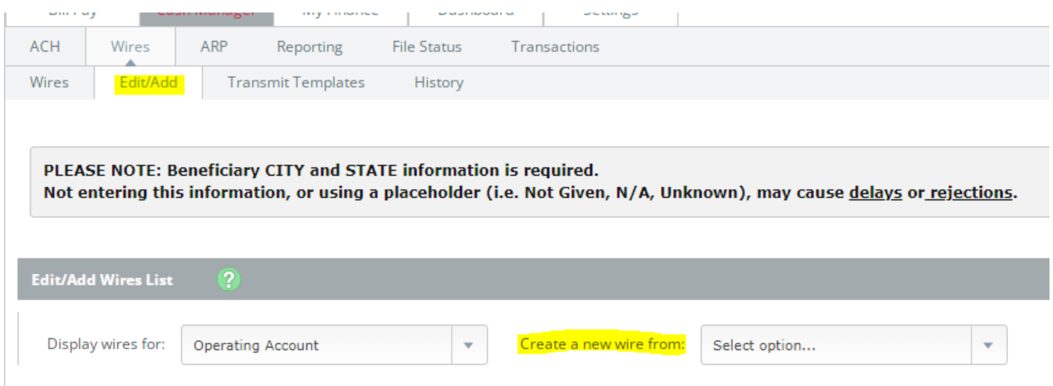
Online Banking Guide | Processing Wires

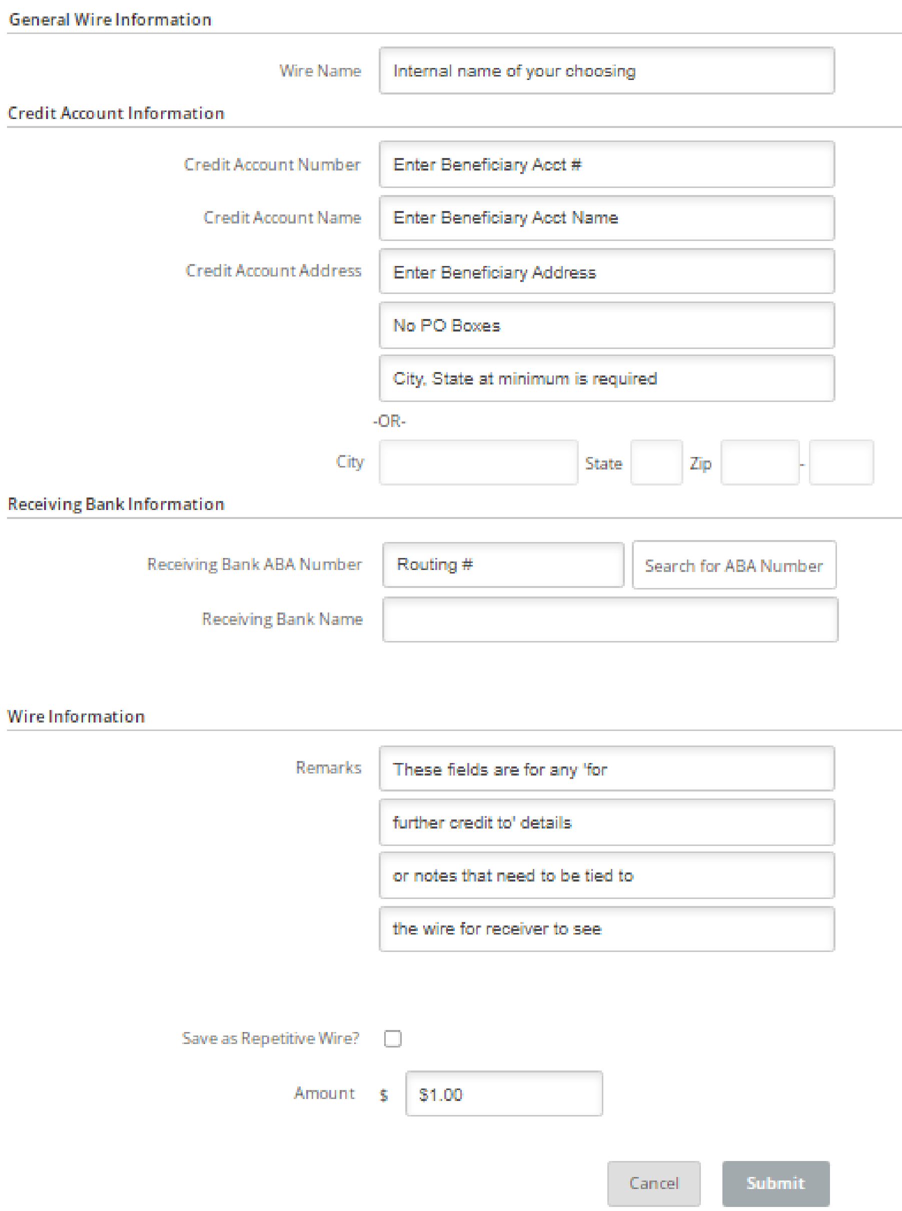
No Dual Control

1. Navigate to https://myaccounts.fortispb.com/ and login to your online banking
2. Once logged in, navigate to ‘Cash Management’ on the menu to the left side of the page
3. You will then be prompted to enter your Secure Token from your VIP Access App:

