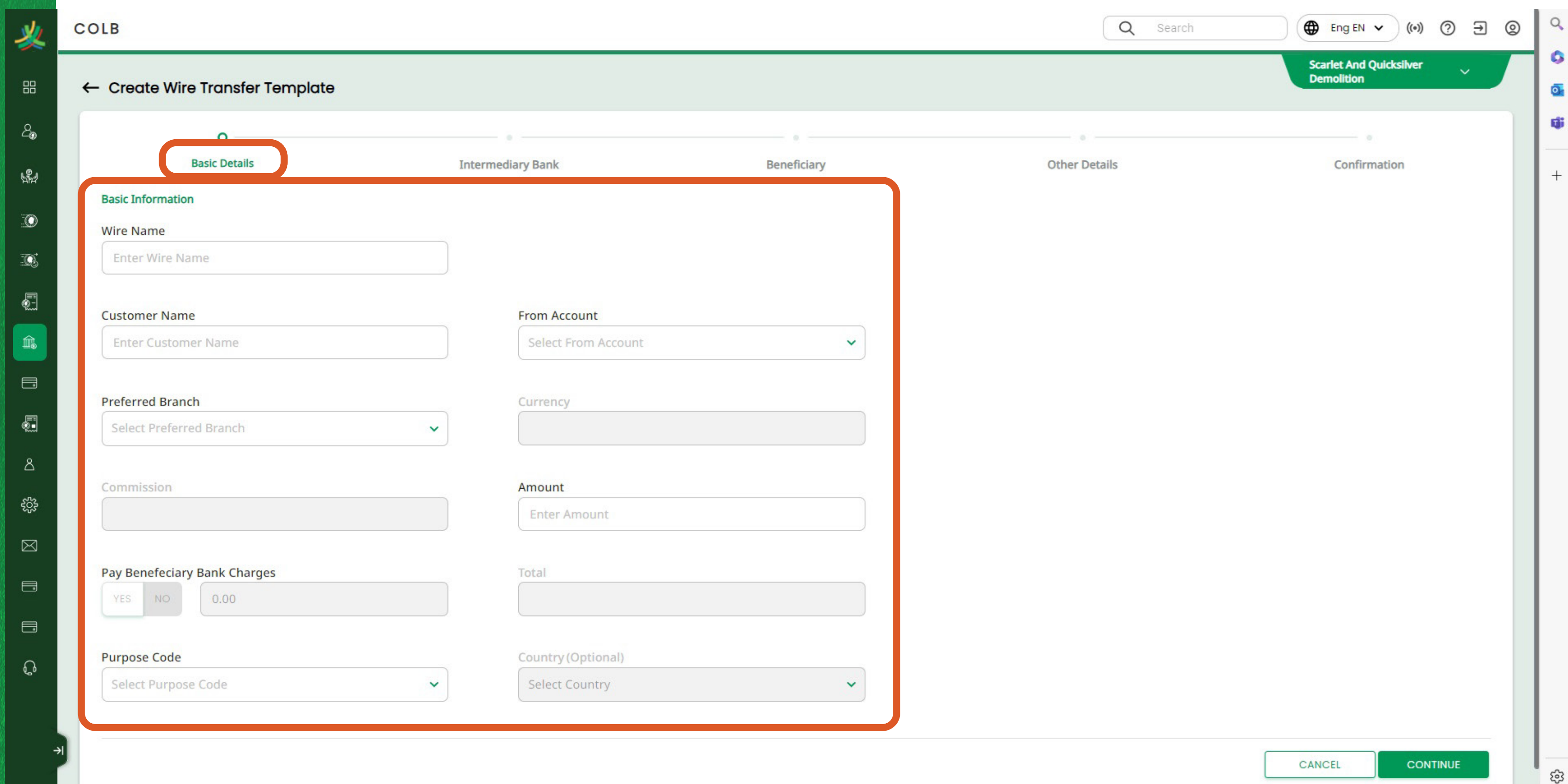
Wire Transfer

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



Wire Transfer

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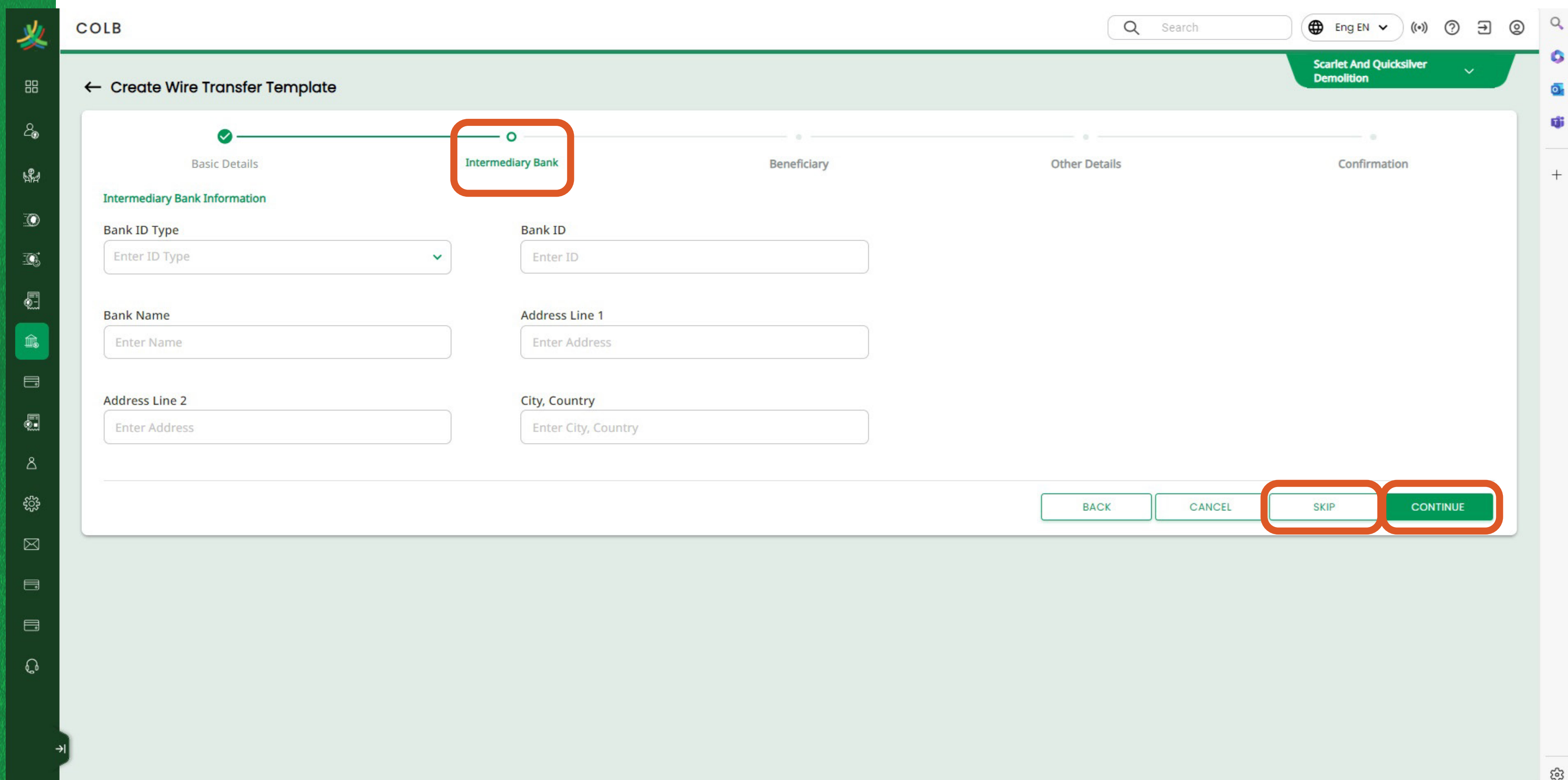
1. If you have an Intermediary Bank, enter the required information in the fields and click **"Continue"** to proceed.
2. If you do not have an Intermediary Bank click **"Skip"** to proceed.



