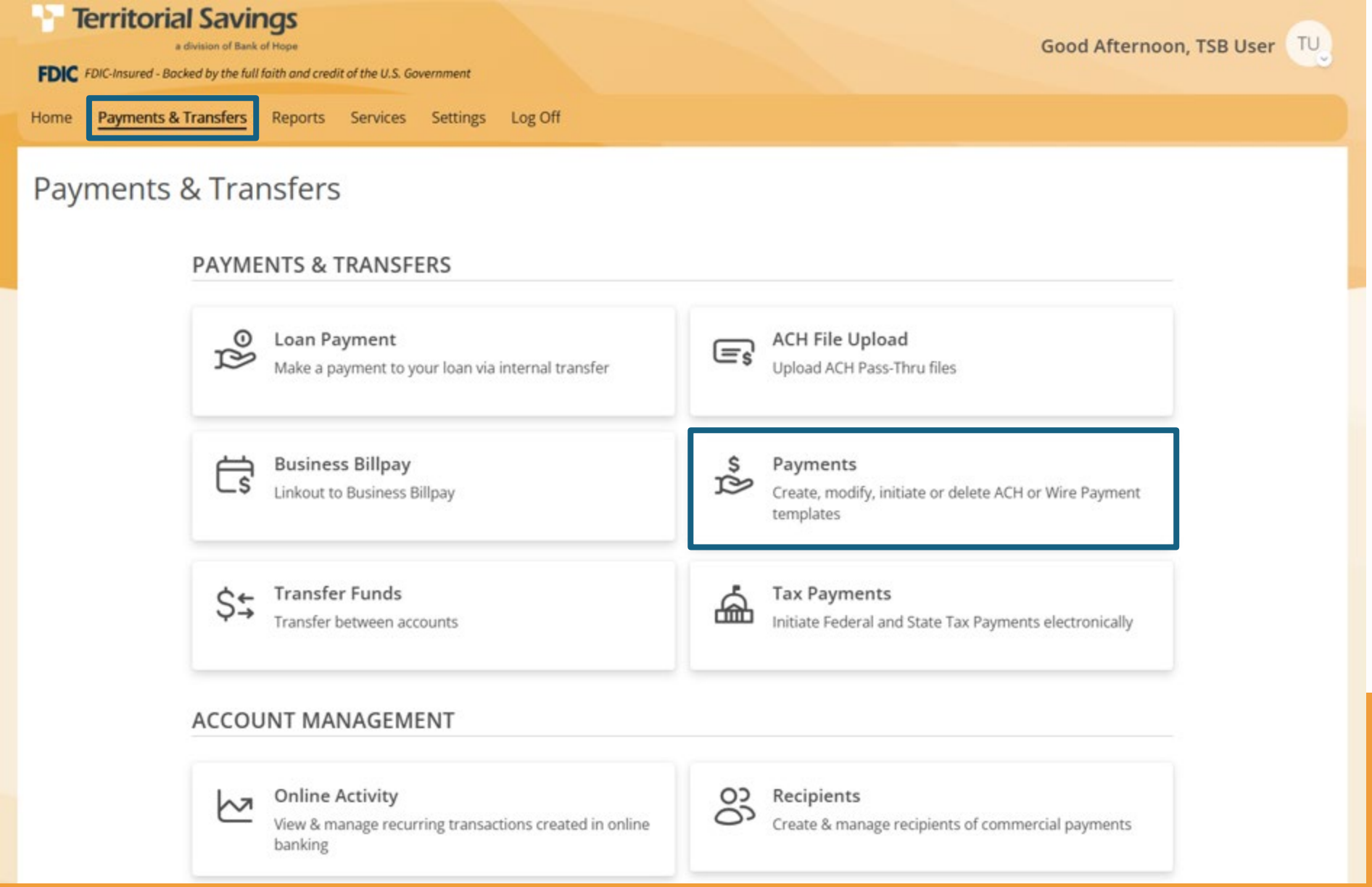
Welcome to Business Online Banking

Wire Payments

Territorial Savings

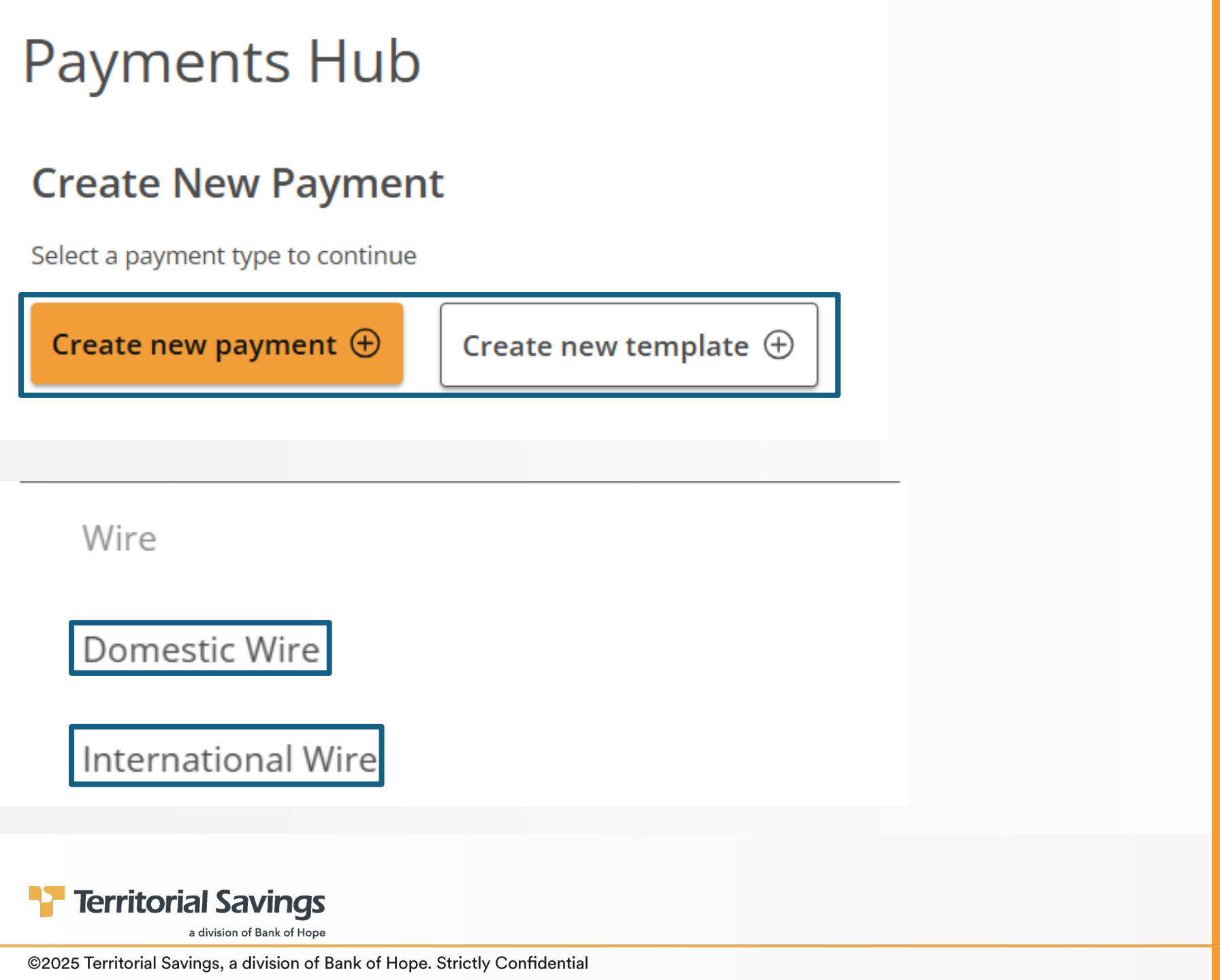
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From the Home page menu, click on "**Payments & Transfers**" then "**Payments**" tile.

