

First Merchants Small Business

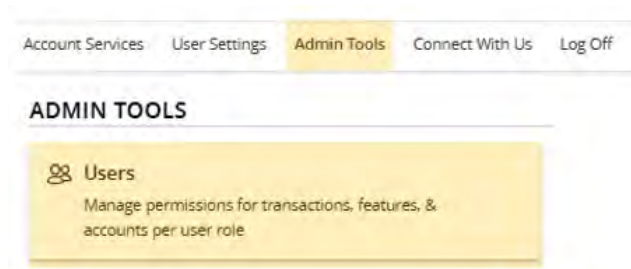
Small Business Wire Module Training Guide

The wire payments functionality within online banking enables your business to make Wire payments. This includes one-time, recurring and templates that enhance your efficiency.

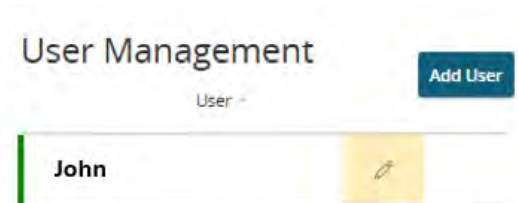
****Domestic Wires have a cutoff of 5:00 est.****

ENTITLEMENTS

1. Go to **Admin Tools** and select the **User** tile



2. **Edit** the User by clicking the 



3. Select **Assign Rights**
4. Enable **Domestic Wire** under the **Transactions** tab



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5. Toggle to **Features** and enable the below Rights for full wire access

☒	Access Incoming/Outgoing Wire Alerts
☒	Allow one-time recipients
☒	View Wire Activity
☒	Access to all payment templates
☒	Can view all recipients
☒	Manage Recipients

6. Enter the **Approval Limits** for the User Role

Per Transaction	\$	999,999,999.99	
Daily Per Account	\$	999,999,999.99	1,000
Daily	\$	999,999,999.99	1,000
Monthly	\$	999,999,999.99	10,000

7. Select **Save**

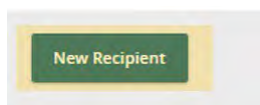


MANAGING RECIPIENTS

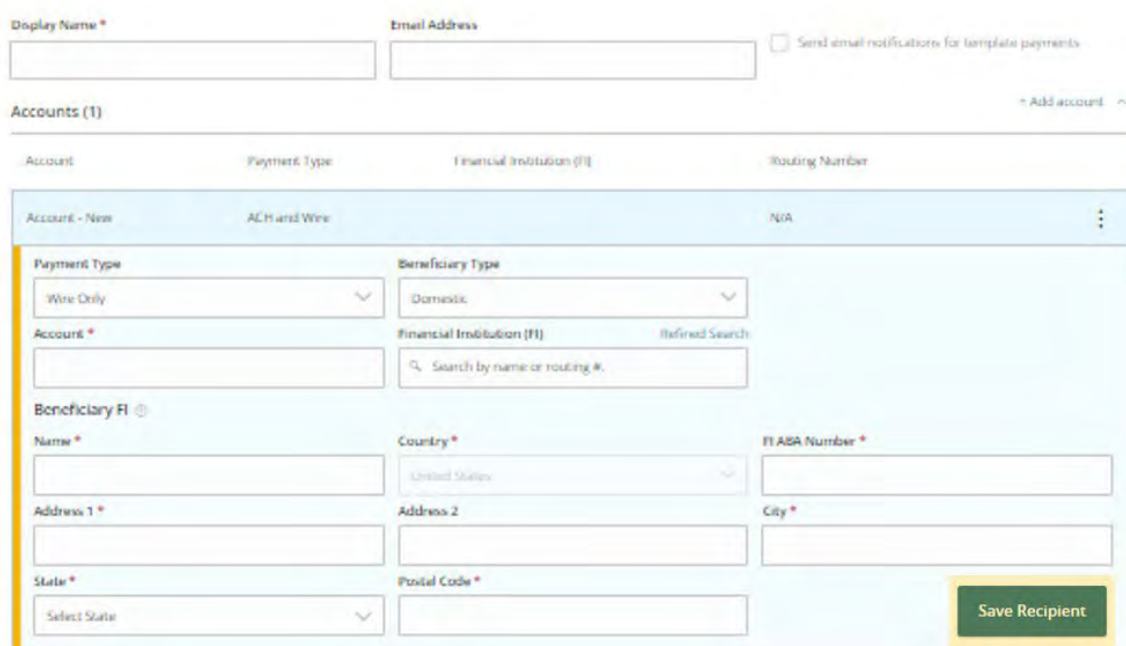
1. Go to **Transfers & Payments** and select **Manage Payment Recipients**



2. Select **New Recipient**



3. Fill out the **Required Fields** indicated by *
4. Select **Save Recipient** when completed



Display Name * Email Address ☐ Send email notifications for template payments

Accounts (1) [Add account](#)

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type **Beneficiary Type**

Wire Only **Domestic**

Account * **Financial Institution (FI)** [Refined Search](#)