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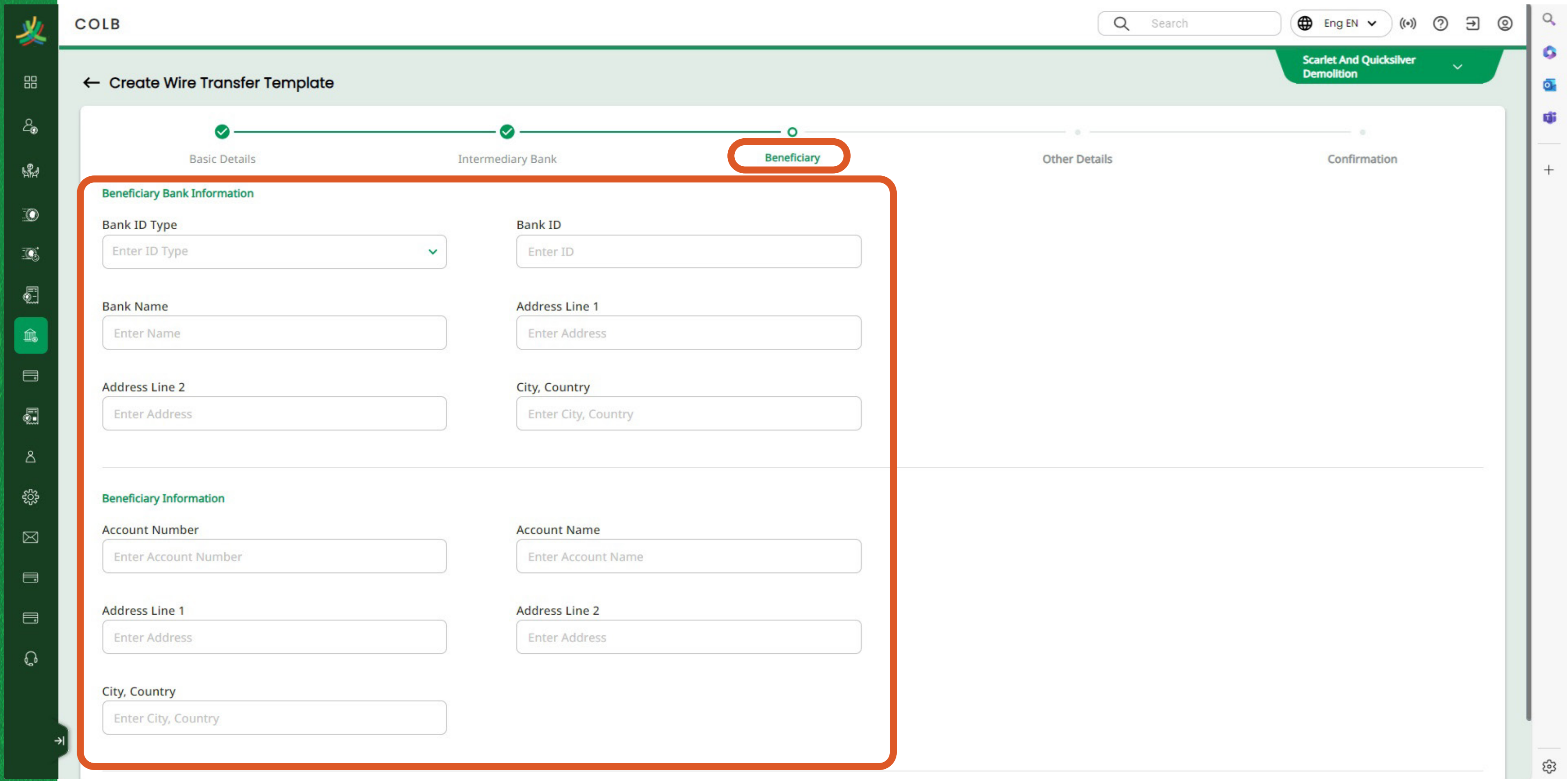
Wire Transfer