Please note:
Access to create, modify, initiate or delete Wire transactions must be requested and assigned by your company administrator.

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Select Create New Payment to send a wire payment, then select either Domestic Wire or International Wire.

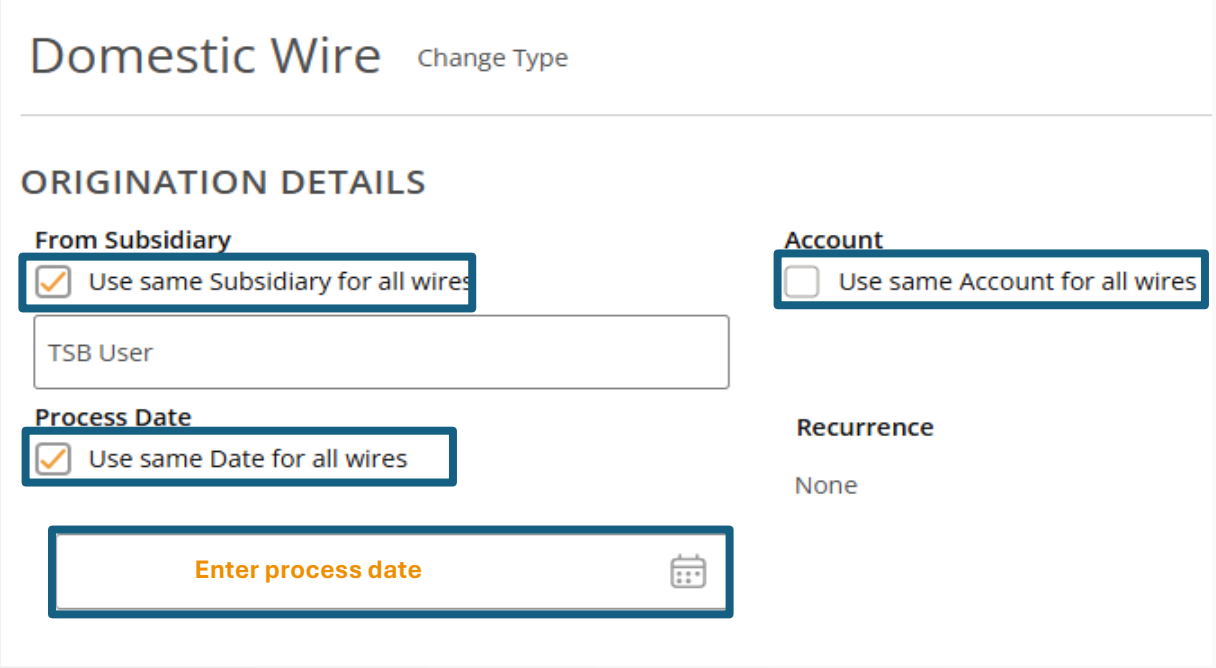
Domestic Wires = funds with an end point at a bank in the US.

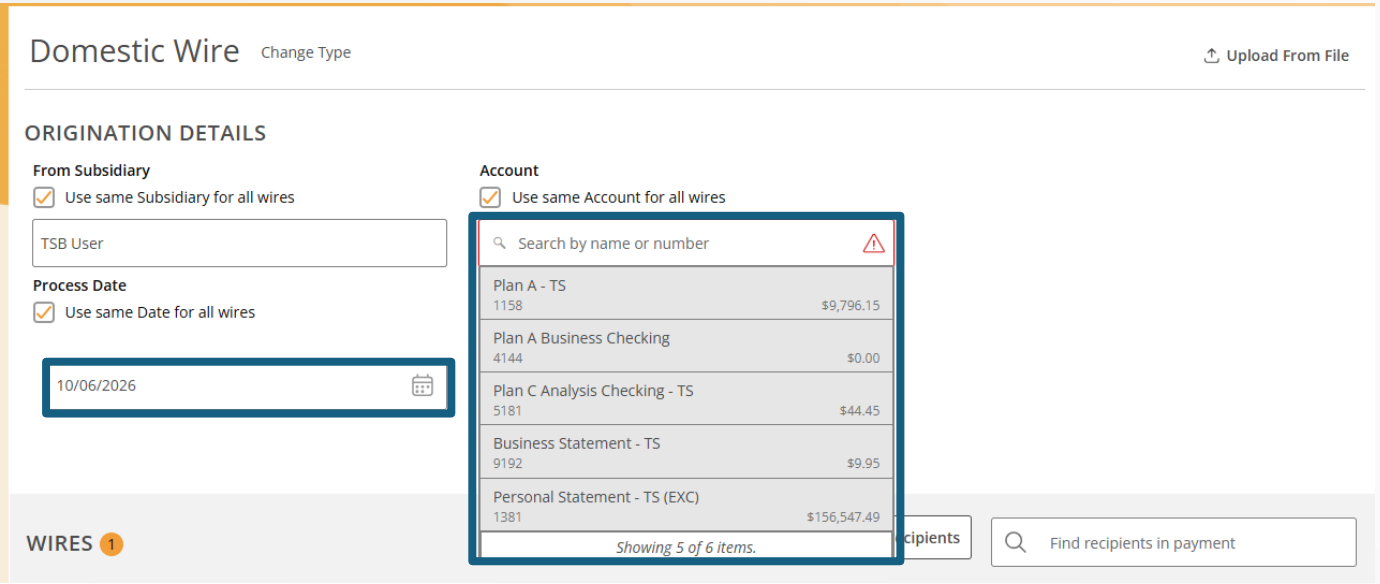
International Wires = funds with an end point at a bank outside the US in USD.

Please note:
Access to create Wire transactions must be requested by your company administrator.

