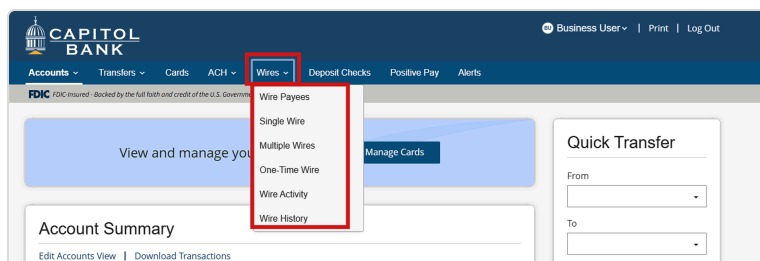


Send a one-time wire

Send a wire to a payee you haven't saved as a template.

- 1 Sign in to Online Banking. Go to **Wires** and select **One-Time Wire**.

Tip Foreign currency wires can't be sent as a one-time wire. Save the payee as a template and send it as a Single Wire.



- 2 Work down the top of the form in order. The letters on the screen match the list. Fields marked * are required.

a Current Profile MOTHER GOOSE Select b * Funding Account — Select a Funding Account — c ☐ Override Originator Name : MOTHER GOOSE d * Company e * Amount f * Date MM/DD/YYYY	WIRE DETAILS <table border="0"> <tr> <td style="vertical-align: top;">a Profile</td> <td>Choose one if more than one exists, then select Select. It sets which accounts appear.</td> </tr> <tr> <td style="vertical-align: top;">b Funding Account</td> <td>The account to send funds from. Not listed? Check the Profile.</td> </tr> <tr> <td style="vertical-align: top;">c Override Originator Name</td> <td>Check to use a name other than your business name. (optional)</td> </tr> <tr> <td style="vertical-align: top;">d Company</td> <td>Choose your company.</td> </tr> <tr> <td style="vertical-align: top;">e Amount</td> <td>The amount of the wire.</td> </tr> <tr> <td style="vertical-align: top;">f Date</td> <td>Usually today, unless it's past the cutoff time.</td> </tr> </table>	a Profile	Choose one if more than one exists, then select Select . It sets which accounts appear.	b Funding Account	The account to send funds from. Not listed? Check the Profile.	c Override Originator Name	Check to use a name other than your business name. (optional)	d Company	Choose your company.	e Amount	The amount of the wire.	f Date	Usually today, unless it's past the cutoff time.
a Profile	Choose one if more than one exists, then select Select . It sets which accounts appear.												
b Funding Account	The account to send funds from. Not listed? Check the Profile.												
c Override Originator Name	Check to use a name other than your business name. (optional)												
d Company	Choose your company.												
e Amount	The amount of the wire.												
f Date	Usually today, unless it's past the cutoff time.												

Need help? Questions about a wire? Please call us at (608) 836-1616.

Interested in wire transfers? Contact us to get started.

Send a one-time wire (continued)

2 Continue down the form with the payee's details.

g Payee Type Domestic h * Payee Name i ☐ Send email when wire status is changed to Downloaded j * Account Number k * Confirm Account Number 	l * Address Line 1 Address Line 2 (Optional) * City * State * ZIP Code
--	---

PAYEE INFORMATION

g	Payee Type	Domestic or International.	h	Payee Name	The beneficiary name from the wiring instructions.
i	Send email	Check to get an email when the wire status changes to Downloaded. (optional)	j	Account Number	From the wiring instructions.
k	Confirm Account Number	Enter the account number again.	l	Address, City, State, ZIP	The payee's address from the wiring instructions. Address Line 2 is optional.

Send a one-time wire (continued)

3 Next, complete **Payee Financial Institution**.

Payee Financial Institution

Institution Number Type

ABA

* Institution Name

* Institution Number

Address Line 1 (Optional)

Address Line 2 (Optional)

City (Optional)

State (Optional)

ZIP Code (Optional)

PAYEE FINANCIAL INSTITUTION

Institution Number Type — ABA = routing number. BIC = SWIFT code (international only).

Institution Number — the routing number from the wiring instructions.

Institution Name and Address — fill in automatically from the Institution Number.

4 At the bottom of the form, add any details and select **Submit**.

Beneficiary Reference

Message to Beneficiary

Receiving Financial Institution (Optional)

☐ Show Details

Intermediary Financial Institution (Optional)

☐ Show Details

Cancel

Submit

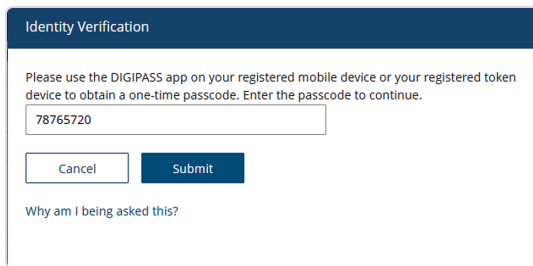
MESSAGE AND OTHER BANKS

Message to Beneficiary — any reference from the wiring instructions, such as a property address or invoice number.

