



First Citizens

business
online

USER GUIDE

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

Welcome WANDA

Scarlet And Quicksilver D...

ACCOUNTS

Accounts	Available Balance	TTD ▼ View All	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

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](#)

RECENT TRANSACTIONS

No records available

MY PENDING ACTIVITIES

No records available

MESSAGES

No records available

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 navigation menu is open, with the 'Wire Transfer' option highlighted by an orange border. The main content area displays the account information for 'WANDA' and 'Scarlet And Quicksilver D...'. The account balance table shows an available balance of 91,004.71 and a ledger balance of 91,004.71. The 'WEALTH MANAGEMENT' section lists various investment types with zero values. The 'QUICK LINKS/ FAVOURITES' section includes links for Account Transfers, Account Summary, Account Statements, ACH Transfers, Bill Payment, Credit Cards, and Messaging. The 'MY PENDING ACTIVITIES' and 'MESSAGES' sections both show 'No records available'. The 'LOANS' section also shows 'No records available'. At the bottom right, there is a calendar for August 2024, with the 16th highlighted.

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

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 online banking interface. On the left, a dark green sidebar menu is open, with the 'Wire Transfer' option selected and its sub-menu expanded. The 'Template' option is highlighted with an orange border. The main content area shows the account details for 'WANDA' under the account name 'Scarlet And Quicksilver D...'. The interface includes a search bar, language settings (Eng EN), and various utility icons. The main content is divided into several sections:

- ACCOUNT BALANCES:** A table showing Available Balance and Ledger Balance for TTD.
- WEALTH MANAGEMENT:** A table listing various investment types and their values in TTD.
- QUICK LINKS/ FAVOURITES:** A list of links for Account Transfers, Account Summary, Account Statements, ACH Transfers, Bill Payment, Credit Cards, and Messaging.
- MESSAGES:** A section for messages, currently showing 'No records available'.
- MY PENDING ACTIVITIES:** A section for pending activities, currently showing 'No records available'.
- LOANS:** A section for loans, currently showing 'No records available'.
- CALENDAR:** A calendar for August 2024, with the 16th highlighted.

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

Wire Transfer

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

The screenshot shows the 'Wire Transfer' application interface. The top navigation bar includes the COLB logo, a search bar, language settings (Eng EN), and user profile information (Scarlet And Quicksilver Demolition). The main content area has tabs for 'Create', 'Pending', 'Template', 'History', and 'Scheduled'. The 'Template' tab is active, and a green 'CREATE' button is highlighted with a red box. Below the tabs is a table with columns: Name, From Account, Beneficiary Name, Amount, Created Date, Created By, and Actions. The table is currently empty, displaying a 'No records available' message with a sad face icon.

COLB

Search

Eng EN

Scarlet And Quicksilver Demolition

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.

The screenshot displays the 'Create Wire Transfer Template' interface. The 'Basic Details' step is highlighted with an orange box and a red circle around its label. The interface includes a search bar, language settings (Eng EN), and a notification for 'Scarlet And Quicksilver Demolition'. The 'Basic Information' section contains the following fields:

- Wire Name: Enter Wire Name
- Customer Name: Enter Customer Name
- Preferred Branch: Select Preferred Branch
- Commission: [Empty field]
- Pay Beneficiary Bank Charges: YES NO 0.00
- Purpose Code: Select Purpose Code
- From Account: Select From Account
- Currency: [Empty field]
- Amount: Enter Amount
- Total: [Empty field]
- Country (Optional): Select Country

At the bottom right, there are 'CANCEL' and 'CONTINUE' buttons.

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.

COLB

Eng EN

Search

Scarlet And Quicksilver Demolition

← 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.

COLB

Search

Eng EN

Scarlet And Quicksilver Demolition

← 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.

COLB

Eng EN

Search

← Create Wire Transfer Template

Scarlet And Quicksilver Demolition

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.

COLB

Search

Eng EN

Scarlet And Quicksilver Demolition

← Create Wire Transfer Template

Basic Details Intermediary Bank Beneficiary Other Details 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 a web application interface for a wire transfer. The page title is 'COLB'. The form is divided into several sections:

- Bank ID Type:** A dropdown menu with 'BIC/SWIFT CODE' selected.
- Bank ID:** A text input field containing '987654'.
- Bank Name:** A text input field containing 'Islan M Bank'.
- Address Line 1:** A text input field containing '1964 Pacific Ocean'.
- Address Line 2:** An empty text input field.
- City, Country:** A text input field containing 'Island M'.

Beneficiary Information

- Account Number:** A text input field containing '123456'.
- Account Name:** A text input field containing 'Eric Lehnsherr'.
- Address Line 1:** A text input field containing '1 Metal Lane'.
- Address Line 2:** An empty text input field.
- City, Country:** A text input field containing 'Island M'.