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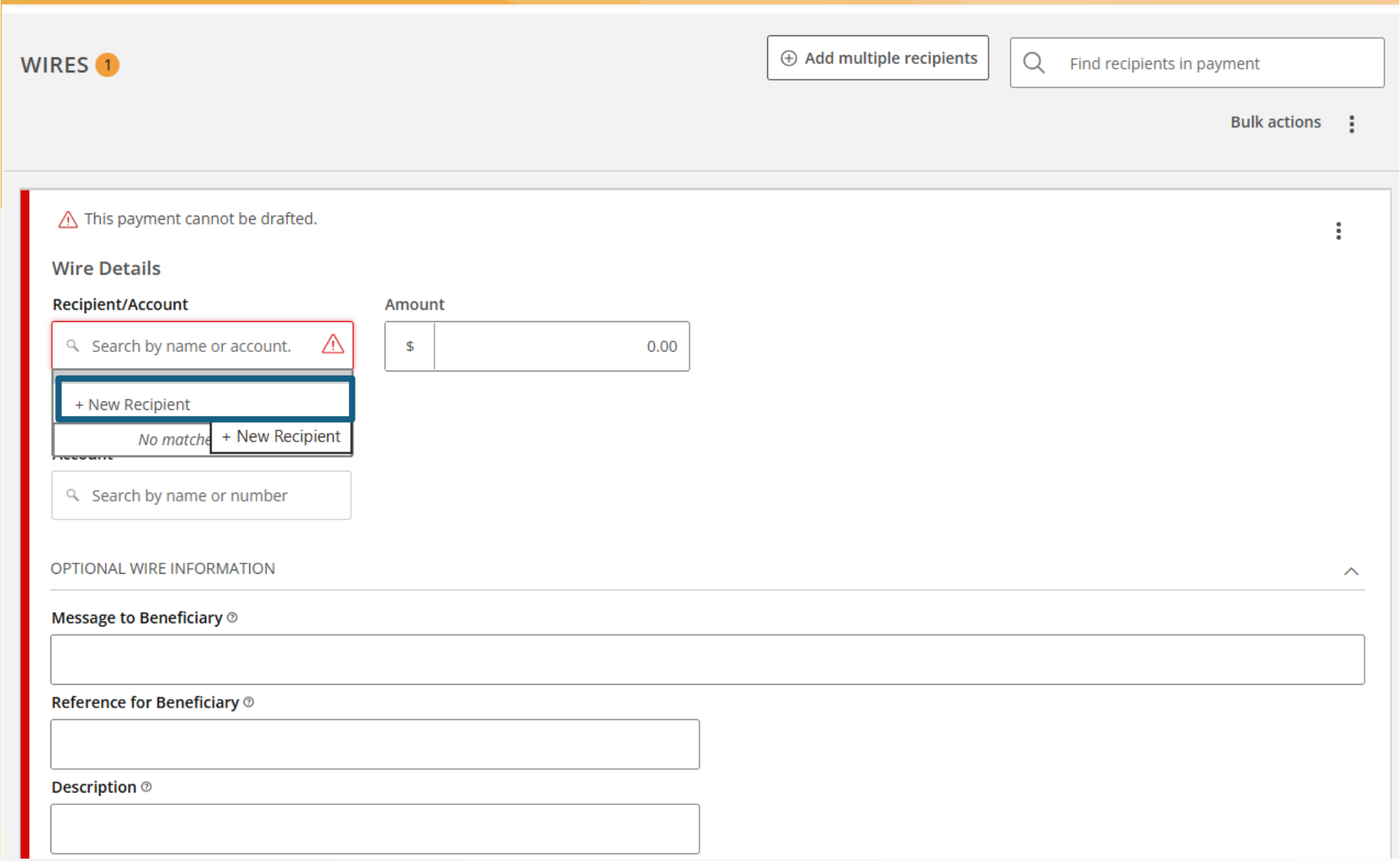
Domestic Wire

To send a domestic wire follow the origination details.
For multiple wires, determine if you want to use the same subsidiary, account and same date for all wires.
If this is only 1 wire, please select the process date you want the payment sent and confirm the debited account.

Please note:
Wires cut-off times:
Domestic Wires: **12:00 pm HST**
International Wires: **10:30 am HST**
Must be approved by the cutoff time on the process date.
Future date transactions:
Up to one year

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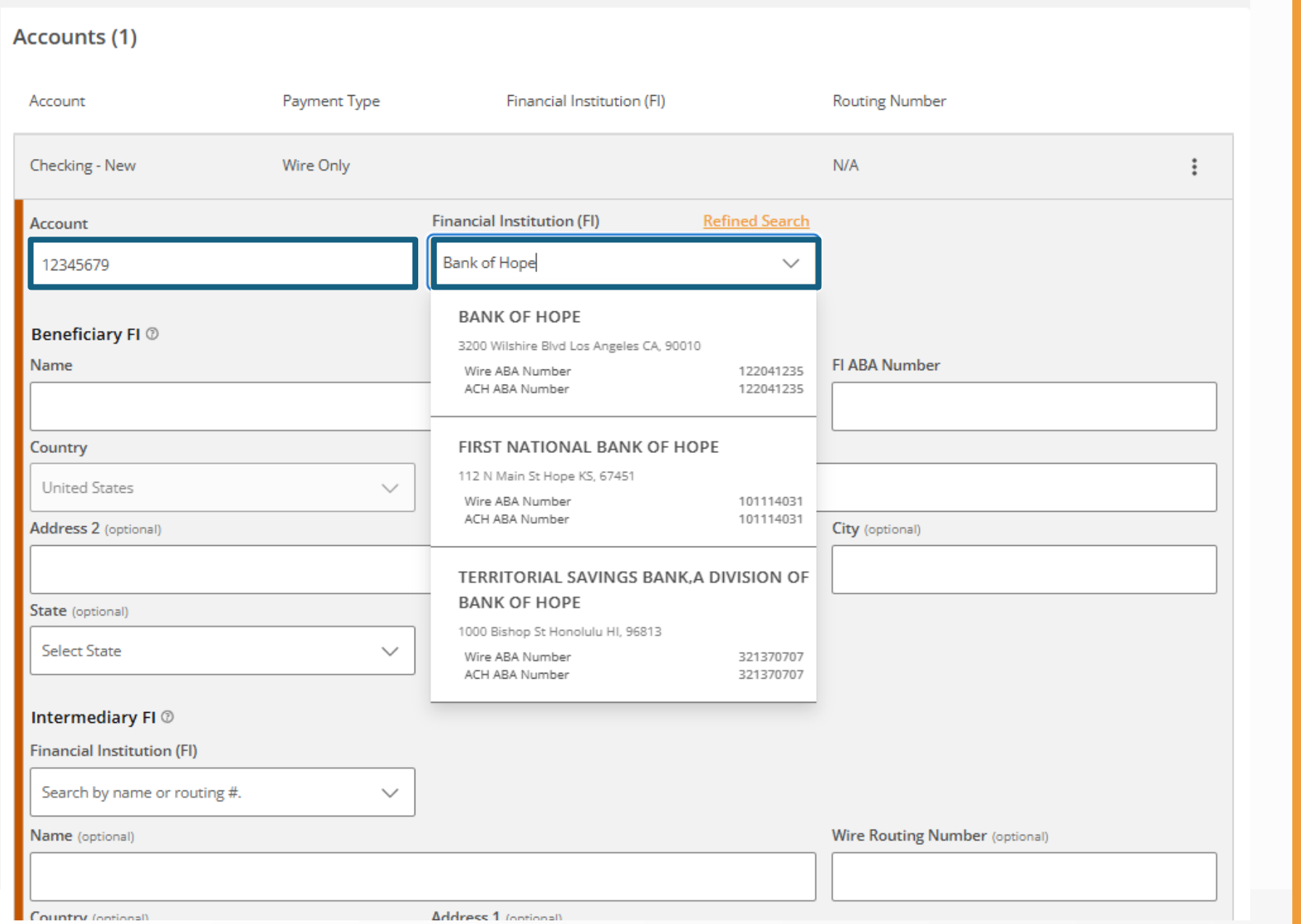
Adding a Recipient/Account

The first time sending a wire to a new recipient you will need to add the recipient information.