Receiving / Intermediary Financial Institution — use only if the wiring instructions list an intermediary bank.

Send a one-time wire (continued)

- 5** You'll be prompted for a one-time passcode. Enter the code from the **Digipass** app or your hard token, then select **Submit**.



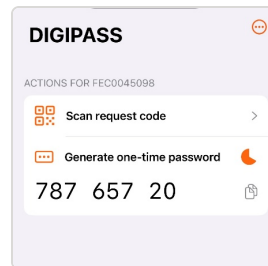
Identity Verification

Please use the DIGIPASS app on your registered mobile device or your registered token device to obtain a one-time passcode. Enter the passcode to continue.

78765720

[Cancel](#) [Submit](#)

Why am I being asked this?



DIGIPASS

ACTIONS FOR FEC0045098

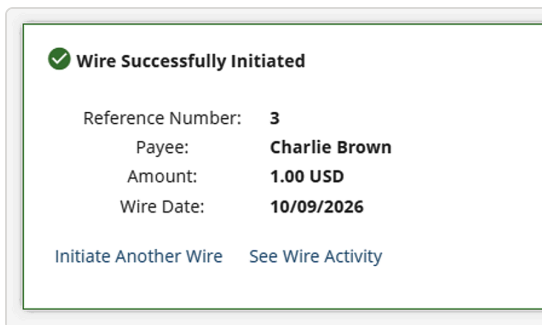
[Scan request code](#)

[Generate one-time password](#)

787 657 20



- 6** A message confirms the wire was successfully initiated.



✓ Wire Successfully Initiated

Reference Number: **3**

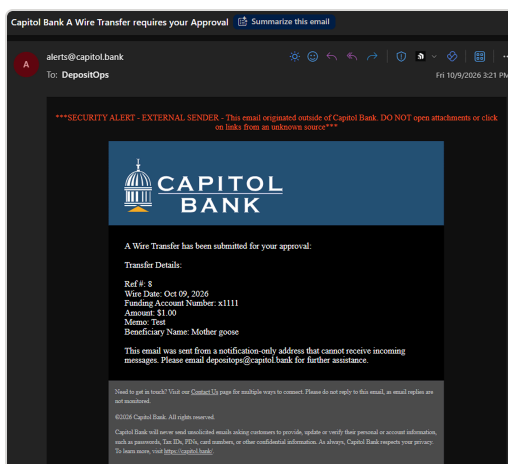
Payee: **Charlie Brown**

Amount: **1.00 USD**

Wire Date: **10/09/2026**

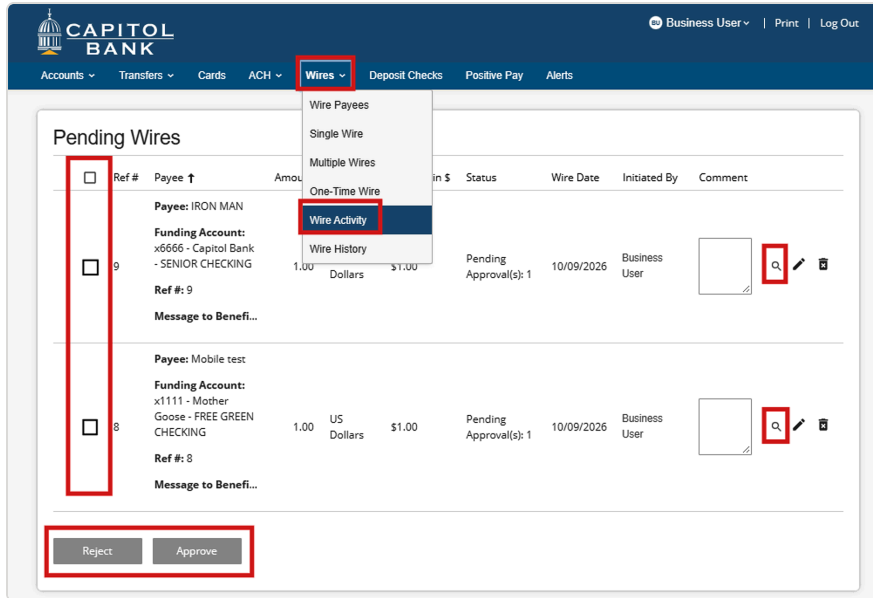
[Initiate Another Wire](#) [See Wire Activity](#)

- 7** If the wire needs approval from another user, everyone with approval access receives a notification email.



Send a one-time wire (continued)

- 8 To approve, the approver signs in to Online Banking and goes to **Wires** › **Wire Activity**. Under **Pending Wires**, select the magnifying glass to view the wire, or check the box next to it and select **Approve** or **Reject**.



- 9 Once the wire is submitted and approved (if applicable), everyone with wire access receives a notification email.

