

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:

VIP Access Validation:

Enter the 6-digit security code from your Secure Token.

VIP Access Token Code:

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:'

The screenshot shows the online banking interface. At the top, there is a navigation menu with options: ACH, Wires, ARP, Reporting, File Status, and Transactions. Below this, there is a sub-menu with options: Wires, Edit/Add, Transmit Templates, and History. The 'Edit/Add' option is highlighted in yellow. Below the menu, there is a grey box with the following text: **PLEASE NOTE: Beneficiary CITY and STATE information is required. Not entering this information, or using a placeholder (i.e. Not Given, N/A, Unknown), may cause delays or rejections.** Below this, there is a dark grey bar with the text 'Edit/Add Wires List' and a question mark icon. At the bottom, there is a form with a dropdown menu labeled 'Display wires for:' with 'Operating Account' selected. To the right of this dropdown is a yellow button labeled 'Create a new wire from:' followed by another dropdown menu labeled 'Select option...'.

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

General Wire Information

Wire Name

Credit Account Information

Credit Account Number

Credit Account Name

Credit Account Address

-OR-

City State Zip -

Receiving Bank Information

Receiving Bank ABA Number

Receiving Bank Name

Wire Information

Remarks

Save as Repetitive Wire?

Amount \$

- 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:

Information Message: Successfully added Wire Transfer: Test for Guide

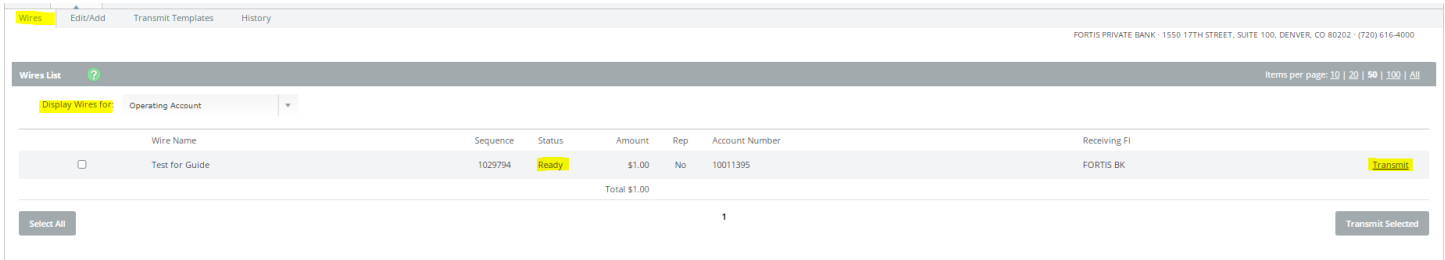
Edit/Add Wires List ?

Display wires for: Create a new wire from:

Single/Repetitive Wires		Recurring/Future-Dated Wires			
	Wire Name	Sequence	Status	Amount	Rep Code
<input type="checkbox"/>	Test for Guide	1029794	Ready	\$1.00	
				Total \$1.00	

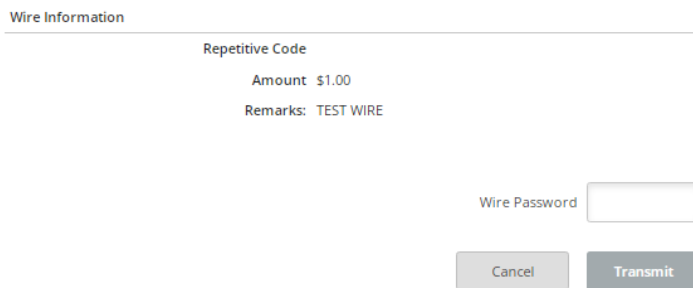
- 9. To send the wire, navigate back to the main 'Wires' tab
 - If you have multiple accounts, be sure you select the correct account to view wires from with the

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

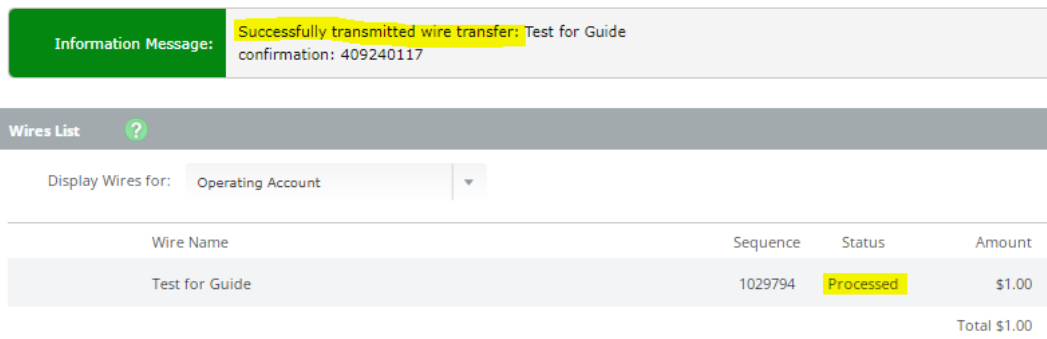


10. Select 'Transmit' on the far right

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 clientconciierge@fortispb.com or 720.616.4000 – available Mon-Fri 9am-5pm