

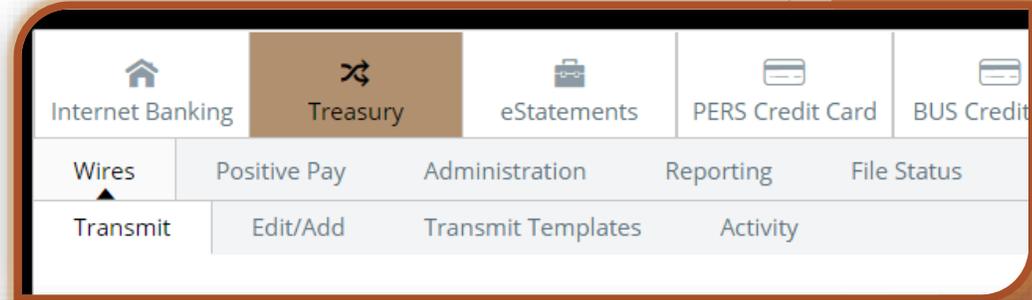
BUSINESS ONLINE BANKING USER GUIDE

Wires - Domestic

Same-day wire cutoff time is 4:00 p.m. ET.

Step 1: Edit/Add Wires

To create a wire, go to “Treasury” tab, select “Wires,” then select “Edit/Add.” Use the “Create a new wire from” drop-down menu to select the account you’d like to create the wire from.



General Wire Information

Wire Name

Credit Account Information

Credit Account Number

Credit Account Name

Credit Account Address

Receiving Bank Information

Receiving Bank ABA Number

Receiving Bank Name

Receiving Bank Address

Edit/Add Wires List ?

View wires for:

Create a new wire from:

Complete the information for the wire, including:

- Wire Name
- Credit Account Information (the account of the individual receiving the transfer)
- Receiving Bank Information (entering the ABA Number and pressing tab will fill in the Receiving Bank Name and Address automatically)
- Amount

BUSINESS ONLINE BANKING USER GUIDE

Wires - Domestic...continued

The screenshot shows a 'Wire Information' form with the following fields and controls:

- Remarks:** A multi-line text area with four empty input boxes.
- Save as Repetitive Wire?:** A checkbox that is currently unchecked.
- Amount:** A text input field containing the value '\$0.00'.
- Buttons:** 'Cancel' and 'Submit' buttons located at the bottom right of the form.

Use the Remarks field to enter in any additional information (example: For further credit to, an address for a mortgage closing, etc.).

Click "Submit."

NOTE: Select "Save as Repetitive Wire" to store this information as a template for future use.

See Step 2 if this was checked. Additional instructions required.

BUSINESS ONLINE BANKING USER GUIDE

Wires - Domestic...continued

Step 2: Transmit Template (ONLY if Save as Repetitive Wire was checked.)

Any time the box is checked for repetitive, it will first go to the Transmit Template submenu. Click the submenu Transmit Templates. Click the Transmit hyperlink to confirm. If confirming multiple templates you can place a check mark in the empty box and click Transmit Selected button.

Skip this step if you did not check mark the template as repetitive.

107 N. Pennsylvania St., Suite 700 Indianapolis, IN 46204

Transmit Templates List ? View Range: [10](#) | [20](#) | **50** | [100](#) | [All](#)

View Wires for:

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI
<input type="checkbox"/> Daffy Duck	39	Ready	\$10.00	Y	1234	NATL BK INDIANAPLS

1

[Transmit](#)

Transmit Selected

BUSINESS ONLINE BANKING USER GUIDE

Wires - Domestic...continued

Step 3: First User Transmit

Click on the Transmit Submenu. Click on the Transmit hyperlink for the wire you wish to approve. Scroll to the bottom of the page and type in your Wire Password (4 digit PIN) and click Approve.

Remarks:

Date Information

Effective Date: 05/20/2016

This wire requires two-person authorization before it can be transmitted.
Enter your Wire Password and select Approve to begin this process.