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



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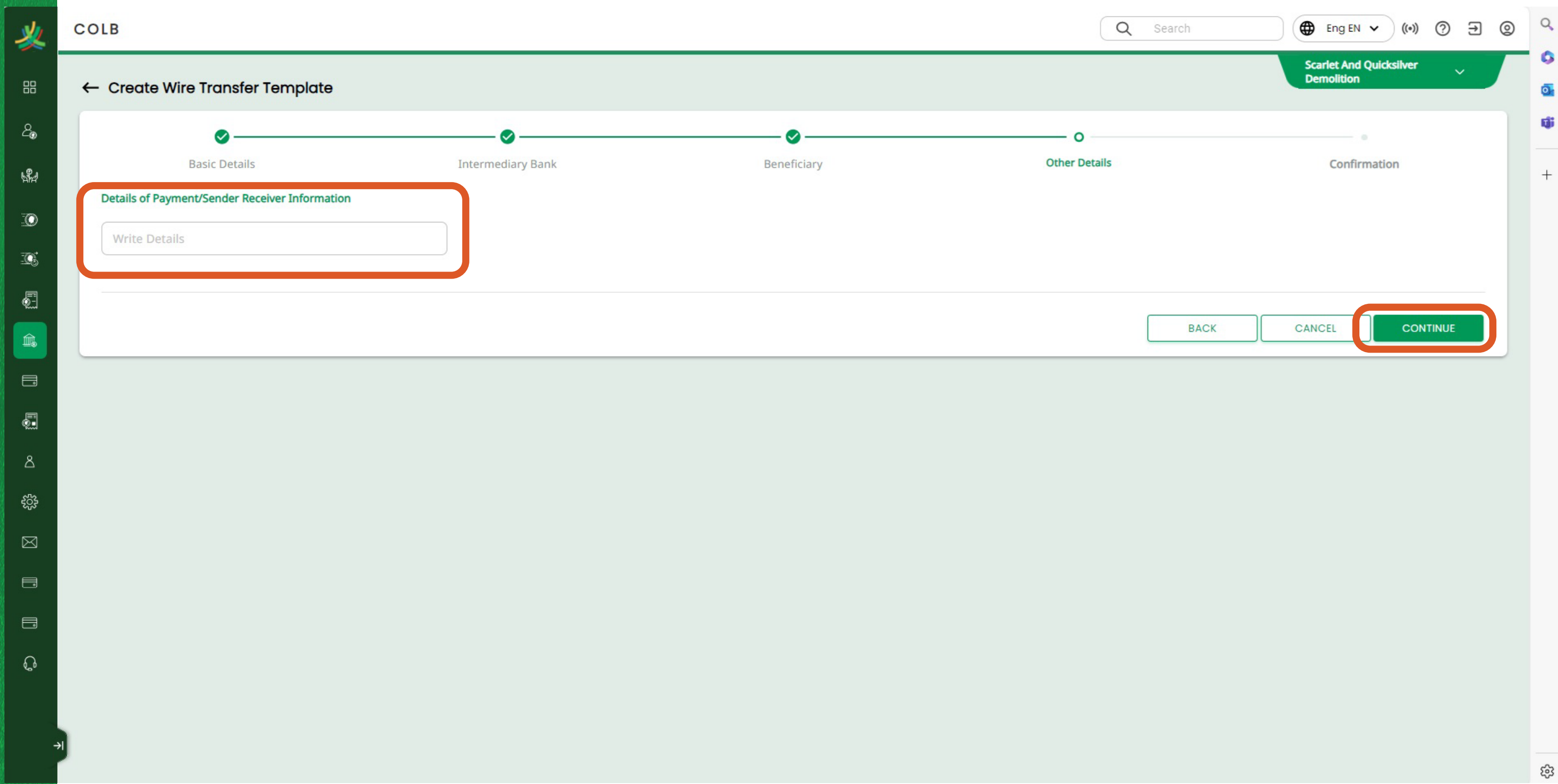
Wire Transfer

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



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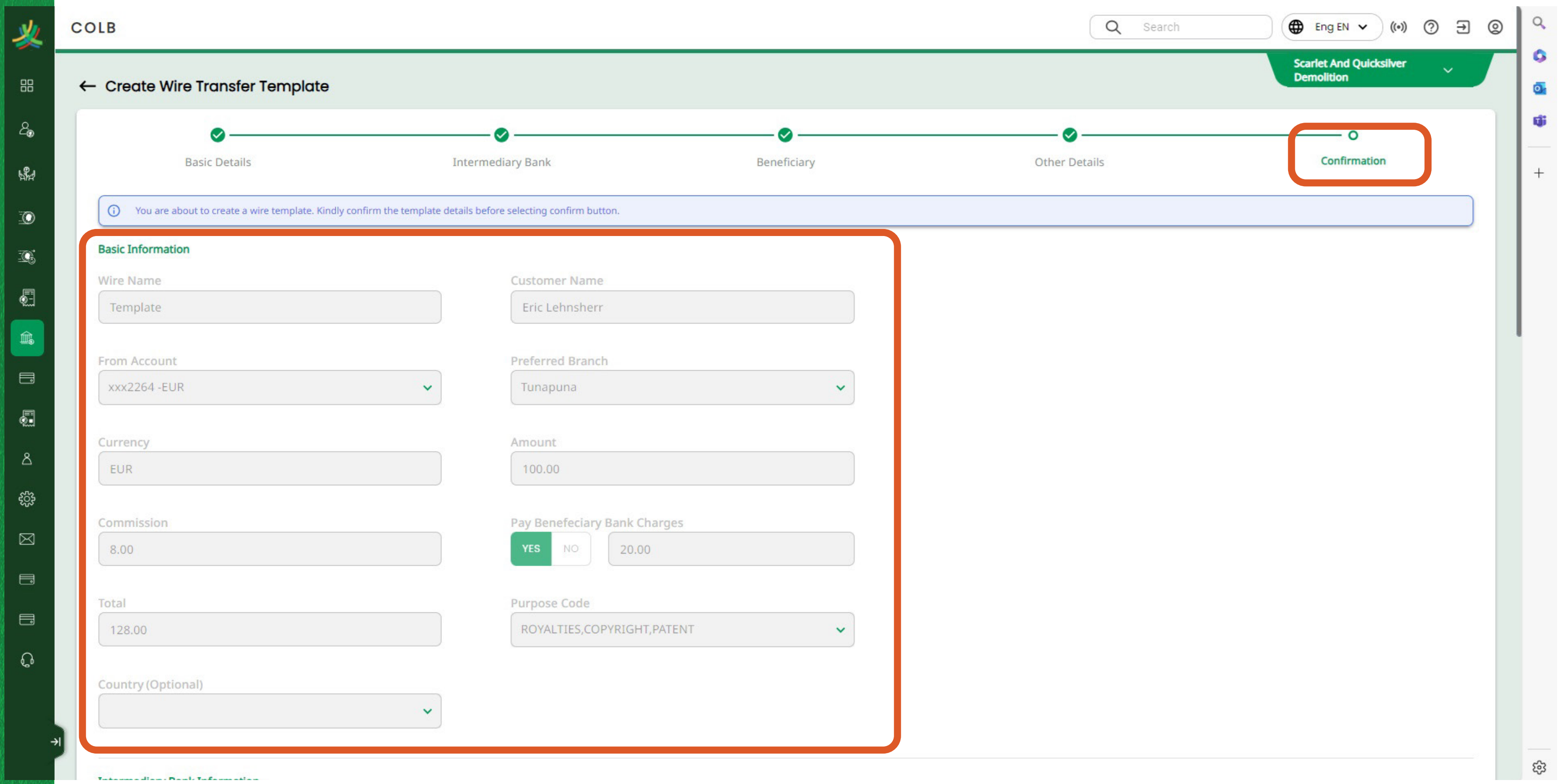
Wire Transfer