Click on "**+New Recipient**" and complete all required fields.

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Recipient Details

Complete all required fields.

Provide a display name for future use.

Input the **Account Number** provided by your recipient.

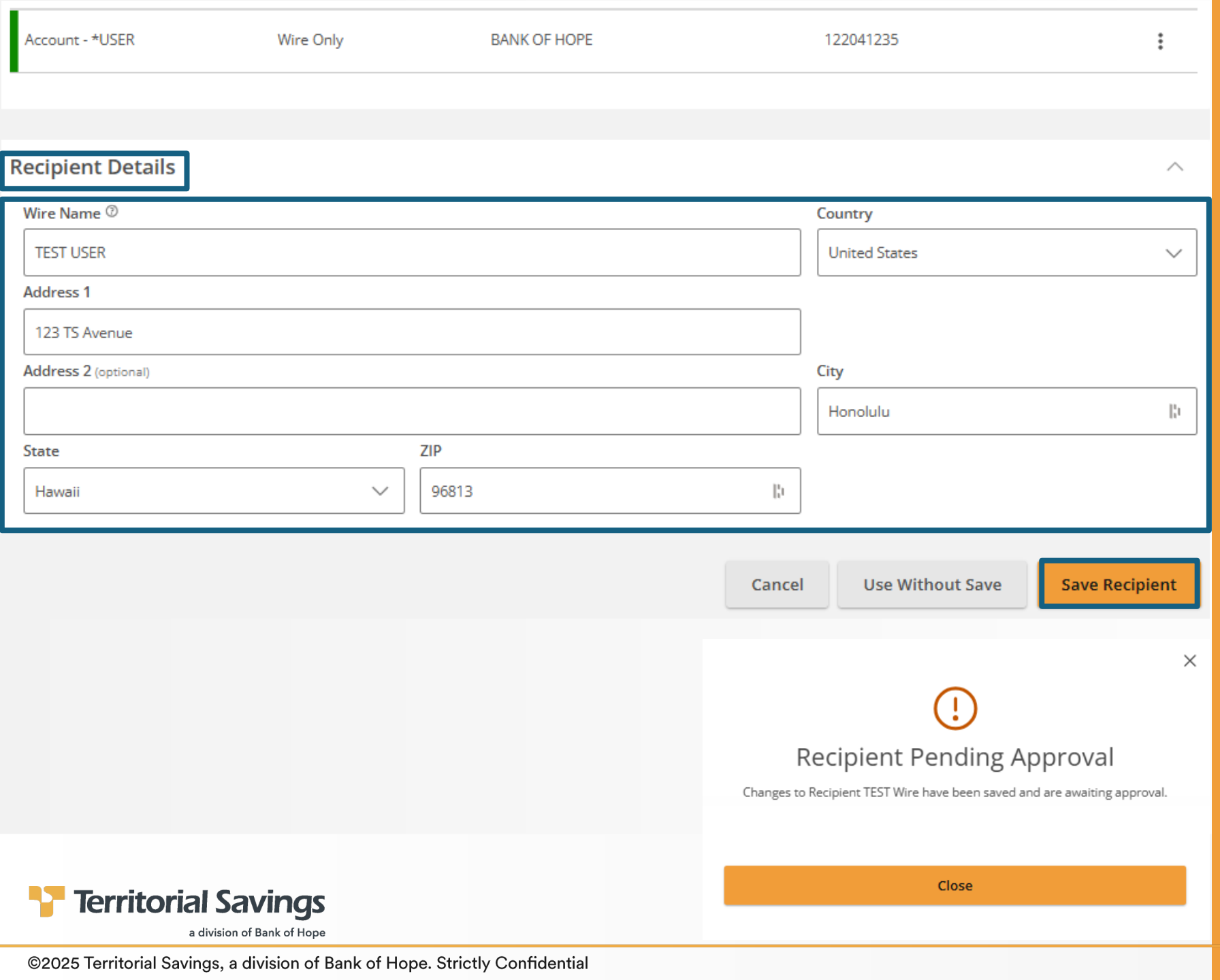
For Financial Institution (FI) you can search by name or routing number. The **Beneficiary FI** information will auto fill once you select the bank from the search menu.

Confirm all information provided by the recipient.

Then click on " ✓ " to save.

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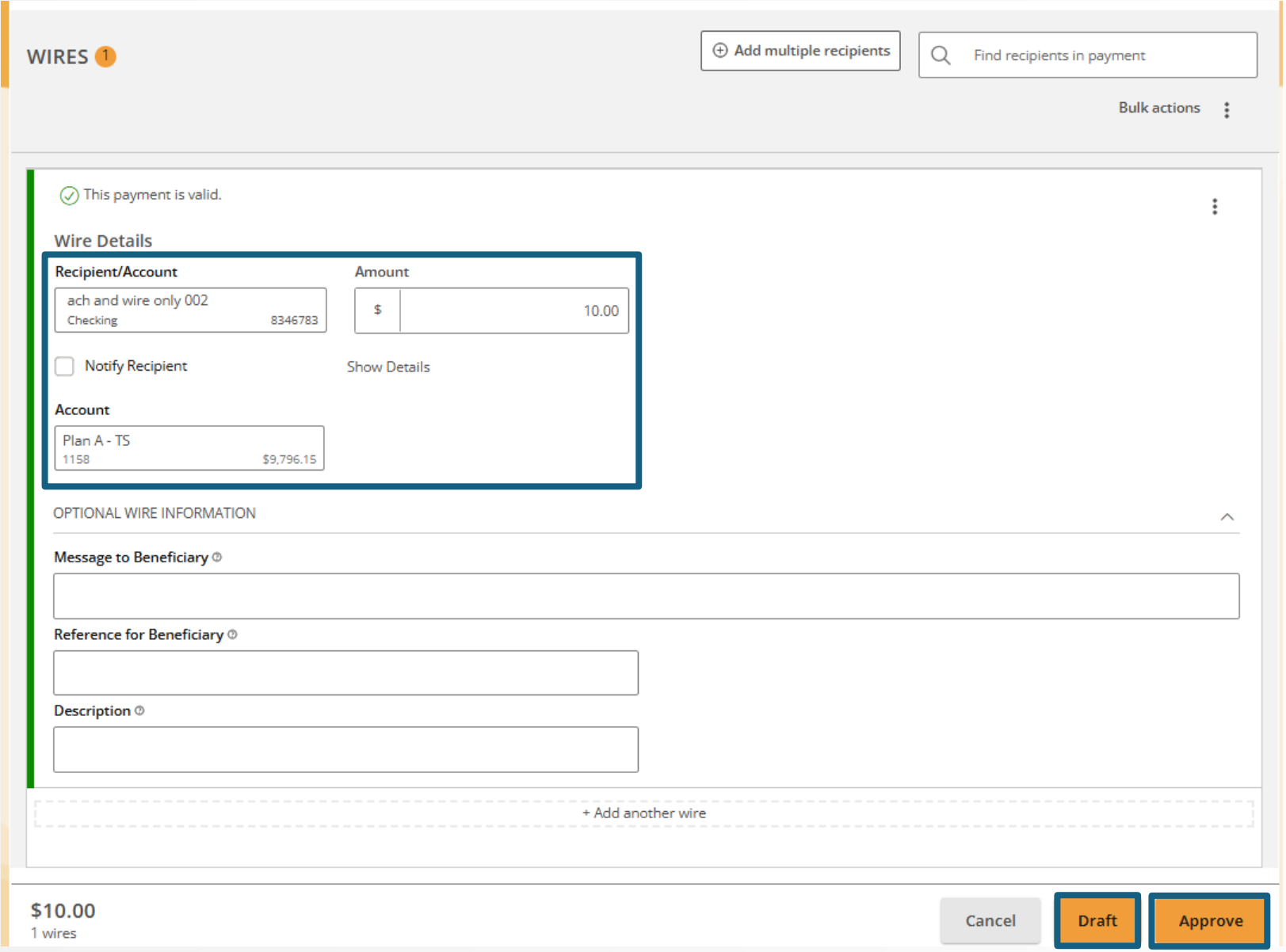
Recipient Details
Complete all required fields. Provide a display name for future use.