Wire Password

Approve Cancel

The Status should now be listed as “Approval.”

NOTE: THE WIRE HAS NOT BEEN PROCESSED. IT WILL REQUIRE A SECOND USER TO PROCESS THE FINAL TRANSMIT.

BUSINESS ONLINE BANKING USER GUIDE

Wires - Domestic...continued

Step 4: Second User Transmit

Click on the Transmit Submenu. Click on the Transmit hyperlink for the wire you wish to process. Scroll to the bottom of the page and type in your Wire Password (4 digit PIN) and click Transmit.

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI	
SampleWire	880	Approval	\$500.00	No	123456	BANK	Transmit

1

The Status should now be listed as “Initiated.” Once the bank picks up the file for processing the Status will change to “Processed.”

Wire Name	Sequence	Status
Bugs Bunny	660	Initiated

Sequence	Status	Amount
660	Processed	\$10.00

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

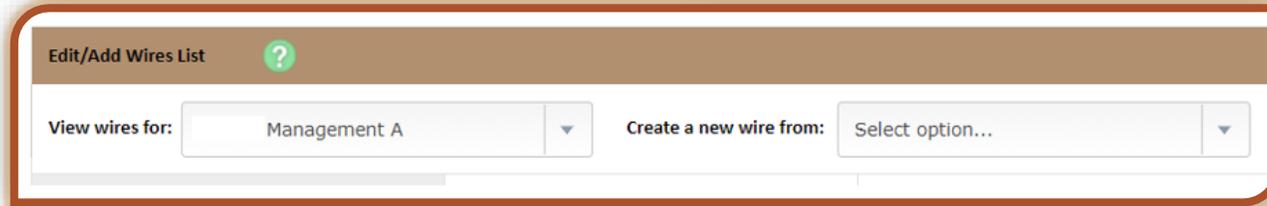
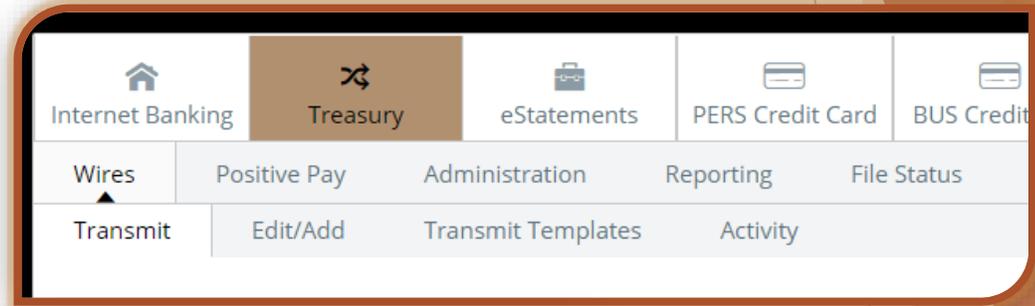
BUSINESS ONLINE BANKING USER GUIDE

Wires - International

Same-day wire cutoff time is 4:00 p.m. ET.

Step 1: Edit/Add Wires

To create a wire, go to “Treasury” tab, select “Wires,” then select “Edit/Add.” Use the “Create a new wire from” drop-down menu to select the account you’d like to create the wire from.



Click the hyperlink “Click here for International wire input screen” to expand the input fields for international wires.

[Click here for International wire input screen](#)

BUSINESS ONLINE BANKING USER GUIDE

Wires - International...continued

The National Bank of Indianapolis uses an intermediary bank for International Wires. The below information (also displays at the top of your screen when adding the template) **MUST** be entered in the fields as directed.

International Wire Template Information (Click Link on upper right of template)

Credit Account Information - Receiving account number, receiving name and account address at the foreign bank to be credited with the wire transfer amount.

Receiving Bank Information – Use 021000018 – Bank of New York, New York City, NY.