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



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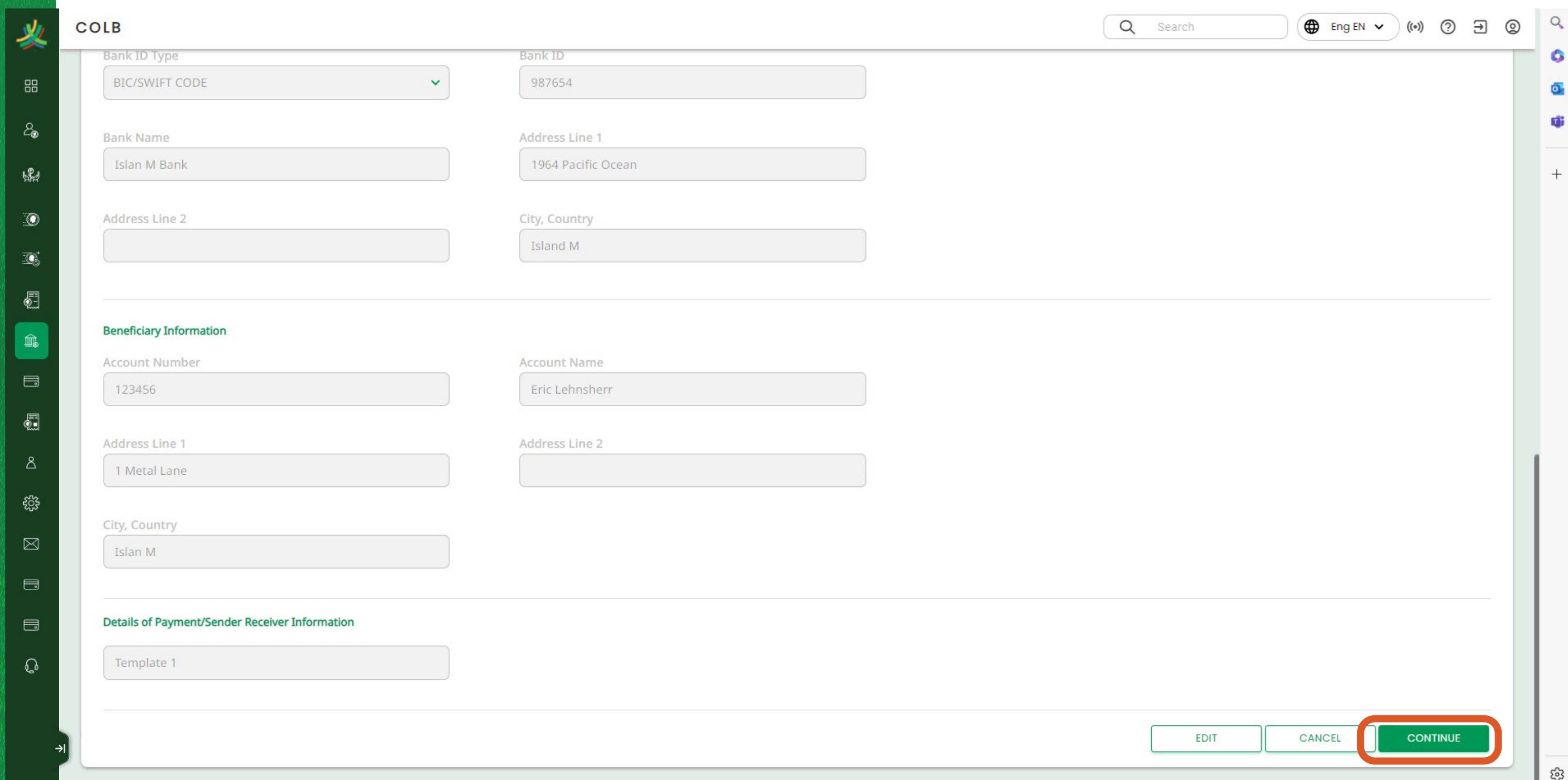
Wire Transfer

