

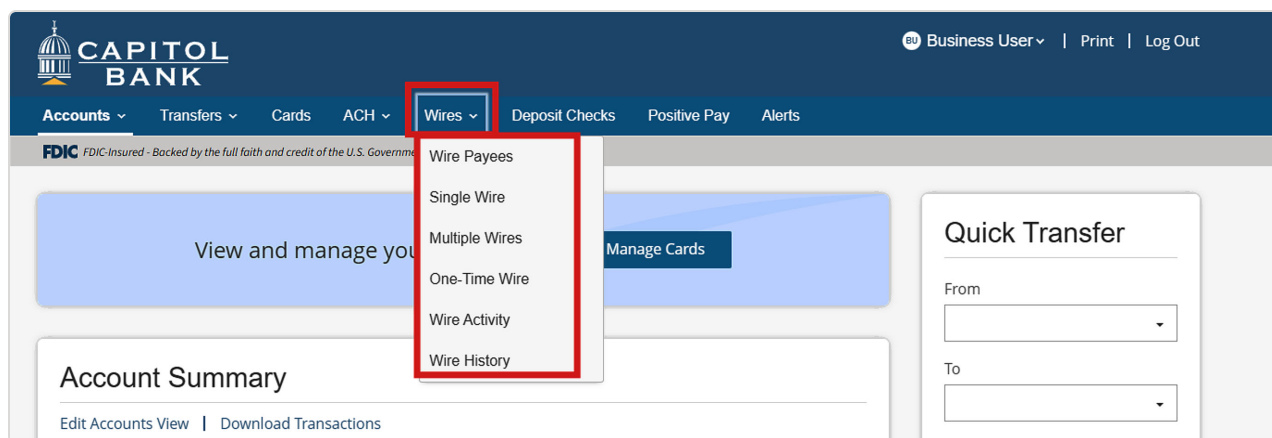
Send wire transfers

Send a one-time wire, save payees as templates for wires you send again, or send several template wires at once.

Send a one-time wire

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

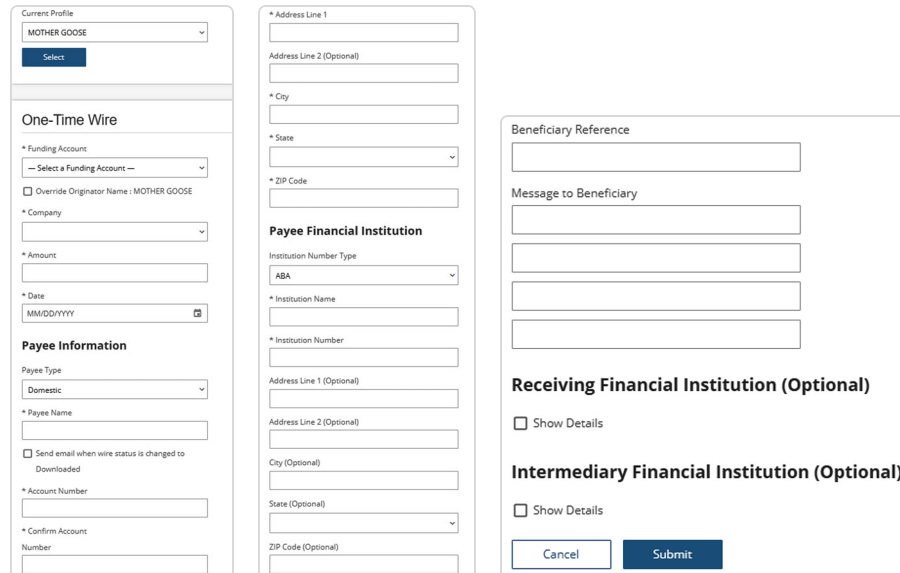
Tip Foreign currency wires can't be sent as a one-time wire. Save the payee as a template and send it as a Single Wire.



Send a one-time wire (continued)

- Choose the appropriate **Profile** if more than one exists. The profile determines which funding accounts are available.

Complete the **One-Time Wire** form. Fields marked with an asterisk (*) are required.



WIRE DETAILS

Funding Account — the account to send funds from. Don't see it? Go back and check the Profile.

Override Originator Name — (optional) check to use a name other than your default business name.

Amount — the amount of the wire.

Date — usually today, unless it's past the cutoff time.

PAYEE INFORMATION

Payee Type — Domestic or International.

Payee Name — the account or beneficiary name from the wiring instructions.

Account Number — from the wiring instructions.

Address, City, State, ZIP — the account address from the wiring instructions.