Receiving FI Information/Intermediary FI – Enter 8900611006 and select D in the dropdown. Enter The National Bank of Indianapolis, 107 N. Pennsylvania St., Indianapolis, IN 46204 in the name and address fields.

Receiving FI Information/Beneficiary FI – Enter the receiver's foreign bank SWIFT or CHIPS code, name and address in the proper fields.

Credit Account Information	
Credit Account Number	<input type="text"/>
Credit Account Name	<input type="text"/>
Credit Account Address	<input type="text"/> <input type="text"/> <input type="text"/>
Receiving Bank Information	
Receiving Bank ABA Number	<input type="text" value="021000018"/> <input type="button" value="Search for ABA Number"/>
Receiving Bank Name	<input type="text" value="Bank of New York"/>
Receiving Bank Address	<input type="text" value="New York City, NY"/> <input type="text"/> <input type="text"/>
Wire Information	
Remarks	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

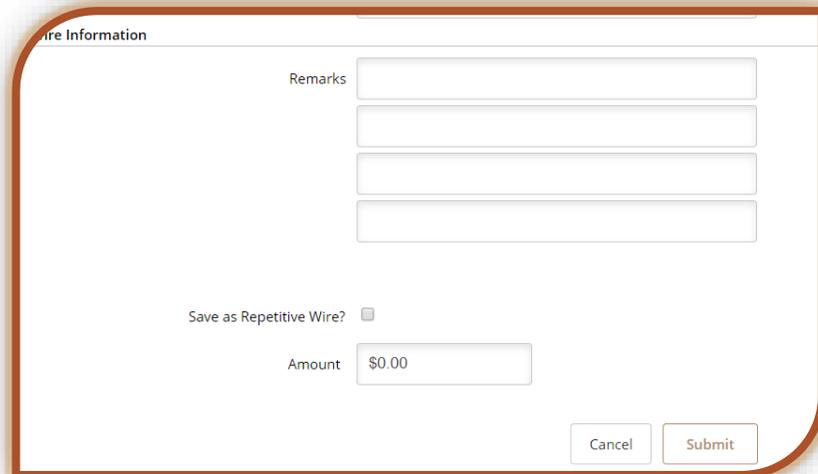
Receiving FI Information	
Intermediary FI..IBK/4000	<input type="text" value="8900611006"/> <input type="button" value="D-DDA acct number"/>
Intermediary FI name..IBK/4000	<input type="text" value="The National Bank of Indianapolis"/>
Intermediary FI address1..IBK/4000	<input type="text" value="107 N Pennsylvania St"/>
Intermediary FI address2..IBK/4000	<input type="text" value="Indianapolis, IN 46204"/>
Intermediary FI address3..IBK/4000	<input type="text"/>
Beneficiary FI..BBK/4100	<input type="text"/> <input type="button" value="B-Bank id code/SWIFT"/>
Beneficiary FI name..BBK/4100	<input type="text"/>
Beneficiary FI address1..BBK/4100	<input type="text"/>
Beneficiary FI address2..BBK/4100	<input type="text"/>
Beneficiary FI address3..BBK/4100	<input type="text"/>
Reference Beneficiary..RFB/4320	<input type="text"/>

BUSINESS ONLINE BANKING USER GUIDE

Wires - International...continued

Complete the information for the wire, including:

- Wire Name
 - Credit Account Information (the account of the individual receiving the transfer)
 - Credit Account Number
 - Credit Account Name
 - Credit Account Address*
- *Canadian wires require you to input the full address. Failure to complete will cause the wire to be returned.**
- Receiving Bank Information - 021000018 - Bank of New York, New York City, NY.
 - Receiving FI Information/Intermediary FI - Enter 8900611006 and select D in the dropdown. Enter The National Bank of Indianapolis, 107 N. Pennsylvania St., Indianapolis, IN 46204 in the name and address fields.
 - Receiving FI Information/Beneficiary FI - Enter the receiver's foreign bank SWIFT or CHIPS code, name and address in the proper fields.
 - Amount



The screenshot shows a form titled "Wire Information". It contains a "Remarks" field with four stacked input boxes. Below this is a "Save as Repetitive Wire?" checkbox, which is currently unchecked. At the bottom left is an "Amount" field with the value "\$0.00". At the bottom right are "Cancel" and "Submit" buttons.

