



# FIRST MERCHANTS **BUSINESS** Online Banking

## Wire Transfers Quick Start Guide

This Wire Transfer Quick Start Guide provides instructions for the tasks most frequently used to initiate wire transfers.

### General Information About Wires

- Wire transactions can be initiated via a One Time Wire Transfer Request, using a Template(s), or by importing a file of transactions.
- A Wire Template contains the wire instructions for one Recipient. Saving the Recipient's information as a Template will eliminate the need to re-enter the information each time you need to send a wire to them.
- If multiple approvals are required, the final approver of the transaction will be prompted for Out of Band Authentication to "transmit" the wire for processing.
- Wire Transfers may only be initiated in US Dollars.
- Cut-off times for same day processing:  
Domestic: 5:00 pm ET      International: 3:00 pm ET

### Wire Money

1. Click **Transfers and Payments**, under Wire Transfer, select **Wire Money**
2. Select
  - **Wire Type**
  - **Template name** (*optional*)  
(*To save Recipient for future use.*)
  - **Account**
  - Bank ID type will be prefilled based on Wire type selected for Template.
  - **Bank ID** - Enter receiving Bank's Routing & Transit number for Domestic wires (*9 digits*). Enter receiving Bank's SWIFT Code for International wires.
  - **Recipient account number**
  - **Bank Name**
  - **Bank address** 1, 2, 3 (*fields are optional*)
  - **Recipient Name**
  - **Recipient address** 1, 2 (*Field 3 is optional*)
  - Additional information for recipient (*optional*)
  - First & Second Intermediary information (*optional*) -
  - Wire Initiator Information (*optional*) - Fields are prefilled with company's information.
  - Security Code (*optional*) – Additional internal code
3. Click **Continue**
4. Verification Screen is displayed. Click **Transmit**
5. Out of Band Authentication screen will appear  
Select Phone, click Continue, input Code, then click Phone Call Completed **OR**  
Select Send Text Message, enter Mobile phone number Input Code received via text click Submit.
6. Confirmation page is displayed



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### Create a Wire Transfer Template

1. Click **Transfers and Payments**, under Wire Transfer, select **Manage wire templates**
2. Click **Add Template** at top of page.
3. Enter Template Name, select Wire type, select Account, Currency is USD - US Dollar, click **Continue**
4. Enter Recipient Information:
  - Bank ID type will be prefilled based on Wire type selected for Template.
  - **Bank ID -**  
Enter receiving Bank's Routing & Transit number for Domestic wires (*9 digits*)  
Enter receiving Bank's SWIFT Code for International wires
  - **Recipient account** number
  - **Bank Name**
  - **Bank address 1, 2, 3** (*fields are optional*)
  - **Recipient Name**
  - **Recipient address 1, 2** (*field 3 is optional*)
  - Additional information for recipient (*optional*)
  - First & Second Intermediary information (*optional*) -
  - Wire Initiator Information (*optional*) - Fields are prefilled with company's information.
  - Security Code (*optional*) – Additional internal code
5. Click **Add template**. Confirmation page is displayed.

### Wire Money via Template

1. Click **Transfers and Payments** tab, under Wire, select **Wire money via template**
2. On Wire Money screen:
  - Select **Template Name**
  - Enter **Amount**
  - Enter **Additional information for recipient** (*optional*)
  - Select **Frequency**
  - Security code (*optional*)
3. Click **Continue**
4. Verification Screen is displayed. Click **Transmit**
5. Out of Band Authentication screen will appear:  
Select Phone, click Continue, input Code, then click Phone Call Completed **OR**  
Click Send Text Message, input Code, click Submit
6. Confirmation page is displayed

(TIP: You can initiate multiple wires at one time by using the Template Based Wire – multiple request function)

### View Wire Transfer History

1. Click **Transfers and Payments** tab, under Wire, select **View completed wires**
2. Select report criteria:
  - Output to
  - Account(s)
  - Date Range
  - Status
  - Wire type
3. Click **Generate report**

For additional instructions and help, click “How do I...” or “Terms” at the bottom left of the screen or click “FAQs” for frequently asked questions. Please call Business Solutions at 1.866.833.0050 for assistance.