PAYEE FINANCIAL INSTITUTION

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

Institution Number — the routing number from the wiring instructions.

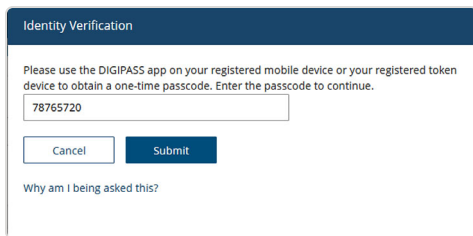
Institution Name and Address — fill in automatically from the Institution Number.

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

Tip Use **Receiving Financial Institution** or **Intermediary Financial Institution** only if the wiring instructions list an intermediary bank.

Send a one-time wire (continued)

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



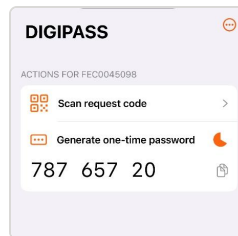
Identity Verification

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

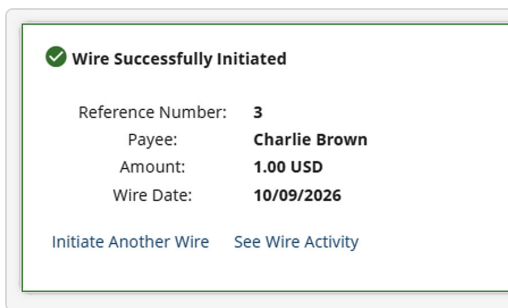
[Scan request code](#)

[Generate one-time password](#)

787 657 20



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



✓ **Wire Successfully Initiated**

Reference Number: **3**

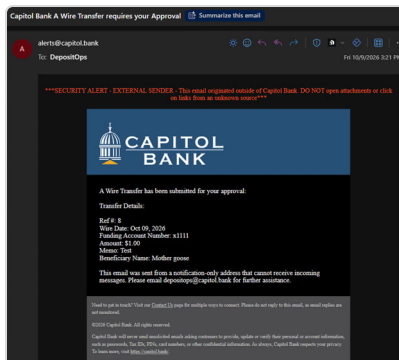
Payee: **Charlie Brown**

Amount: **1.00 USD**

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

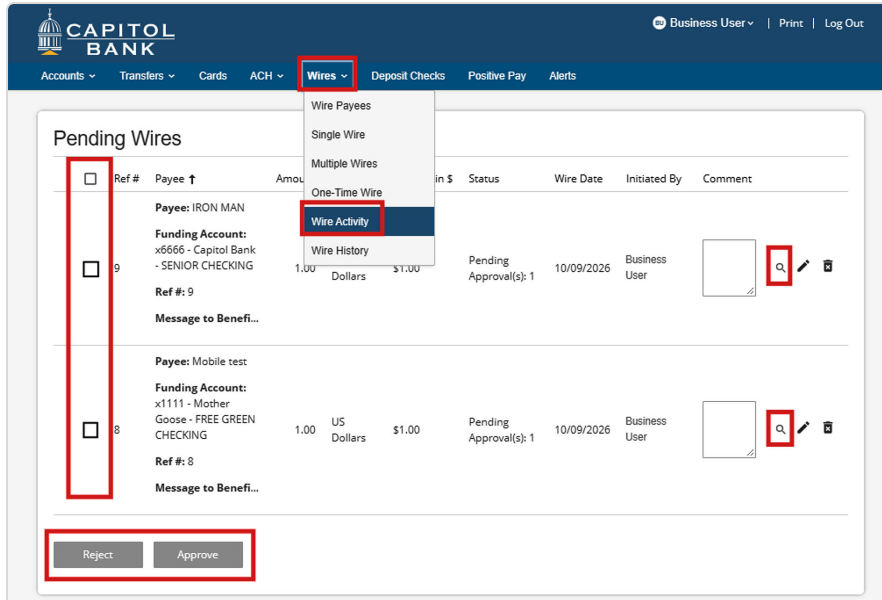
[Initiate Another Wire](#) [See Wire Activity](#)