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



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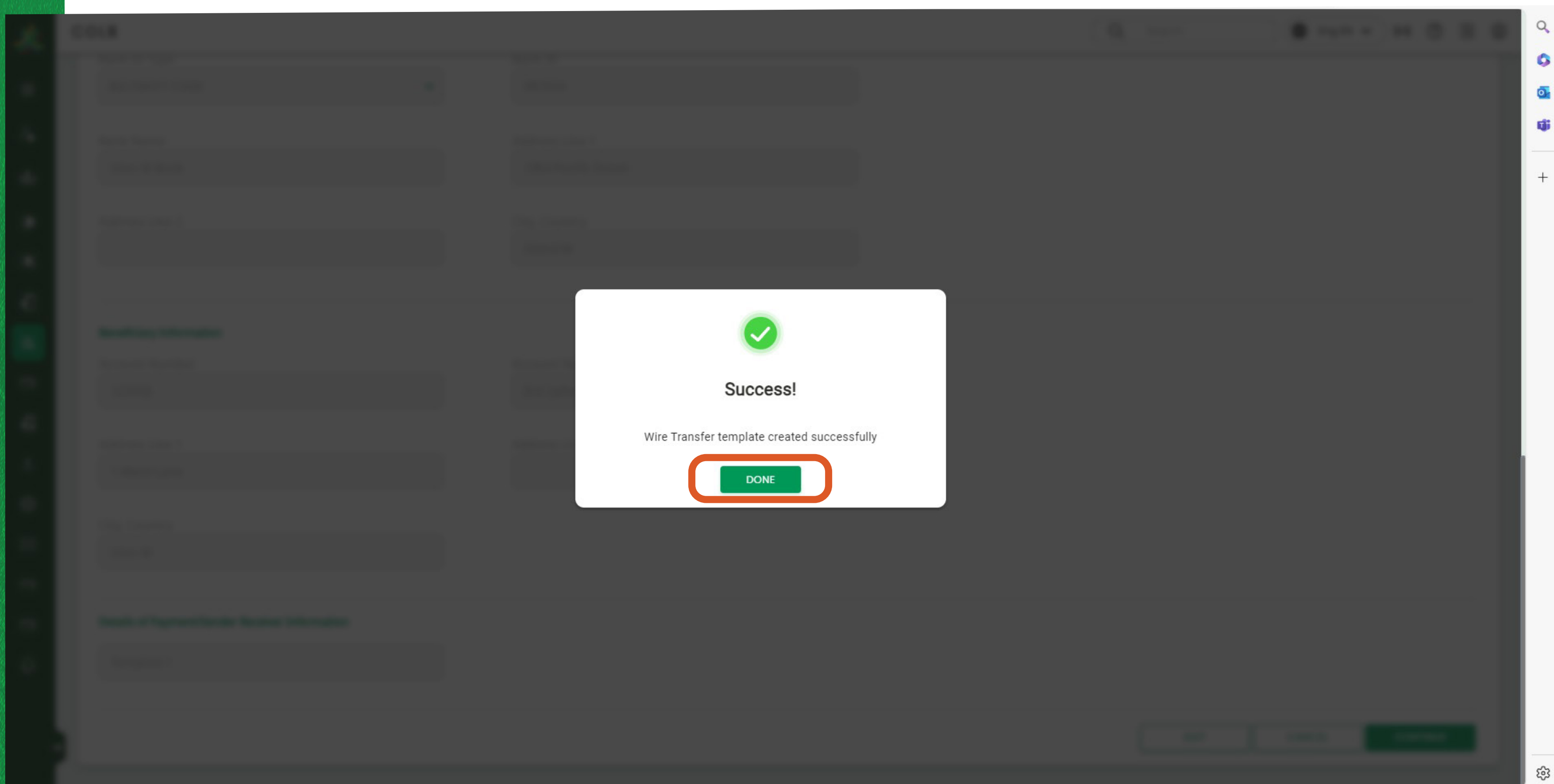
Wire Transfer

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.



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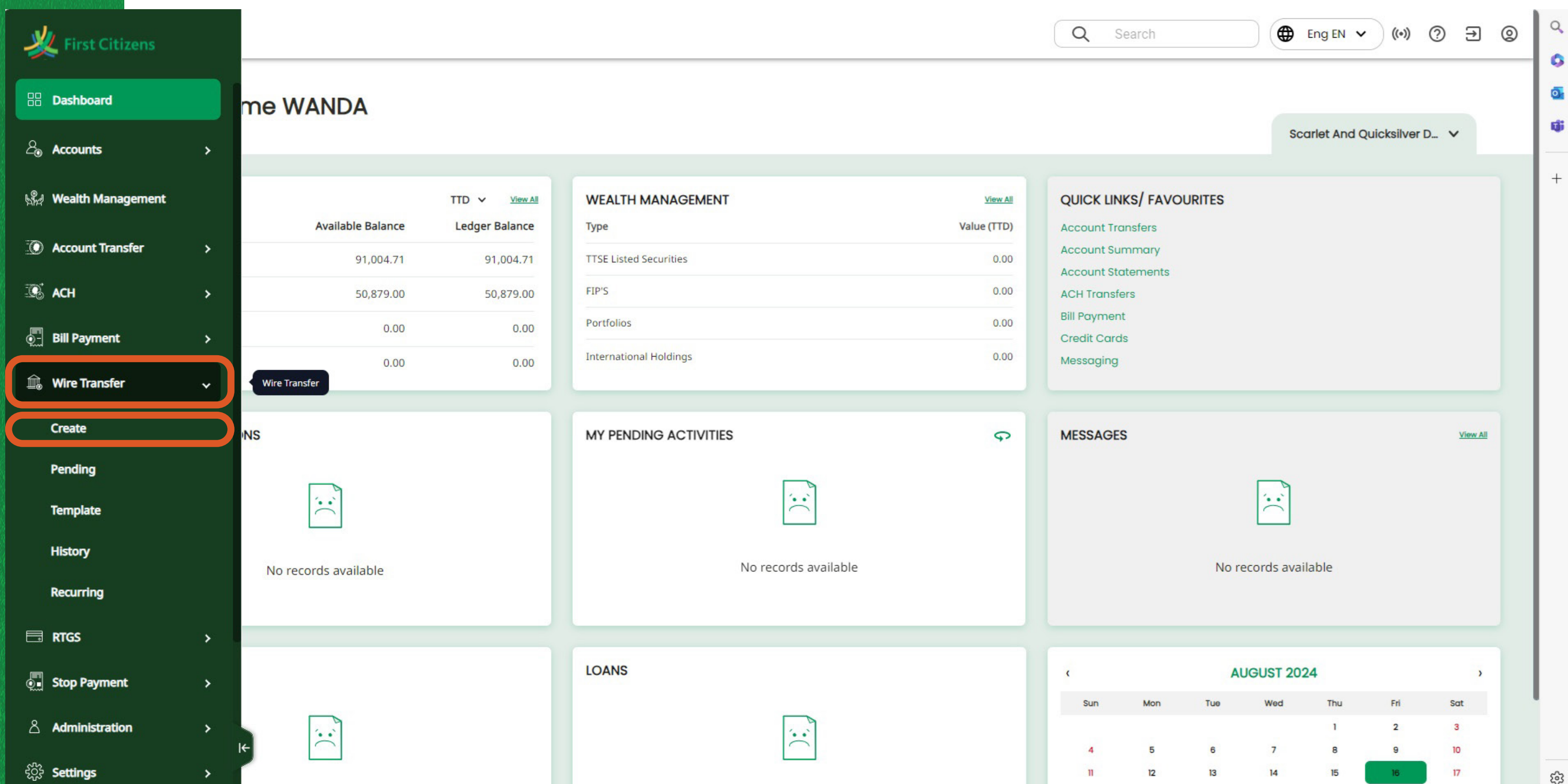
Wire Transfer

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.



