



## WIRE MANAGER

### Initiate, Approve and Release Wire Transfers

You will need to sign on to Online Banking with your Sign-On ID & Password.

**Online WIRE Transfer requests will be accepted until 2:00 P.M.**

Please contact the Cash Management Department at [BusinessBankingServices@lowellfive.com](mailto:BusinessBankingServices@lowellfive.com) or 978-452-1300, if you need additional assistance.

### Initiate, Approve and Release Wire Transfers

► Click 'Cash Management' on the top menu bar.

Messages (0) My Profile Help SIGN OUT

Welcome of The Lowell Five Cent Savings Bank  
Last signed in: November 06, 2014 03:27:35 pm ET

Accounts Cash Management Administration Service Center

Accounts Overview Company All Companies

Balances as of November 07, 2014 10:49:55 am ET

Checking Accounts

Account Name	Account #	Pending	Available Balance *	Current Balance
Checking				
Checking				
TCM Settlement Account				
Checking				

Checking Accounts Total: GRAND Total:

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eStatements

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The Lowell Five Cent Savings Bank | 34 John Street, Lowell, MA 01852 | Phone: (978)452-1300 | Fax: (978)452-1888

Member FDIC

This will bring up the 'Cash Management' screen.

► Click 'WIRE' on the left menu bar.

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Welcome of The Lowell Five Cent Savings Bank  
Last signed in: November 13, 2014 02:26:32 pm ET

Accounts Cash Management Administration Service Center

Cash Management

Transfer Transfer between accounts

- Transfer from one account to another
- Schedule recurring transfers
- Review scheduled transfers (0)

Payments Pay your Bills

- Pay your bills

ACH ACH View and manage ACH

- Create ACH transaction
- View ACH Templates
- Review all active ACH

Wires Wires View and manage Wire Transfers

- Create new Wire transfer
- View Wire Templates
- Review pending Wire Transfers (7)

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Member FDIC

This will bring up the 'WIRE' screen.

The 'WIRE' screen is your portal to WIRE information and processing.

► Click 'Create a Wire'

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Welcome of The Lowell Five Cent Savings Bank  
Last signed in: November 13, 2014 02:26:32 pm ET

Accounts Cash Management Administration Service Center

Wires

Create a Wire Create a Template

Manage Wires

Name	Company	#	Amount	Date	Status
Active Wire (7)	Awaiting Approval (5)	Awaiting Release (2)	Processing (0)	Rejected (0)	

TOOLS

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Member FDIC

This will bring up the 'Wires – Create a Wire' screen.

- Wire Type: CTR 1000-Basic Wire Transfer Extended
- Click Radio Button to Select Template
- Click Create

### Step One: Description

- Enter the Effective Date
- Click Continue

### Step Two: Wire Details

- Enter the Amount

The information you previously entered when Creating the Template will fill in automatically.

You can edit the information for this specific wire if needed, then scroll to the bottom.

- Click Continue

### Step Three: Confirmation

- ▶ Click Done

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Welcome The Lowell Five Cent Savings Bank Last signed in: November 13, 2014 02:25:32 pm ET

Cash Management Transfer Payments ACH Wires - Templates - Processed - Reports

Wires - Edit a Wire

Description Wire Details Confirmation

Wire Category: Fed Wire  
Wire Type: CTR-1000-Regular transfer  
Recurrence Type: Non-Repetitive  
Name: ABC Company  
Description: Supplies  
Company: The Lowell Five Cent Savings Bank

Ordering Account: Checking 1  
Amount Limit: \$10,000.00  
Template Threshold: \$10,000.00  
Amount: \$0.01  
Effective Date: 12/03/2014  
Wire # 319

Your Wire has been saved.  
Wire ID# 319

Done

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This brings you back to the Wires screen.

- ▶ Click the gray Awaiting Approval tab
- ▶ Check Box the wire you want to approve
- ▶ Click Approve

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Welcome The Lowell Five Cent Savings Bank Last signed in: November 13, 2014 02:25:32 pm ET

Cash Management Transfer Payments ACH Wires - Templates - Processed - Reports

Wires

Create a Wire Create a Template Import

Manage Wires Choose Columns

Active Wire (2) Awaiting Approval (1) Awaiting Release (2) Processing (0) Rejected (0)

Release Unapprove Delete

Name	Company	#	Amount	Date	Status	Actions
<input type="checkbox"/> ABC Company	The Lowell Five Cent Savings Bank	320	\$0.01	12/04/2014	Approved	<span>⋮</span>

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Your custom wire syntax

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Once Approved, the wire will need to be Released.

- ▶ Click the gray Awaiting Release tab
- ▶ Check Box the wire you want to release
- ▶ Click Release

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Welcome The Lowell Five Cent Savings Bank Last signed in: November 13, 2014 02:25:32 pm ET

Cash Management Transfer Payments ACH Wires - Templates - Processed - Reports

Wires

Create a Wire Create a Template Import

Manage Wires Choose Columns

Active Wire (2) Awaiting Approval (1) Awaiting Release (1) Processing (0) Rejected (0)

Release Unapprove Delete

Name	Company	#	Amount	Date	Status	Actions
<input type="checkbox"/> ABC Company	The Lowell Five Cent Savings Bank	320	\$0.01	12/04/2014	Approved	<span>⋮</span>

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Your custom wire syntax

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The Wire will move to the gray Processing tab. When a Lowell Five employee begins handling your Wire Transfer request the status will change to Processing.

A Lowell Five employee will call you to confirm the wire request. This is a security requirement for every wire transfer request received through online banking.

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