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

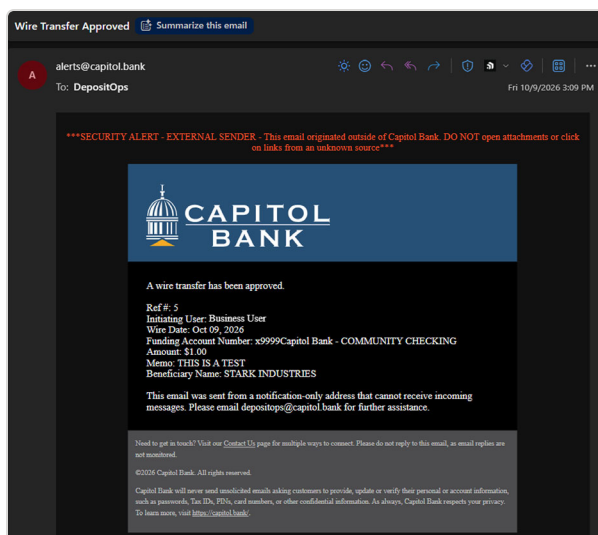


Send a one-time wire (continued)

- 6 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**.



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



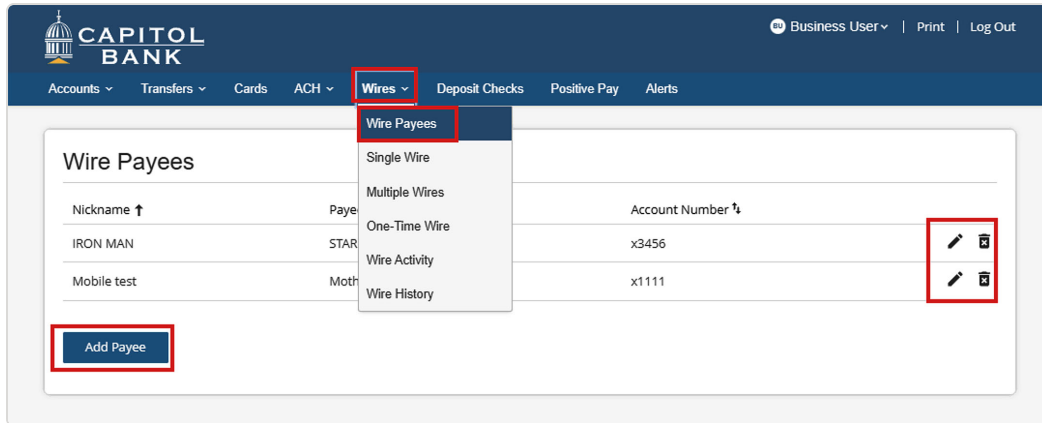
Need help? Questions about a wire? Please call us at (608) 836-1616.

Interested in wire transfers? Contact us to get started.

Save a wire payee (template)

1 Sign in to Online Banking. Go to **Wires** and select **Wire Payees**.

Select **Add Payee** to add a new beneficiary. To edit or delete an existing payee, select the pencil or trash can icon.

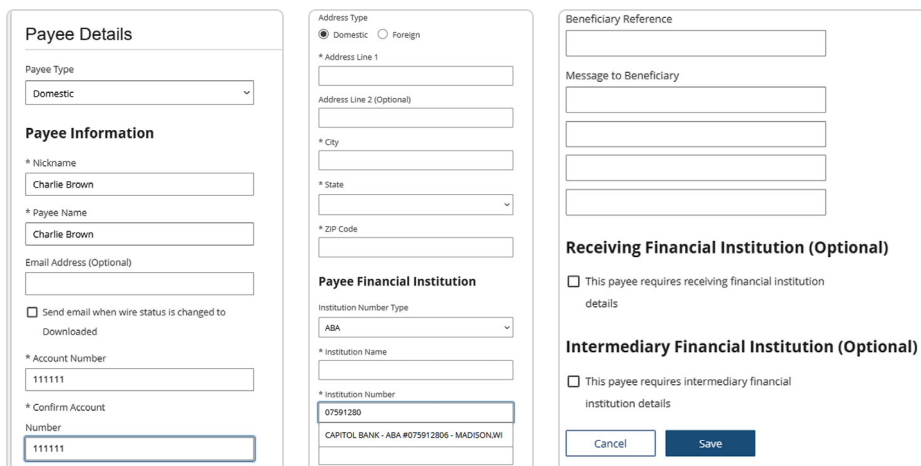


The screenshot shows the Capitol Bank Online Banking interface. The top navigation bar includes 'Accounts', 'Transfers', 'Cards', 'ACH', 'Wires', 'Deposit Checks', 'Positive Pay', and 'Alerts'. The 'Wires' menu is open, showing options: 'Wire Payees', 'Single Wire', 'Multiple Wires', 'One-Time Wire', 'Wire Activity', and 'Wire History'. The 'Wire Payees' option is selected. Below the menu, there is a table with columns for 'Nickname', 'Payee', and 'Account Number'. Two payees are listed: 'IRON MAN' (Payee: STAR, Account Number: x3456) and 'Mobile test' (Payee: Moth, Account Number: x1111). Each payee has edit and delete icons. An 'Add Payee' button is at the bottom left of the table.