Once you Save Recipient information a message will appear indicating **Recipient Pending Approval**.

If recipient approval is enabled; your company admin will need to review and approve the recipient information before it can be used.

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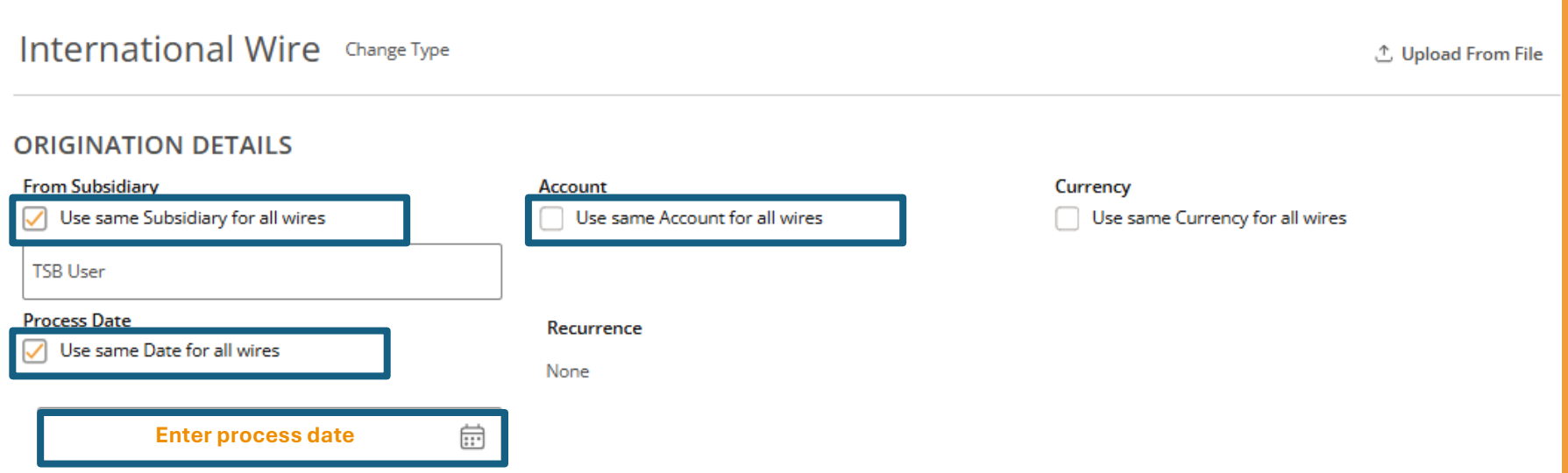


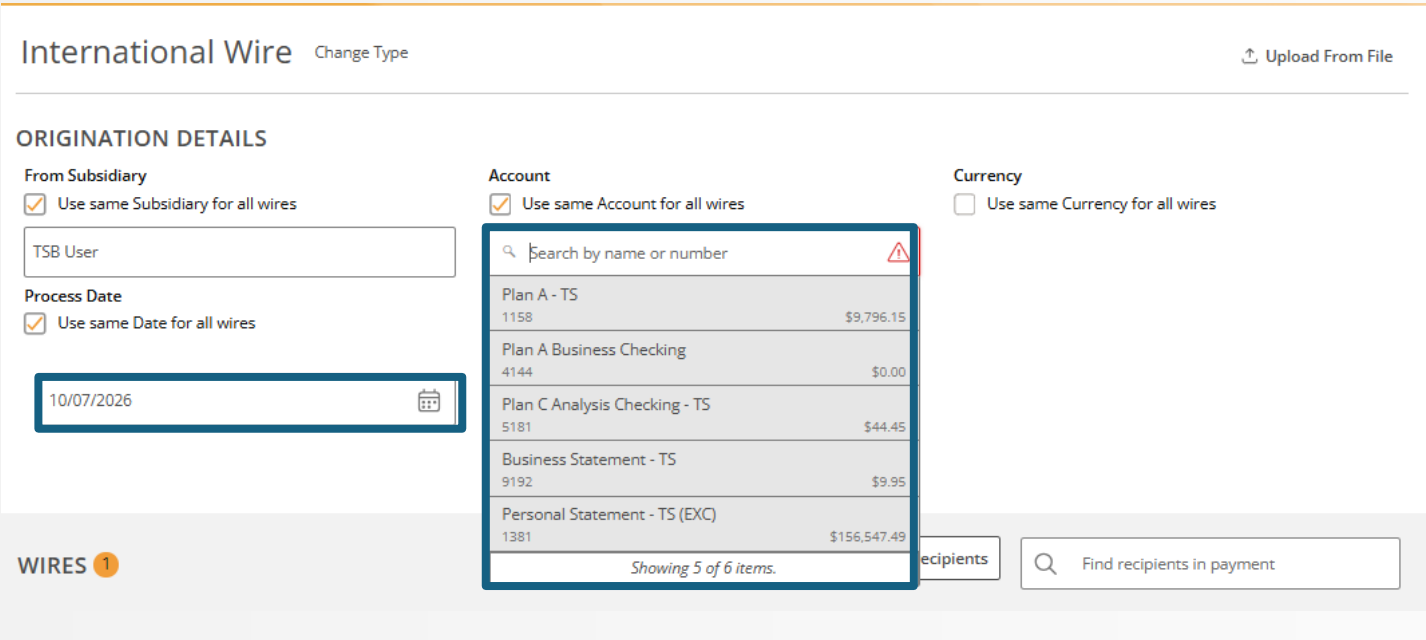
Submitting a Wire
Once recipient has been approved, the recipient information will be available for use.

