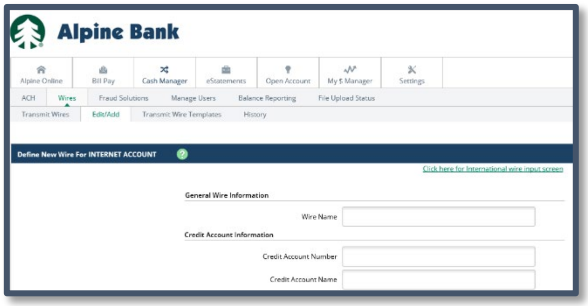
Alpine Bank | CASH MANAGEMENT

Wires

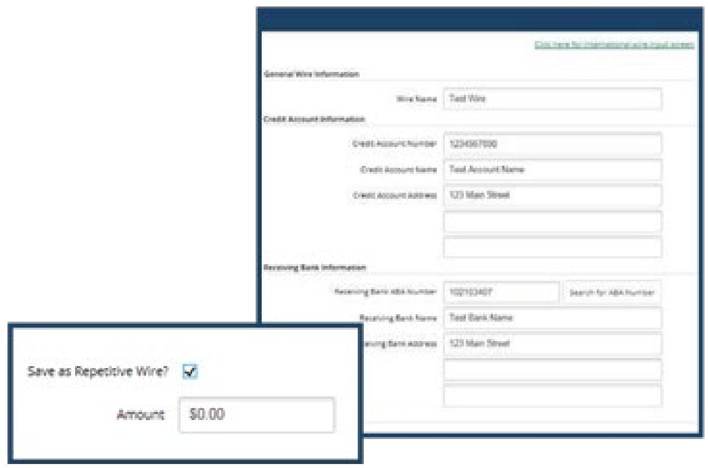


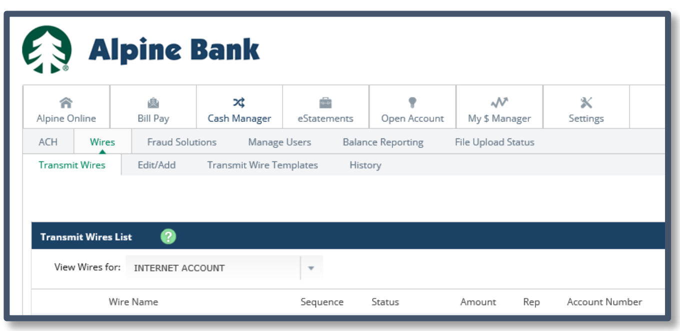
Step 1 - Edit/Add Wires

To create a wire, log in to your Online Banking and choose “Cash Manager, “Wires” and “Edit/ Add”. Select the account you will be creating the wire for from the “Create a new wire from:” drop-down menu.

Enter the Wire name, Credit Account Information (the account of the individual/company receiving the transfer), Receiving Bank Information and amount. Click “Submit”.

Note: Select “Save as Repetitive Wire” to store this information as a template for use with Recurring and Repetitive Wires.





Step 2 – Transmit Wires

Under “Cash Manager”, select “Wire”.
If this is a ONE-TIME wire, click “Transmit Wires”.
If this is a REPETITIVE OR RECURRING WIRE, select “Transmit Wire Templates”.
Checkmark the box next to the wire(s) you would like to send. Choose, “Transmit Selected”.
Verify the wire information, enter your wire password and click “Approve”.

Helpful Tip: If you are set up with Dual Approval for Wire Transfer requests, one user will need to create the wire and will also need to transmit the wire for approval. The wire will be placed in “approval” status. A second user will then need to transmit the wire as the approver.

Questions?

Please contact us at (833) 325-7902.