2 Choose a **Payee Type** of Domestic or International, then enter the beneficiary's information.

- **Domestic:** in **Institution Number**, start typing the routing number (ABA) and select the bank when it appears. The bank name and address fill in automatically.
- **International:** enter the BIC/SWIFT code in **Institution Number**, then enter the **Institution Name** and **Address**.

Click **Save**.



The screenshot shows the 'Payee Details' form. The form is divided into several sections:

- Payee Details:** Includes 'Payee Type' (Domestic selected), 'Payee Information' (Nickname: Charlie Brown, Payee Name: Charlie Brown, Email Address: Optional), and 'Account Number' (111111).
- Payee Financial Institution:** Includes 'Institution Number Type' (ABA selected), 'Institution Name' (CAPITOL BANK - ABA #075912806 - MADISON, WI), and 'Institution Number' (07591280).
- Beneficiary Reference:** Includes 'Message to Beneficiary' (Optional).
- Receiving Financial Institution (Optional):** Includes a checkbox for 'This payee requires receiving financial institution details'.
- Intermediary Financial Institution (Optional):** Includes a checkbox for 'This payee requires intermediary financial institution details'.

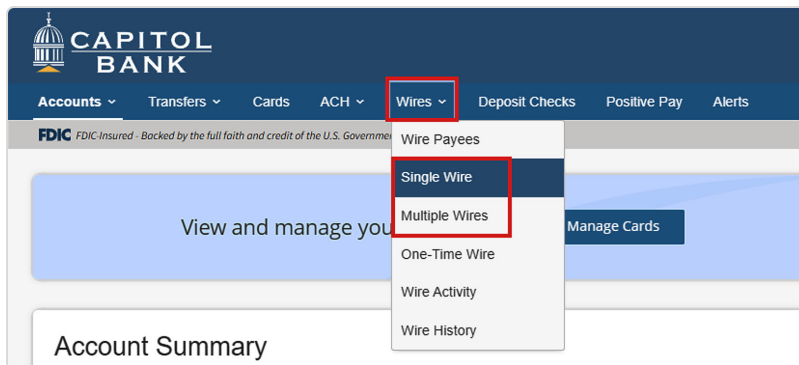
 The 'Save' button is highlighted at the bottom right.

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

Interested in wire transfers? Contact us to get started.

Send a wire from a template

- 1 Go to **Wires** and select **Single Wire**. To send several template wires at once, select **Multiple Wires** instead.



- 2 Choose the appropriate **Profile** if more than one exists.

In **Payee**, select the saved template.

Choose the **Funding Account**. Don't see it? Go back and check the Profile.

Current Profile
SNOOPY'S SNACKS (Business)

Select

Single Wire

* Payee
Sally Brown

* Funding Account
x9999 - Capitol Bank - COMMUNITY CHECKING...

☐ Override Originator Name : SNOOPY'S SNACKS

* Company
SNOOPY'S SNACKS - x3445

- 3 Enter the **Amount**.

For international payees, you can send US Dollars, Canadian Dollars, Euros, Japanese Yen, Mexican Pesos or British Pounds Sterling.

US Dollars

US Dollars
Canadian Dollars
European Central Bank Euro
Japan Yen
Mexican Pesos
United Kingdom Pound Sterling

Send a wire from a template (continued)

4 In **Scheduling Option**, select **Future (One Time)**, then choose today or a future date.

Tip Foreign currency wires default to today's date and can't be scheduled in advance.

Complete any remaining fields and select **Submit**.

* Amount

1.00

Canadian Dollars

* Wire Date

10/09/2026

Beneficiary Reference

* Message to Beneficiary

Payment

Cancel

Submit

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: 2

Payee: Charlie Brown

Funding Account: x9999

Amount: 1.00

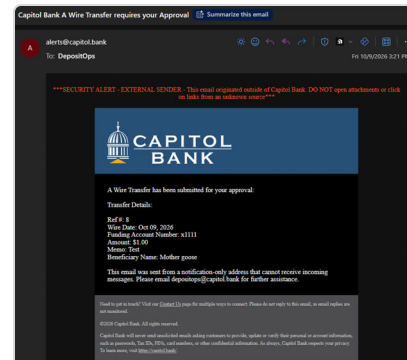
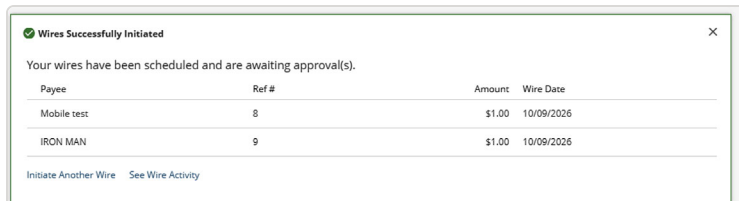
Wire Date: 10/09/2026