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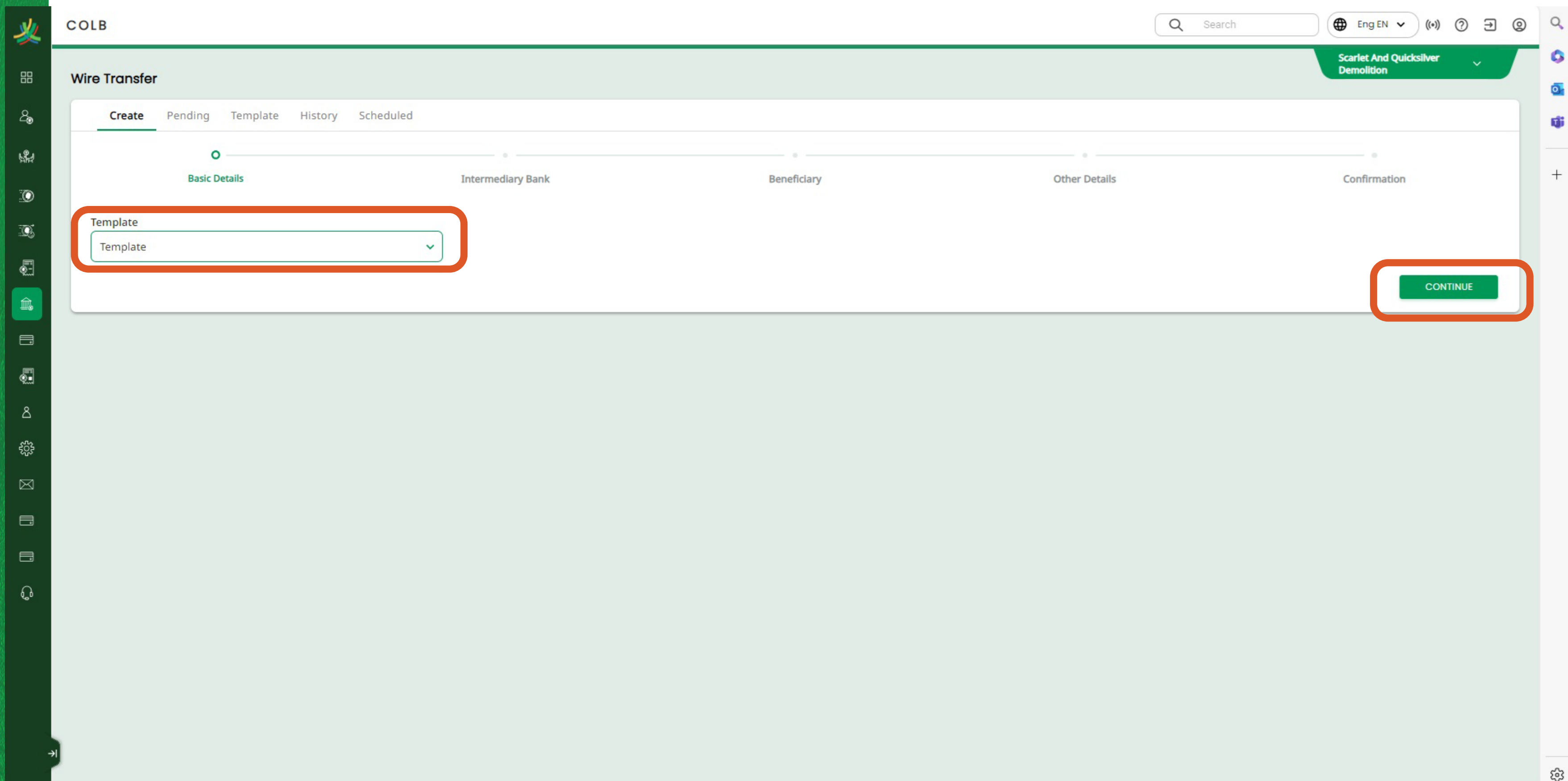
Wire Transfer

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



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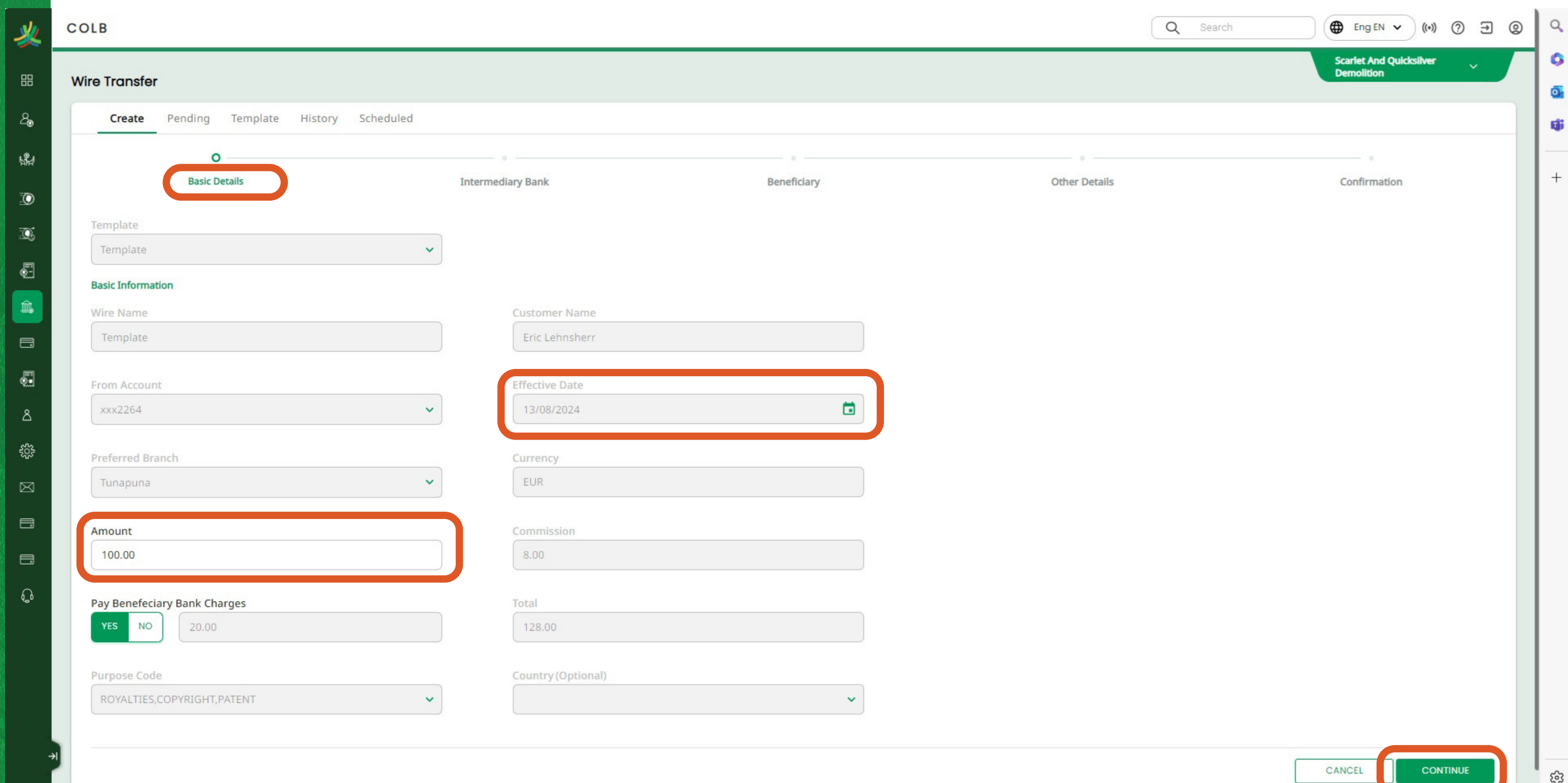
Wire Transfer