Use the Remarks field to enter in any additional information (example: For further credit to, an address for a mortgage closing, etc.).

Click "Submit."

NOTE: Select "Save as Repetitive Wire" to store this information as a template for future use.

See Step 2 if this was checked. Additional instructions required.

BUSINESS ONLINE BANKING USER GUIDE

Wires - International...continued

Step 2: Transmit Template (ONLY if Save as Repetitive Wire was checked.)

Any time the box is checked for repetitive, it will first go to the Transmit Template submenu. Click the submenu Transmit Templates. Click the Transmit hyperlink to confirm. If confirming multiple templates you can place a check mark in the empty box and click Transmit Selected button.

Skip this step if you did not check mark the template as repetitive.

107 N. Pennsylvania St., Suite 700 Indianapolis, IN 46204

View Range: [10](#) | [20](#) | [50](#) | [100](#) | [All](#)

View Wires for:

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI
<input type="checkbox"/> Daffy Duck	39	Ready	\$10.00	Y	1234	NATL BK INDIANAPLS

1

[Transmit](#)

Transmit Selected

BUSINESS ONLINE BANKING USER GUIDE

Wires - International...continued

Step 3: First User Transmit

Click on the Transmit Submenu. Click on the Transmit hyperlink for the wire you wish to approve. Scroll to the bottom of the page and type in your Wire Password (4 digit PIN) and click Approve.

The screenshot shows a web interface for wire approval. At the top, there is a 'Remarks:' field. Below it is a 'Date Information' section. Under 'Date Information', there is an 'Effective Date:' label followed by a text input field containing '05/20/2016' and a calendar icon showing the number '23'. A red-bordered box contains the text: 'This wire requires two-person authorization before it can be transmitted. Enter your Wire Password and select Approve to begin this process.' Below this box is a 'Wire Password' label followed by a text input field. At the bottom right, there are two buttons: 'Approve' (highlighted with a green border) and 'Cancel'.

The Status should now be listed as “Approval.”

NOTE: THE WIRE HAS NOT BEEN PROCESSED. IT WILL REQUIRE A SECOND USER TO PROCESS THE FINAL TRANSMIT.

BUSINESS ONLINE BANKING USER GUIDE

Wires - International...continued

Step 4: Second User Transmit

Click on the Transmit Submenu. Click on the Transmit hyperlink for the wire you wish to process. Scroll to the bottom of the page and type in your Wire Password (4 digit PIN) and click Transmit.

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI
SampleWire	880	Approval	\$500.00	No	123456	BANK

The Status should now be listed as “Initiated.” Once the bank picks up the file for processing the Status will change to “Processed.”

Wire Name	Sequence	Status
Bugs Bunny	660	Initiated

Sequence	Status	Amount
660	Processed	\$10.00

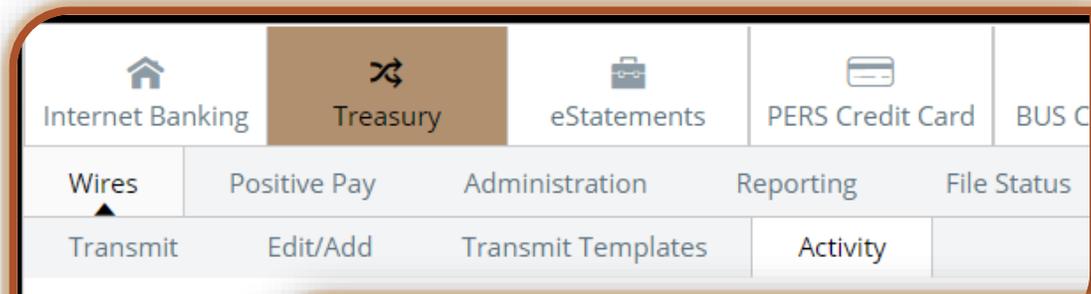
Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

BUSINESS ONLINE BANKING USER GUIDE

Wires - History Report

Use the Wire Activity report option to view processed single and repetitive wires.