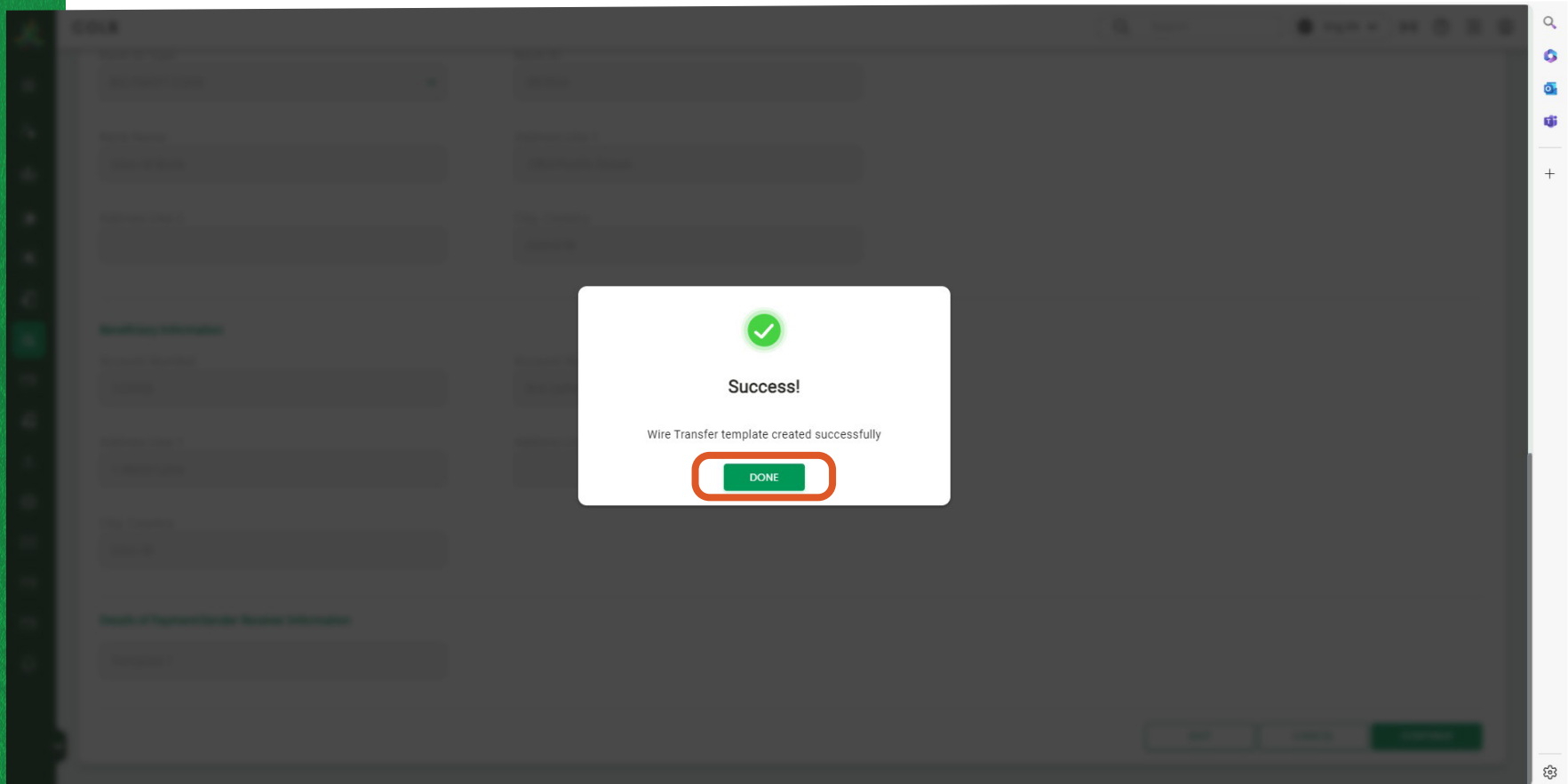
Details of Payment/Sender Receiver Information

- Template 1:** A text input 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 circle.

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 online banking interface. On the left, a dark green navigation menu is open, with the 'Wire Transfer' option highlighted in orange, and its sub-menu 'Create' also highlighted in orange. The main dashboard area shows the user's name 'WANDA' and account 'Scarlet And Quicksilver D...'. The dashboard includes several sections: 'ACCOUNT BALANCES' with a table of available and ledger balances; 'WEALTH MANAGEMENT' with a table of investment types and values; 'QUICK LINKS/ FAVOURITES' with links to various account services; 'MY PENDING ACTIVITIES', 'MESSAGES', and 'LOANS', all of which currently show 'No records available' with a sad face icon. At the bottom right, there is a calendar for August 2024, with the 16th highlighted in green.