Beneficiary FI

Name * **Country *** **FI ASA Number ***

Address 1 * **Address 2** **City ***

State * **Postal Code ***

Save Recipient



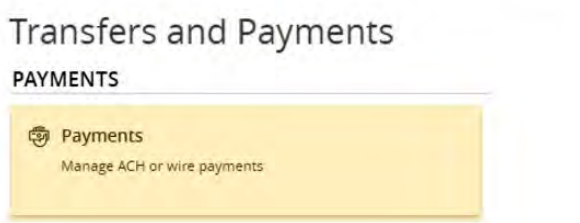
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1. Go to **Transfers & Payments** and select the **Payments** tile



2. Select **New Payment** and choose if the wire is **Domestic Wire**



3. Fill out the **Origination Details**

- From Subsidiary
- Process Date

A screenshot of a form titled "Origination Details". It contains two sections. The first section is "From Subsidiary" with a checked checkbox "Use same Subsidiary for all wires" and a text input field containing "FMB Test Company" and "*****2345". The second section is "Process Date" with a checked checkbox "Use same Date for all wires" and a text input field containing "10/01/2024" next to a calendar icon.

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4. Fill out the Wire Details
 - Recipient Details
 - Amount to be sent
 - Account to be used

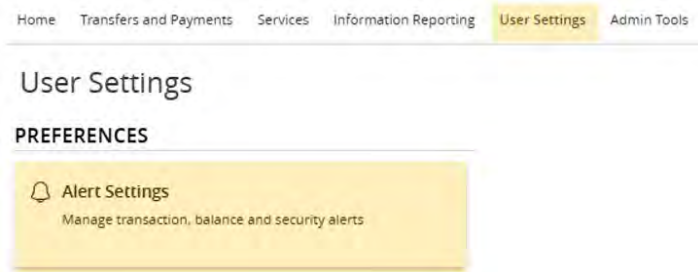


The image shows a 'Wire Details' form. It has two main sections: 'Recipient/Account' and 'Amount'. Under 'Recipient/Account', there is a text input field containing 'FMB Test Display Name' and an 'Account' field containing '123412345'. Under 'Amount', there is a currency symbol '\$' and a text input field containing '500.00'. Below these fields, there is a link labeled 'OPTIONAL WIRE INFORMATION'.

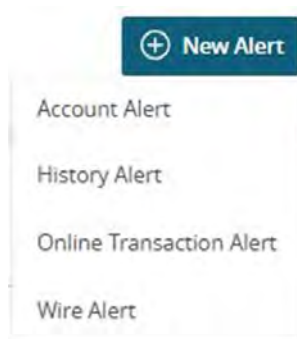
5. Select **Approve** to send or **Draft** to save for future approval

MANAGING ALERTS

1. Go to **User Settings** and open the **Alert Settings** Tile



2. Select **New Alert** and choose **Online Transaction Alert**



3. Setup alerts for **Incoming** or **Outgoing International / Domestic Wires**



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SETTING UP ALERTS

1. Choose your preferred alert type from the dropdown menu(s). If selecting **SMS Text Message**, check the box to agree to the terms.

New Online Transaction Alert

Transaction
Domestic Wire

Account

Status
Drafted

Alert Delivery Method
SMS Text Message

Country
United States

SMS Text Number

[Terms and Conditions](#)
☐ Agree To Terms

[Go back](#) [Create Alert](#)

[← Back to Alerts](#)

New Wire Alert

Transaction

Incoming Domestic Wire
Incoming International Wire
Outgoing Domestic Wire
Outgoing International Wire

[Go back](#) [Create Alert](#)



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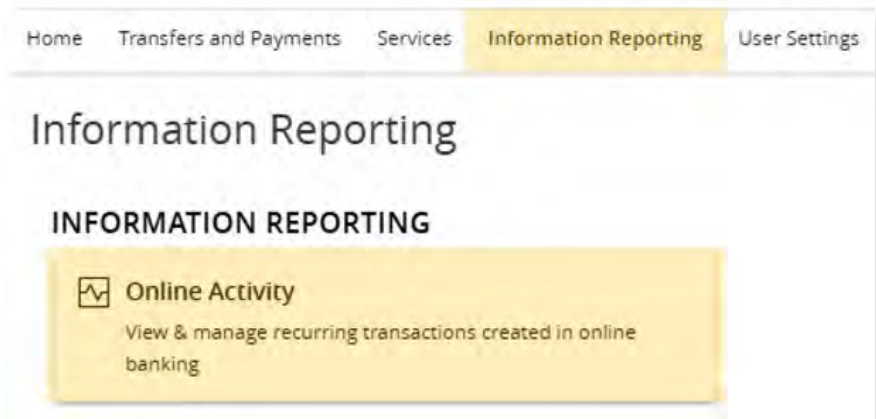
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ONLINE ACTIVITY

- 1. Go to **Information Reporting** and open the **Online Activity** Tile



- 2. Under **Single Transactions** you can View, Edit, Approve, or Cancel Wires
- 3. Under **Recurring Transactions**, you can View, Edit, Approve, or Cancel Scheduled Wire Requests