Select recipient, enter amount and charge account. Additional wire information is optional.
Based on individual access, you will be able to create a **Draft** (*to be approved by your system admin*) or **Approve** the wire for processing.
Important: A Secure Access Token is required for users with wire approval authority.

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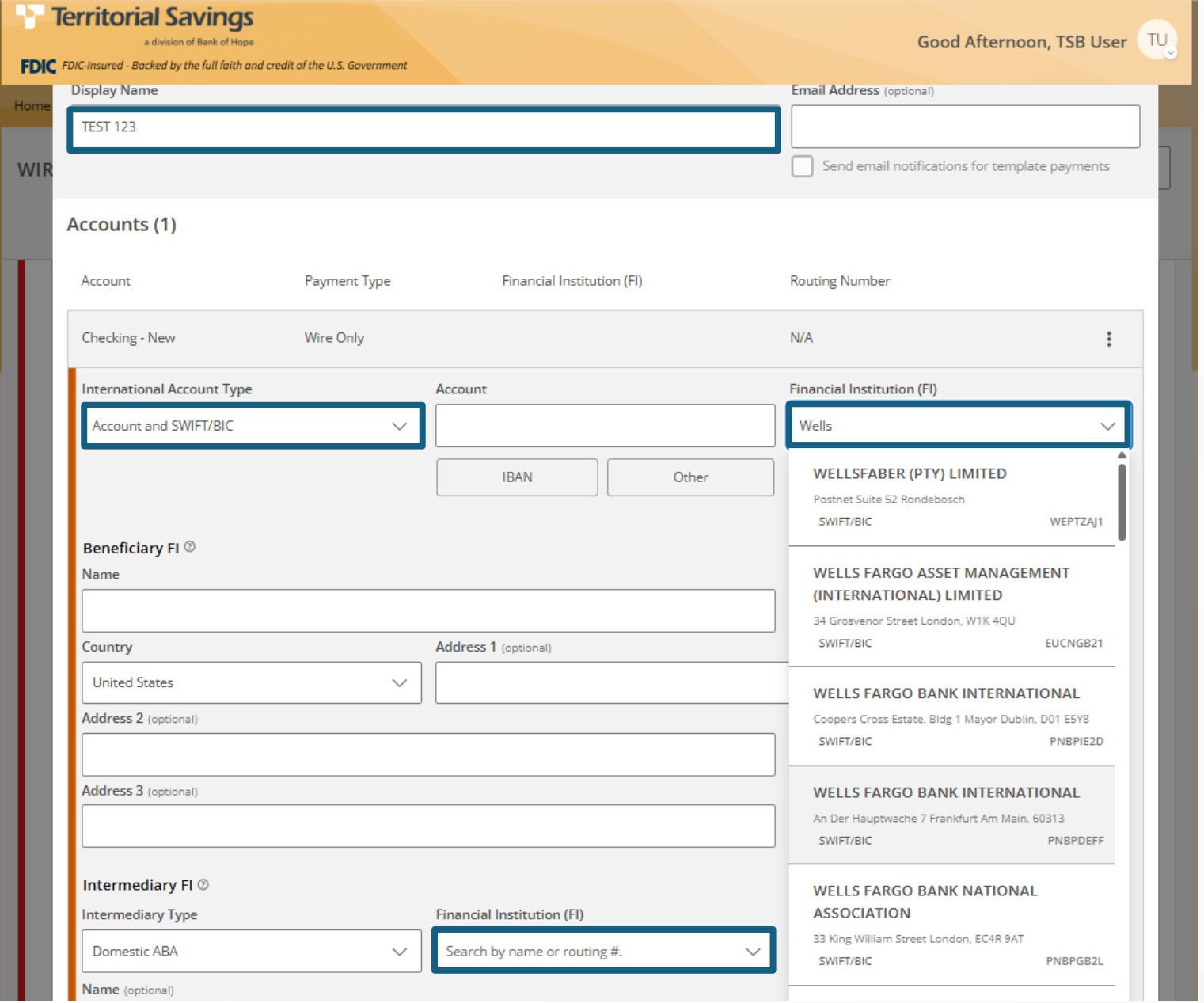
International Wire

To send an international wire follow the origination details.
For multiple wires, determine if you want to use the same subsidiary, account and same date for all wires.
If this is only 1 wire, please select the process date you want the payment sent and confirm the debited account.
All International Wires will be sent in USD currency.

Please note:
Wires cut-off times:
Domestic Wires: **12:00 pm HST**
International Wires: **10:30 am HST**
Must be approved by the cutoff time on the process date.
Future date transactions:
Up to one year

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Recipient Details

Complete all required fields.

Provide a display name for future use.

You will need to indicate if the account is an **IBAN or SWIFT/BIC Account**. Input the **Account Number** provided by your recipient.

For Financial Institution (FI) you can search by name or routing number.

The **Beneficiary FI** information will auto fill once you select the bank from the search menu.

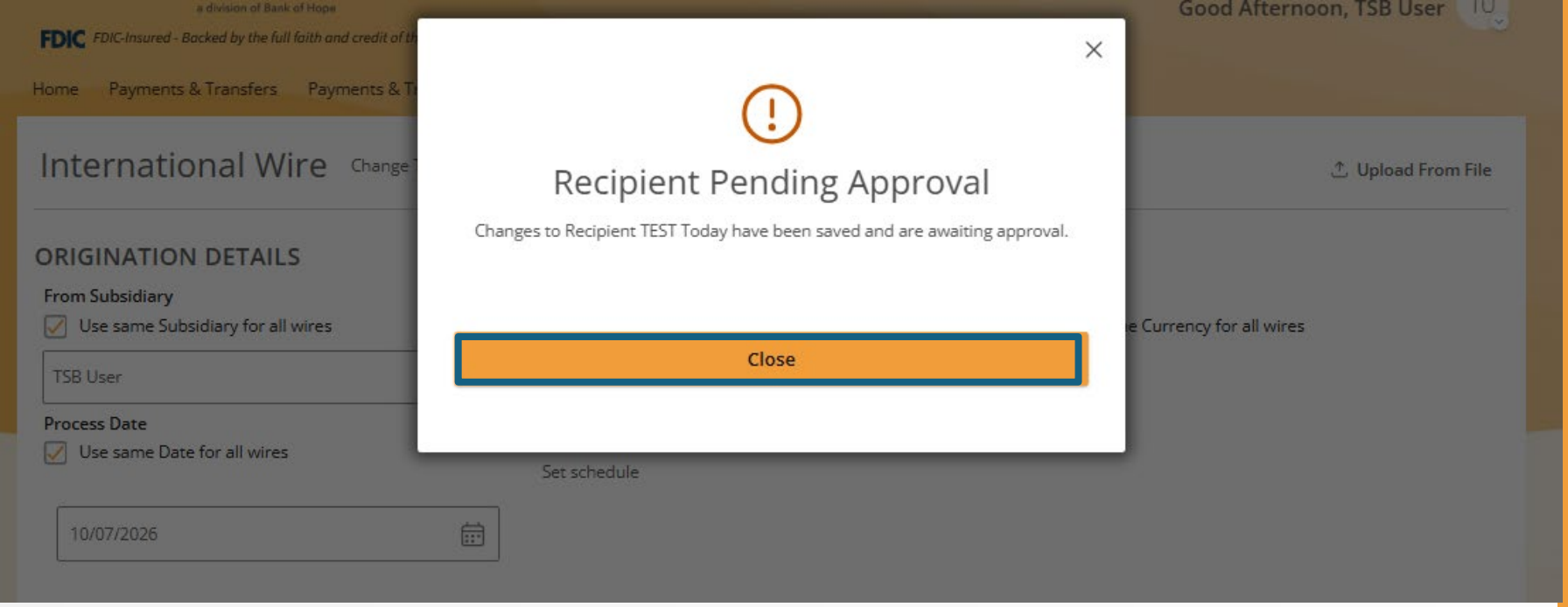
You will need to provide an Intermediary Bank and Recipient Details.