Click on the Activity submenu.



The screenshot shows the Treasury menu with the following options:

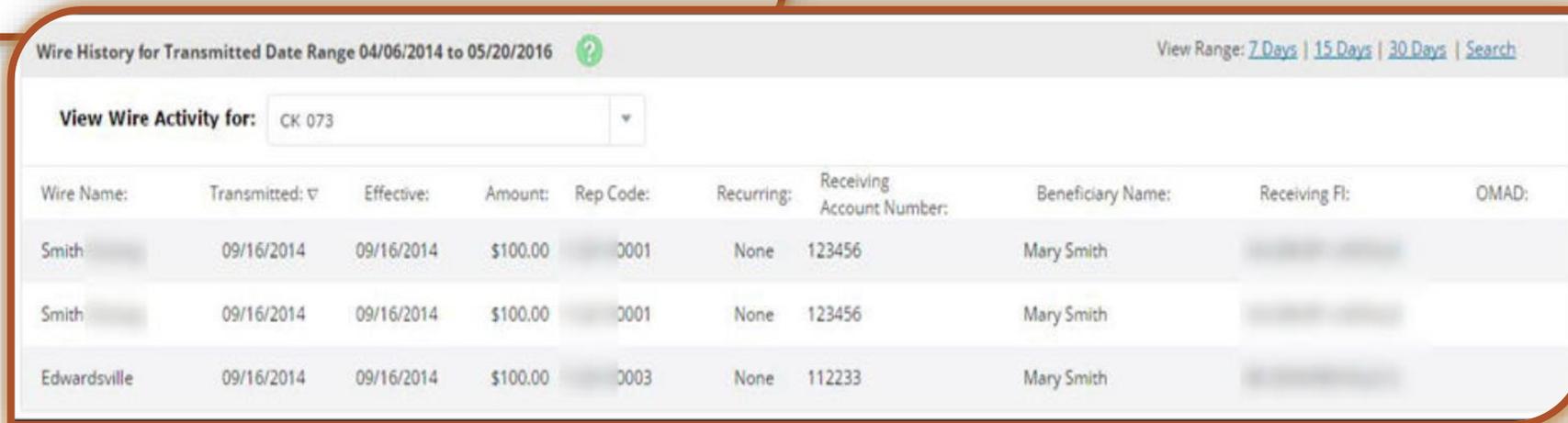
- Internet Banking
- Treasury (selected)
- eStatements
- PERS Credit Card
- BUS C

Under the Treasury menu, the following sub-menu items are visible:

- Wires (selected)
- Positive Pay
- Administration
- Reporting
- File Status

Under the Wires sub-menu, the following options are visible:

- Transmit
- Edit/Add
- Transmit Templates
- Activity (highlighted)



Wire History for Transmitted Date Range 04/06/2014 to 05/20/2016 ? View Range: [7 Days](#) | [15 Days](#) | [30 Days](#) | [Search](#)

View Wire Activity for: CK 073

Wire Name:	Transmitted: ▾	Effective:	Amount:	Rep Code:	Recurring:	Receiving Account Number:	Beneficiary Name:	Receiving FI:	OMAD:
Smith	09/16/2014	09/16/2014	\$100.00	0001	None	123456	Mary Smith		
Smith	09/16/2014	09/16/2014	\$100.00	0001	None	123456	Mary Smith		
Edwardsville	09/16/2014	09/16/2014	\$100.00	0003	None	112233	Mary Smith		

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