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

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 displays the 'Wire Transfer' interface in a web browser. The browser's address bar shows 'COLB' and the page title is 'Wire Transfer'. The interface includes a search bar, language settings (Eng EN), and a user profile dropdown (Scarlet And Quicksilver Demolition). The main content area is divided into tabs: 'Create', 'Pending', 'Template', 'History', and 'Scheduled'. A progress bar below the tabs indicates the current step is 'Basic Details'. A dropdown menu labeled 'Template' is highlighted with a red box, showing 'Template' as the selected option. A green 'CONTINUE' button is also highlighted with a red box in the bottom right corner of the form area.

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 top navigation bar includes the COLB logo, a search bar, and language settings (Eng EN). The main header shows the current step: **Wire Transfer** with sub-tabs for **Create**, **Pending**, **Template**, **History**, and **Scheduled**. The **Basic Details** step is highlighted with a red circle. Below the header, a progress bar indicates the current step. The form contains the following fields:

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

At the bottom right, there are two buttons: **CANCEL** and **CONTINUE**, with the **CONTINUE** button highlighted by 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.

COLB

Search

Eng EN

Scarlet And Quicksilver Demolition

Wire Transfer

Create Pending Template History Scheduled

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

Details of Payment/Sender Receiver Information

Template 1

Customer Agreement

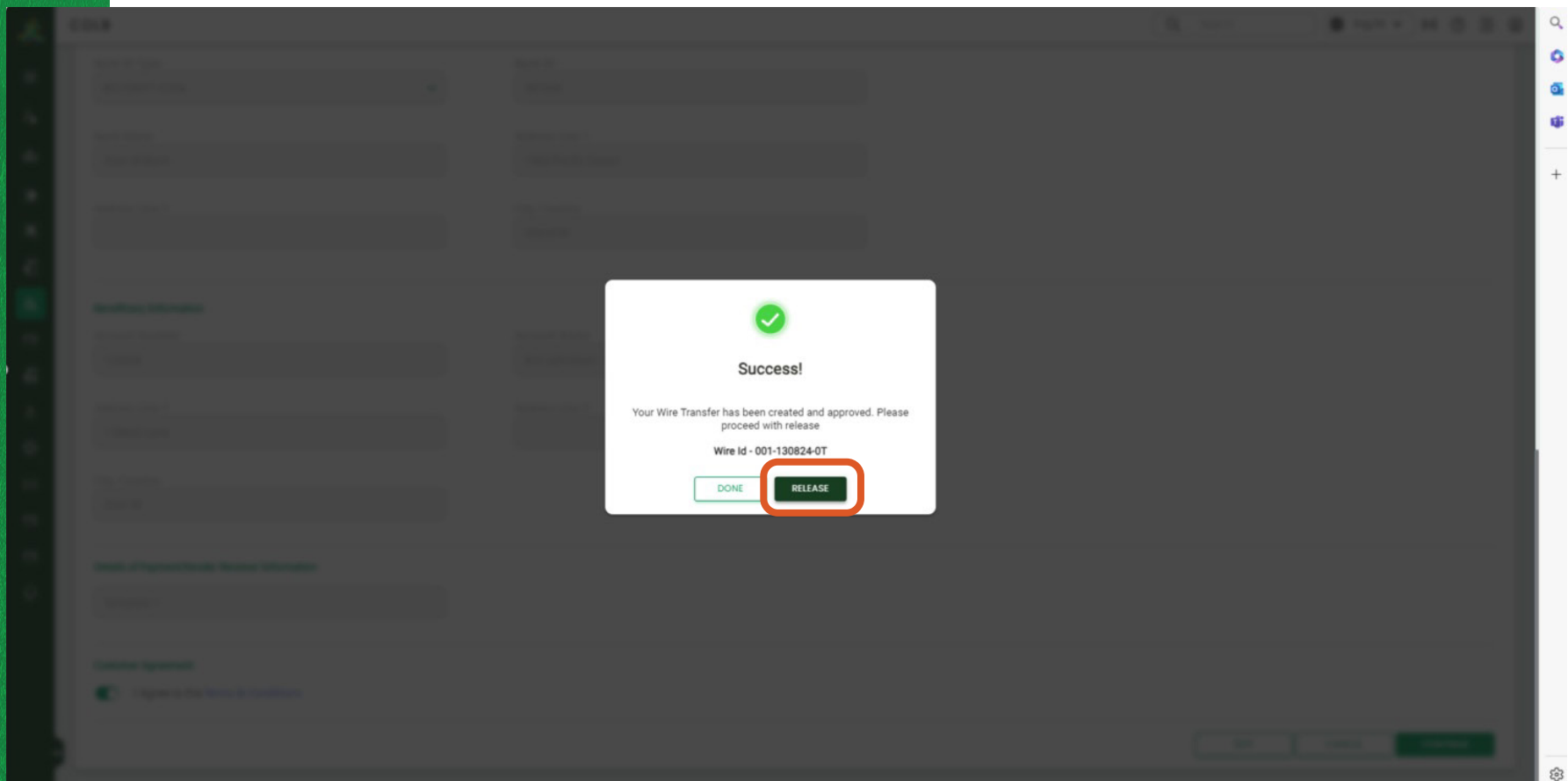
I Agree to the Terms & Conditions

BACK CANCEL CONTINUE

Wire Transfer

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

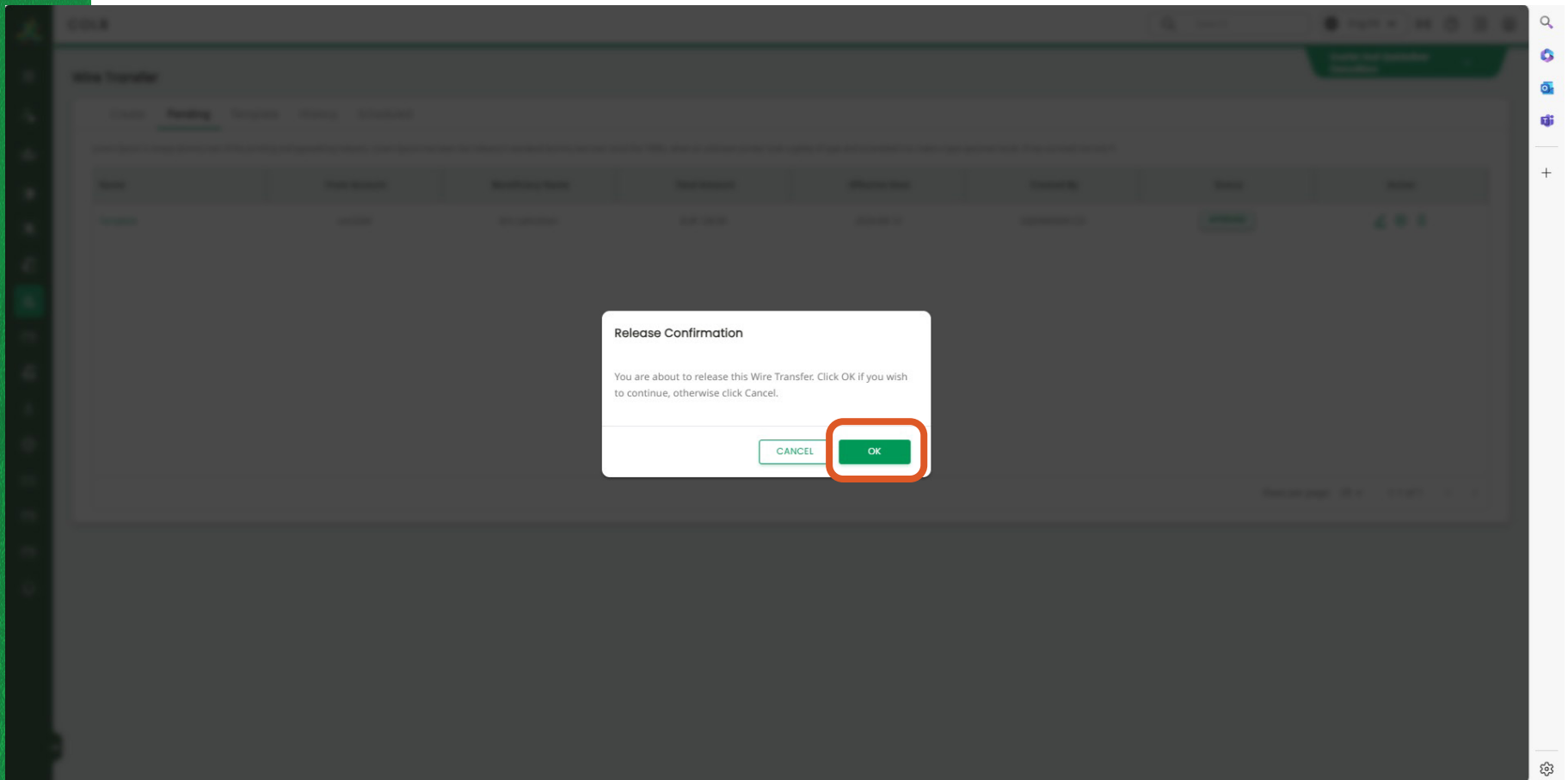
If dual control is enabled, the Wire Transfer request will remain in pending status until the request is released by another user/administrator of your company.



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Wire Transfer

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



business online

Contact Us:

Email: businessonline@firstcitizenstt.com

Call: 62-FIRST, Select Option 2



First Citizens