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



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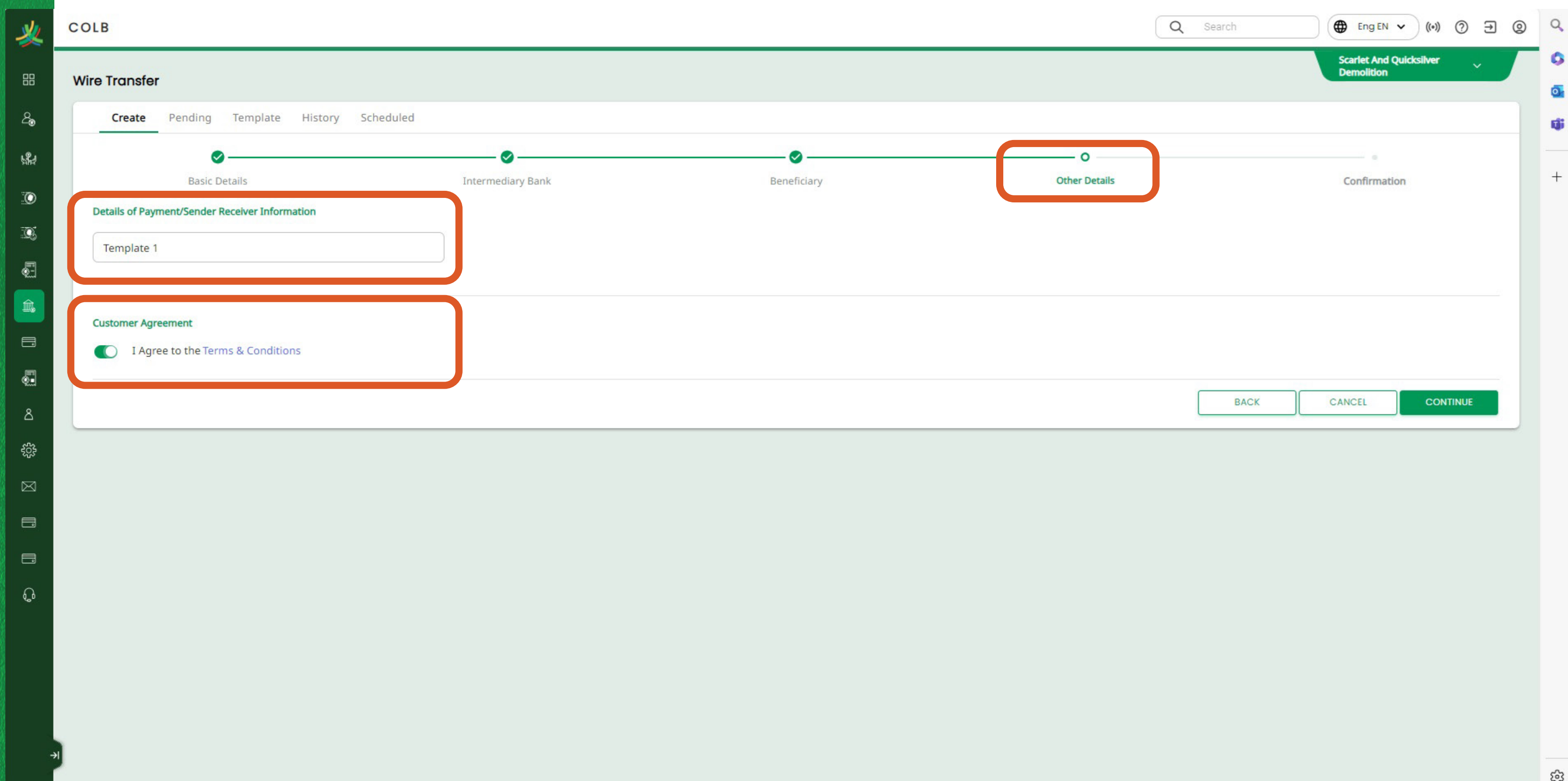
Wire Transfer

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.