Initiate Another Wire

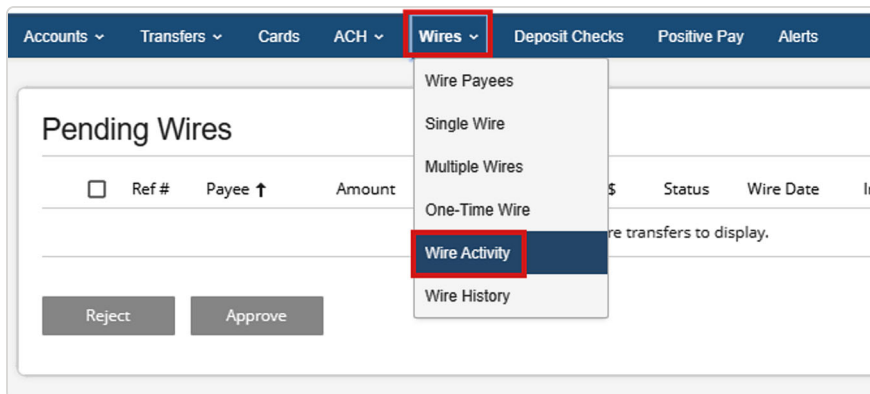
See Wire Activity

Send a wire from a template (continued)

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



- 8** To approve, the approver 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**.



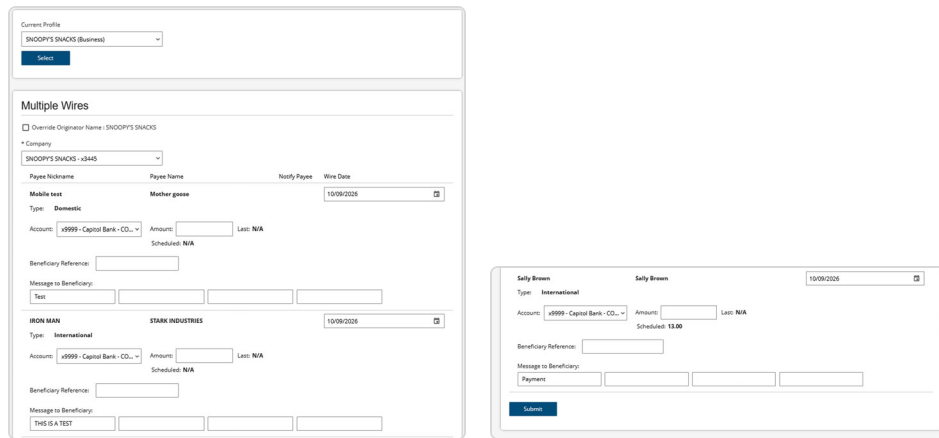
- 9** Once the wire is submitted and approved (if applicable), everyone with wire access receives a notification email.

Send multiple wires

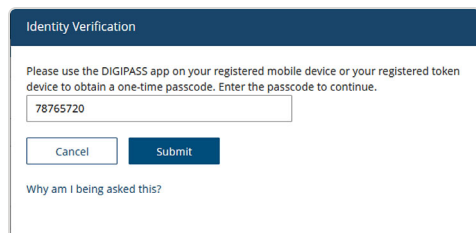
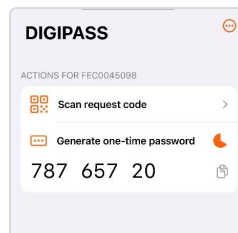
1 Go to **Wires** and select **Multiple Wires**. Choose the appropriate **Profile** if more than one exists.

For each wire, choose the **Funding Account** and enter an amount. Add a beneficiary reference or message if needed. Click **Submit**.

Tip Multiple Wires sends to saved payees only. Foreign currency wires must be sent as a Single Wire.



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


3 A message confirms the wires were successfully initiated.



Payee	Ref #	Amount	Wire Date
Mobile test	4	\$1.00	10/09/2026
IRON MAN	5	\$1.00	10/09/2026
Sally Brown	6	\$13.00	10/09/2026