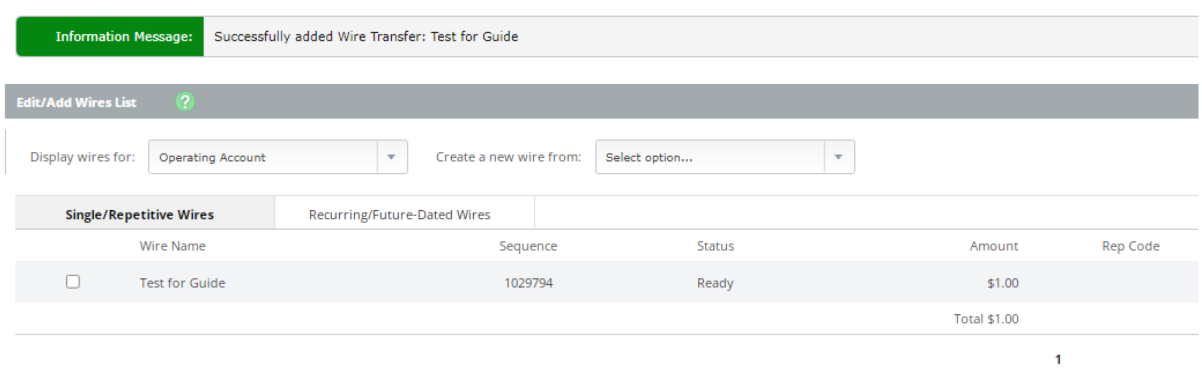
4. Select the ‘Wires’ option on the menu banner, which brings you to the ‘Wires List’ that displays any wires ready to be transmitted, based on the account selected from the dropdown list
5. To set up a new wire, you will navigate to ‘Edit/Add’ and choose an account from the dropdown labeled ‘Create a new wire from:’



6. You will then see the screen to enter in all of the wire information, details below:

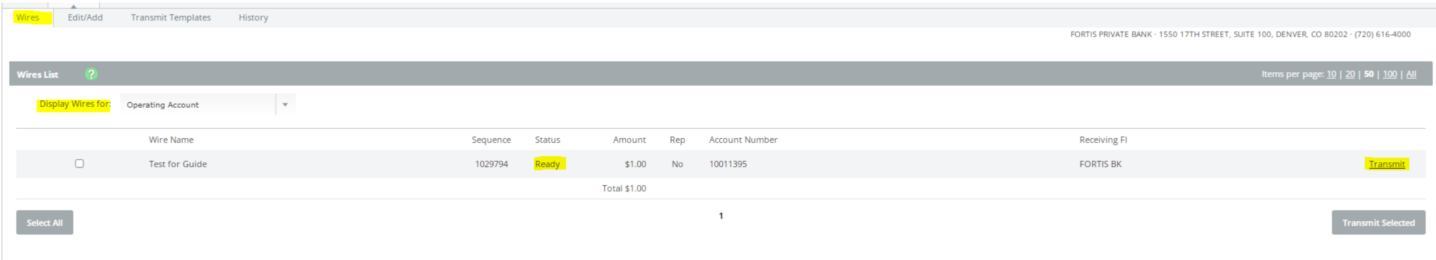


7. Once you have the form fields complete, you will select 'Submit' *(*This is not sending the wire)*
8. It will take you back to the enter/edit page and you will be able to see the wire to edit or delete:

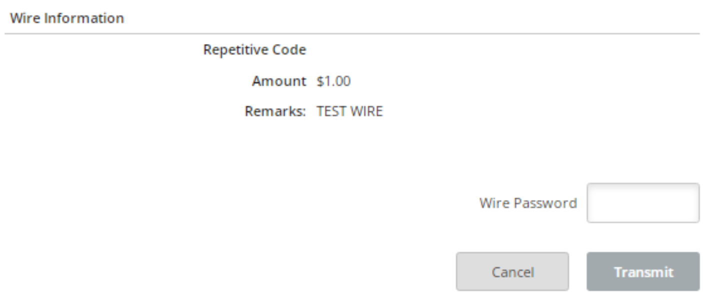


9. To send the wire, navigate back to the main 'Wires' tab
   - If you have multiple accounts, be sure you select the correct account to view wires from with the

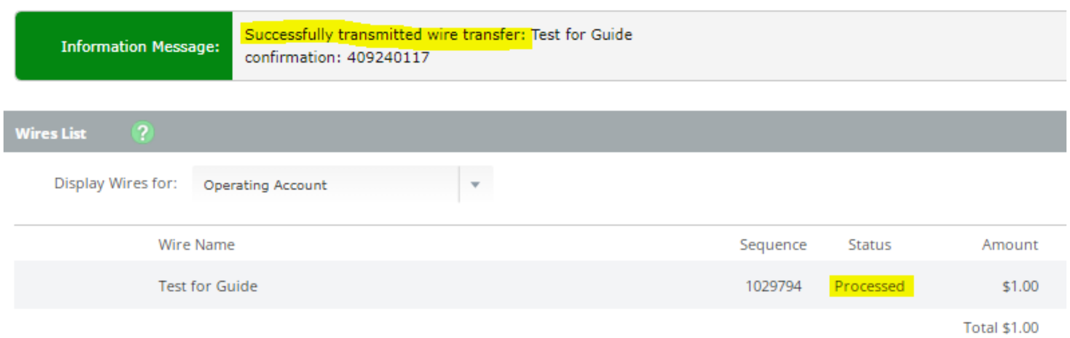
dropdown menu, and you will see wires ready to be transmitted here:



10. Select ‘Transmit’ on the far right
11. This will take you to a page to review the wire information one last time, and then you will enter your Wire Password (4-digit PIN) and select ‘Transmit’



***Do not close or refresh the page – it may process for a moment, but you want to wait until you see the green confirmation message and the wire shows ‘processed:’*



12. You can then navigate to the ‘History’ tab under Wires to find the confirmation and ‘OMAD,’ which is the unique identifier for that wire which can be used for tracking as needed

If you have any questions, please do not hesitate to reach out to our Client Services team at clientconcierge@fortispb.com or 720.616.4000 – available Mon-Fri 9am-5pm