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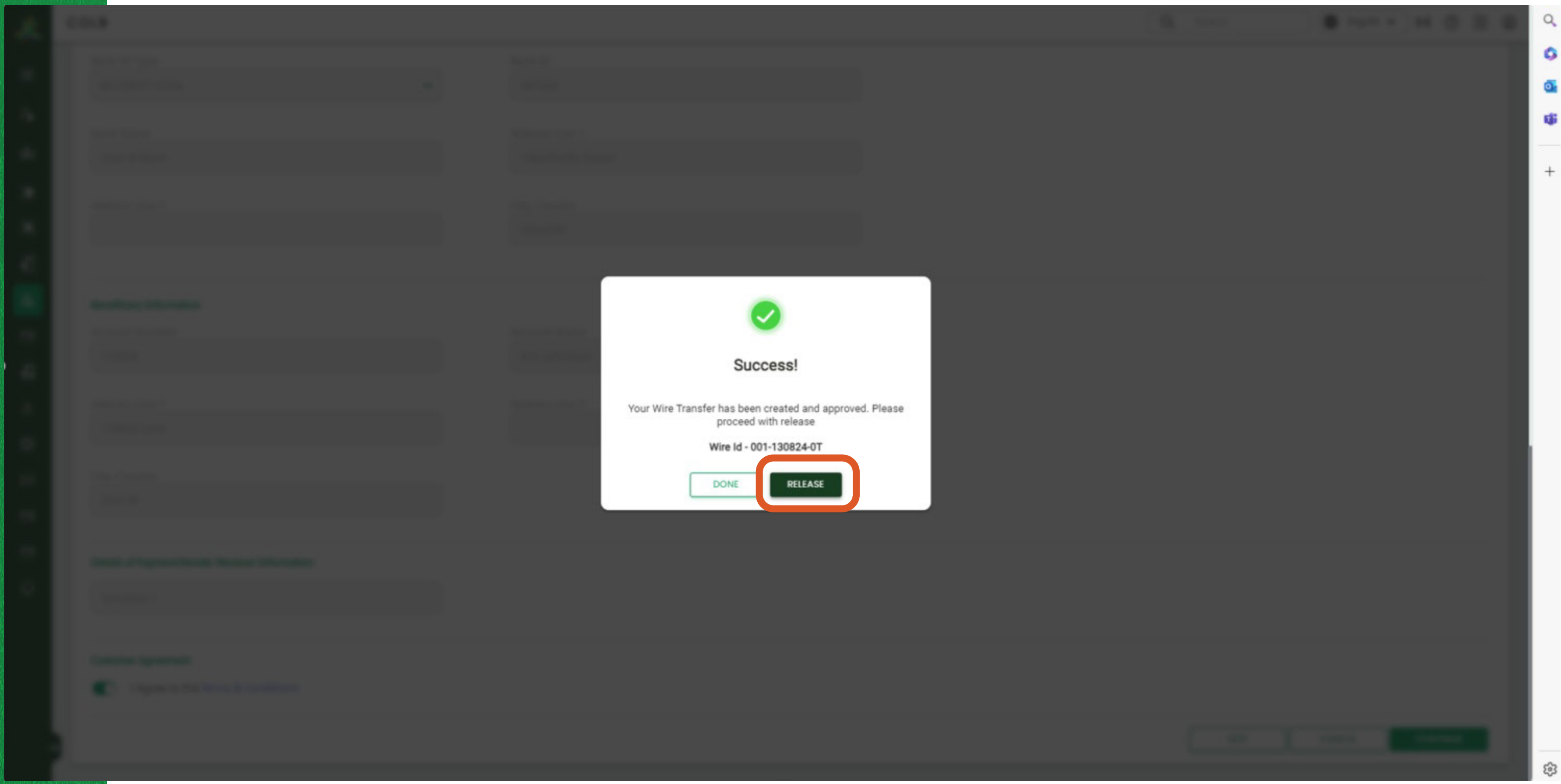
Wire Transfer

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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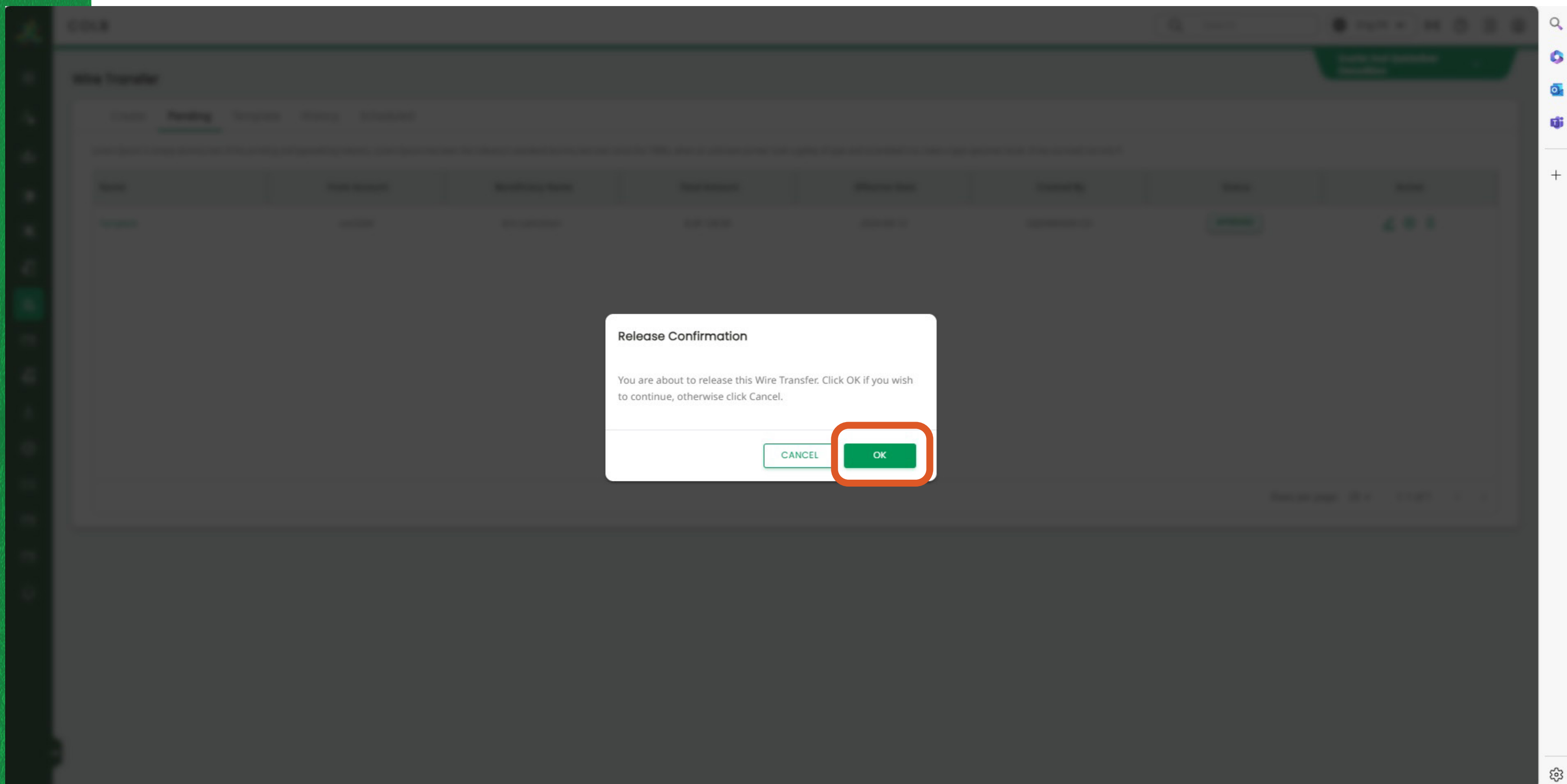
Wire Transfer

Click **"Ok"** to confirm the Wire Transfer release.



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Call: 62-FIRST, Select Option 2

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