Confirm all information provided by your recipient.

Then click on ‘ ✓ “ to save.

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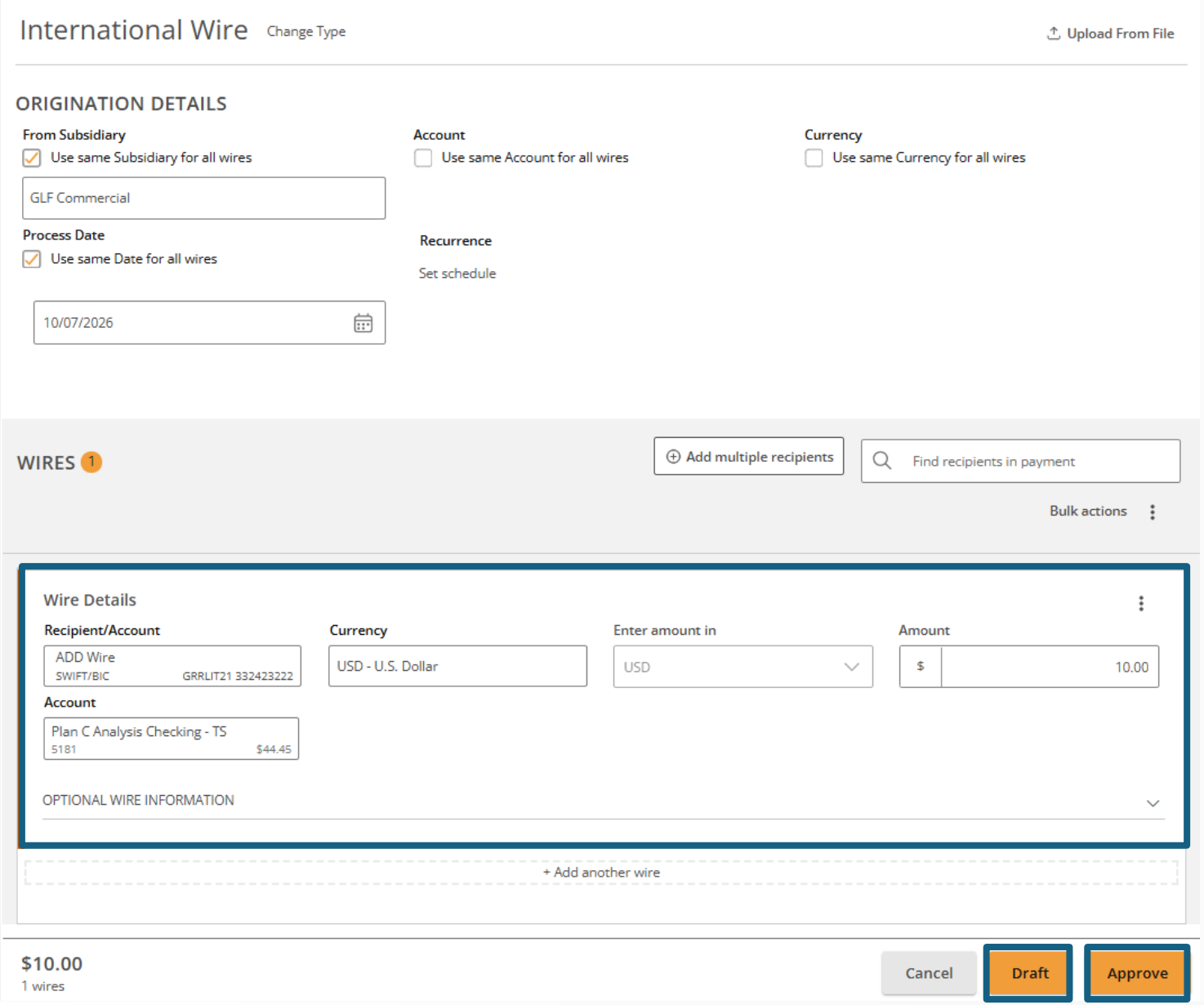


Adding a Recipient/Account

If recipient approval is enabled, your company admin will need to review and approve the recipient information before it can be used.

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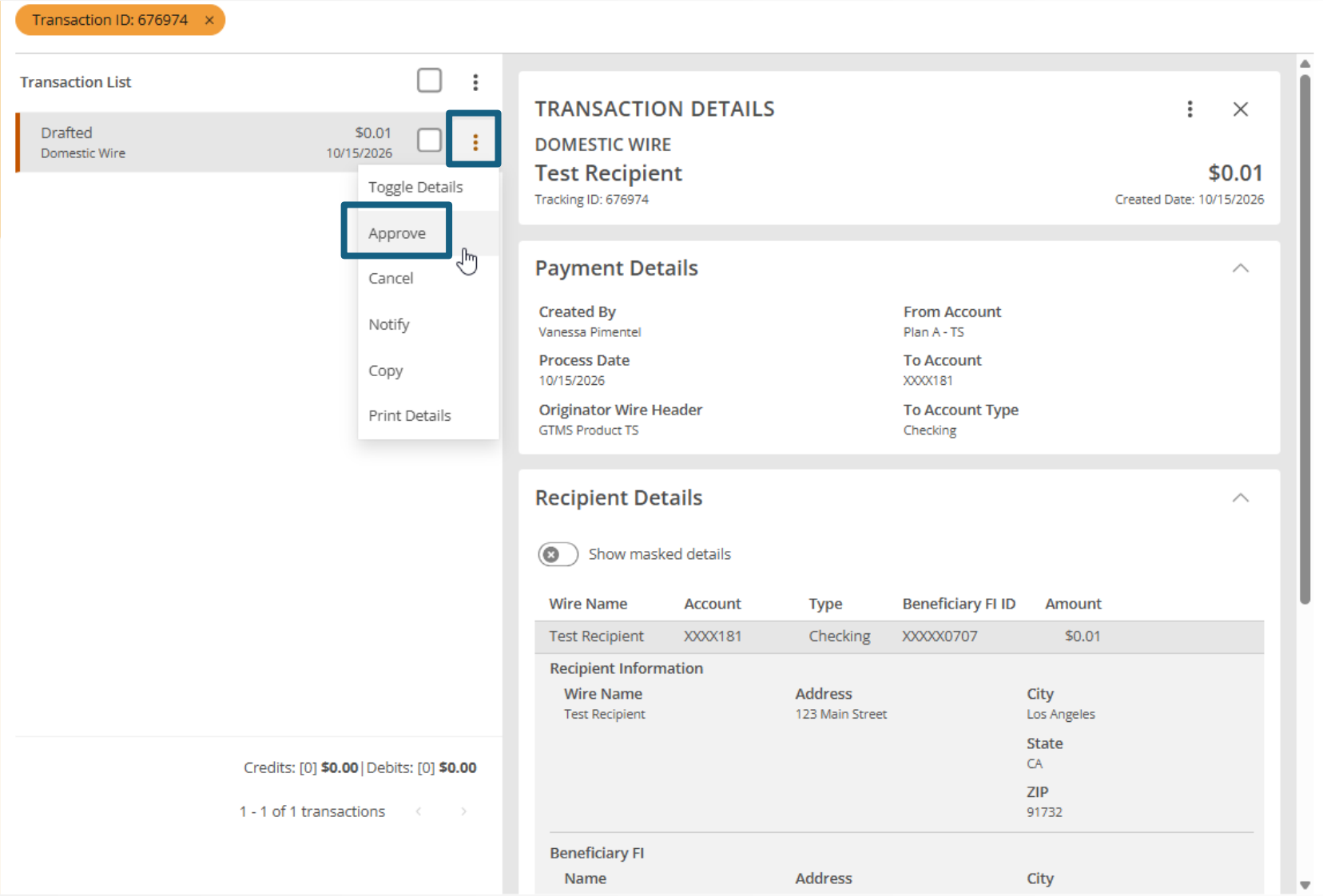
Submitting an International Wire

