



WIRE MANAGER

Initiate, Approve and Release Wire Transfers

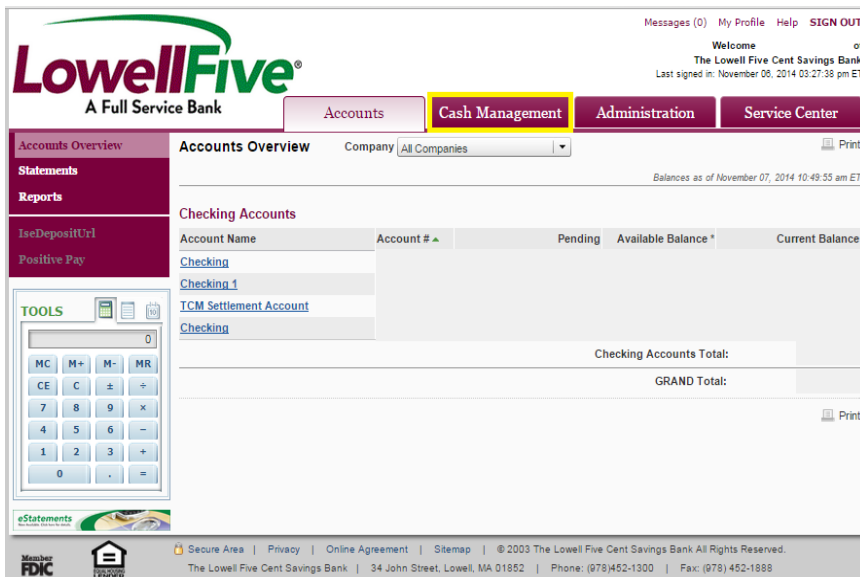
You will need to sign on to Online Banking with your Sign-On ID & Password.

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

Please contact the Cash Management Department at BusinessBankingServices@lowellfive.com or 978-452-1300, if you need additional assistance.

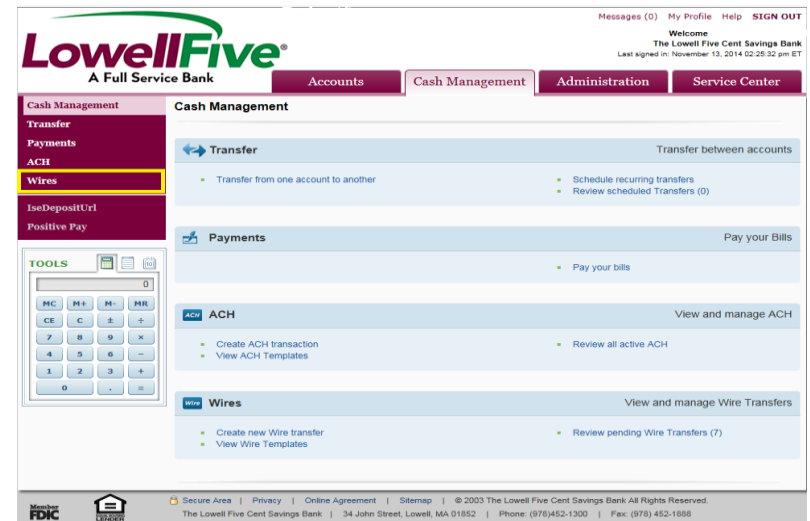
Initiate, Approve and Release Wire Transfers

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



This will bring up the 'Cash Management' screen.

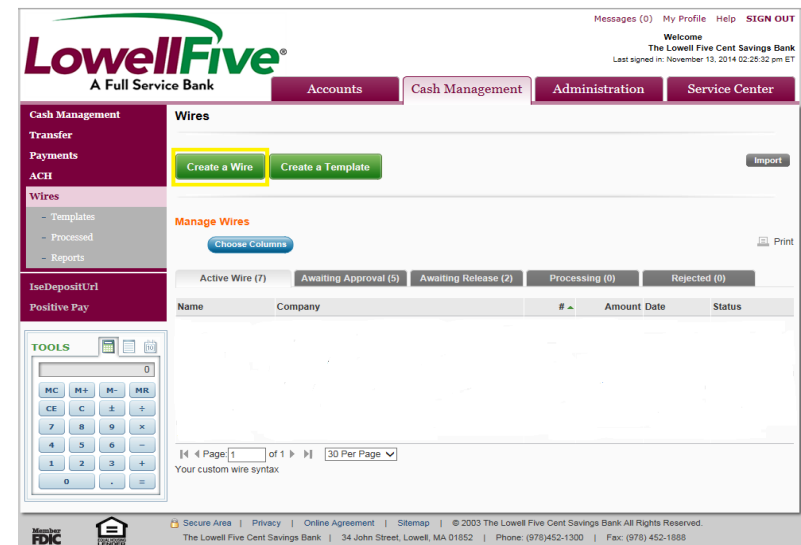
- Click 'WIRE' on the left menu bar.



This will bring up the 'WIRE' screen.

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

- Click 'Create a Wire'



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

The screenshot shows the 'Wires - Create a Wire' screen with the 'Description' step highlighted. The 'Wire Category' is 'Fed Wire' and the 'Wire Type' is 'CTR-1000-Basic Wire Transfer Extended'. A table of templates is displayed with columns for Name, Description, Amount, and Company. The 'Create' button is highlighted in yellow. A calendar tool is visible on the left.

Step One: Description

- ▶ Enter the Effective Date
- ▶ Click Continue

The screenshot shows the 'Wires - Create a Wire' screen with the 'Wire Details' step highlighted. The 'Effective Date' is set to 12/03/2014. The 'Continue' button is highlighted in yellow. A calculator tool is visible on the left.

Step Two: Wire Details

- ▶ Enter the Amount

The screenshot shows the 'Wires - Create a Wire' screen with the 'Confirmation' step highlighted. The 'Amount' is entered as \$0.00. The 'Continue' button is highlighted in yellow. A calculator tool is visible on the left.

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

The screenshot shows the 'Wires - Create a Wire' screen with the 'Confirmation' step highlighted. The 'Continue' button is highlighted in yellow.

Step Three: Confirmation

- ▶ Click Done

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

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TOOLS

Wires - Edit a Wire

1 Description 2 Wire Details 3 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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TOOLS

Wires

Create a Wire Create a Template Import

Manage Wires

Choose Columns

Active Wire (3) Awaiting Approval (1) Awaiting Release (2) Processing (0) Rejected (0)

Approve Approve & Release Unapprove Delete

Name	Company	#	Amount	Date	Status	Actions
<input checked="" type="checkbox"/> ABC Company	The Lowell Five Cent Savings Bank	319	\$0.01	12/03/2014	Unapproved	

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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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TOOLS

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 checked="" type="checkbox"/> ABC Company	The Lowell Five Cent Savings Bank	320	\$0.01	12/04/2014	Approved	

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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.

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

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