Once recipient has been approved, the recipient information will be available for use.

Select recipient, enter amount and charge account. Additional wire information is optional.
Based on individual access, you will be able to create a **Draft** (*to be approved by your system admin*) or **Approve** the wire for processing.
Important: A Secure Access Token is required for users with wire approval authority.

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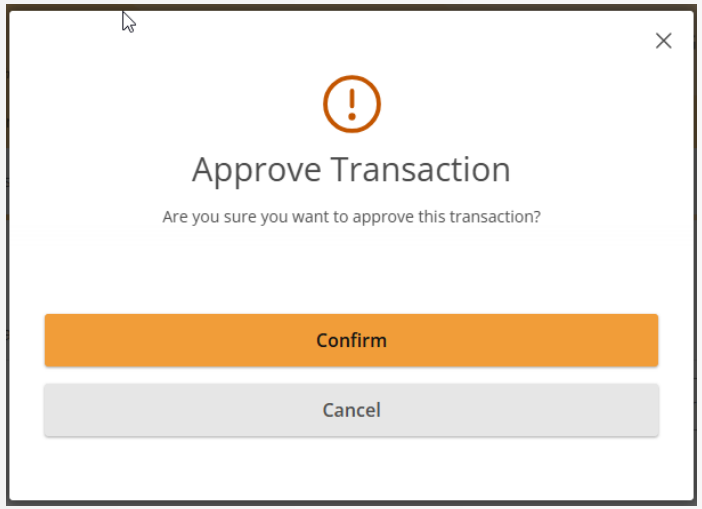
Approving a Wire

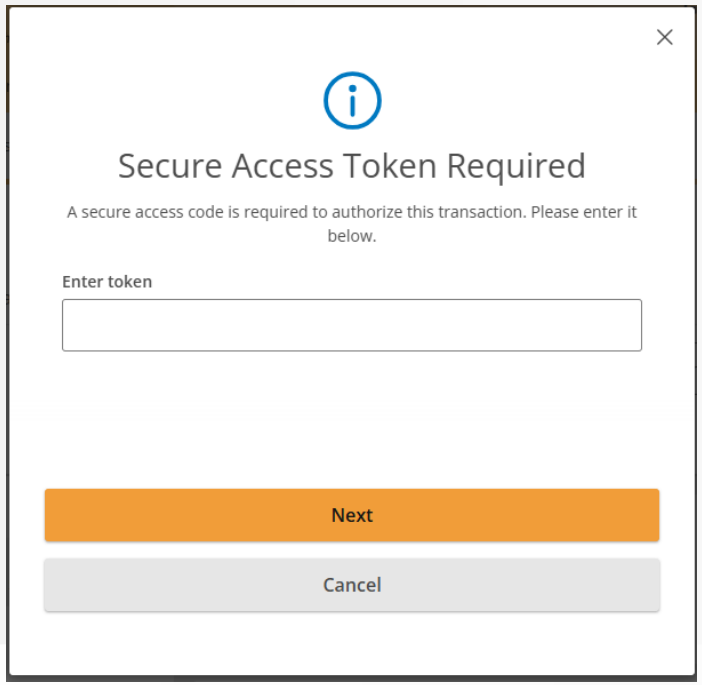
The Activity Center tracks all transactions that happen online.
You can Approve the transaction from here, amongst other actions.

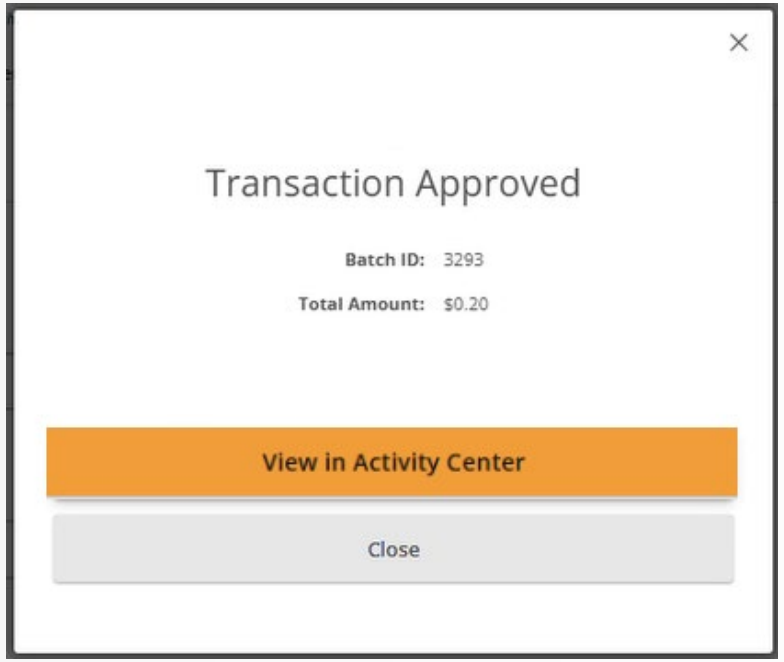
You may not have been the person who Drafted the transaction.

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Secure Access Token Required to approve wire

1. Approve Transaction: Select confirm or cancel
2. Secure Access Token Required: Enter token number
3. Transaction Approved: View in Activity Center or Close

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For assistance, please call us at 808-946-1400.