

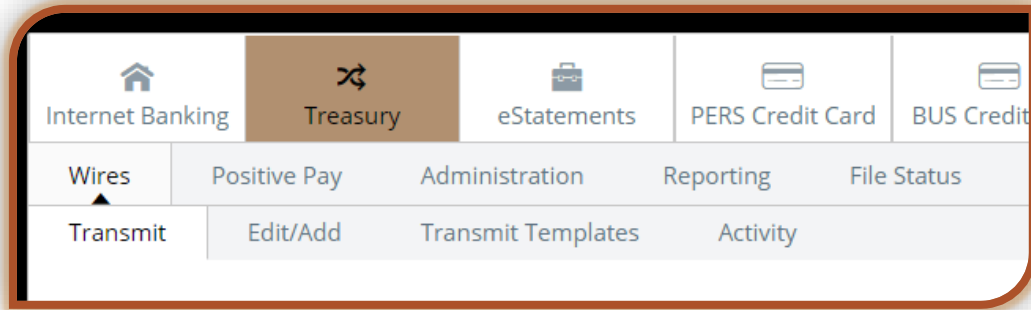
BUSINESS ONLINE BANKING USER GUIDE

Wires - Domestic

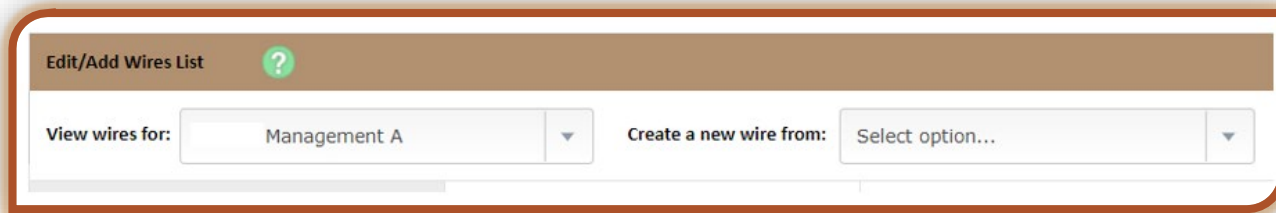
Same-day wire cutoff time is 5:00 p.m. ET.

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 would like to create the wire from.



BUSINESS ONLINE BANKING USER GUIDE

Wires - Domestic

Step 2: Edit/Add Wires

Complete the information for the wire, including:

- Wire Name
- Credit Account Information (the account number, name and address of the individual/business receiving the transfer)
- Creditor Agent Information (the receiving banks information; enter the ABA Number and pressing tab will fill in the Creditor Agent Name and Address information automatically)
- Wire Information is used to enter any additional information (example: For further credit to, an address for a mortgage closing, etc.).
- Save as Repetitive Wire? See note below
- Amount
- End-to-End Id is for a reference beneficiary.

Then click “Submit”.

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

See Step 3 if this was checked. Additional instructions required.

General Wire Information

Wire Name

Creditor Account Information

Creditor Account Number

Creditor Account Name

Creditor Account Address Information:

Building Number (e.g., House Number)

Street Name (e.g., Elm Street)

Town Name (e.g., City)

Country Sub Division (e.g., State or Province)

Country Code (e.g., US)

Post Code (e.g., Zip Code)

Display Additional Creditor Account Address Fields

Creditor Agent Information

Creditor Agent ID Search for ABA Number

Creditor Agent Name

Creditor Agent Address Information:

Town Name (e.g., City)

Country Sub Division (e.g., State or Province)

Country Code (e.g., US)

Use an Instructed Agent
If no separate Instructed Agent ID is used, the Creditor Agent ID provided will also be used as the Instructed Agent ID for the wire.

Wire Information

Remittance Information

Save as Repetitive Wire?

Amount \$

End-to-End ID

If no value is indicated, 'Not provided' will be populated for this field.

Cancel Submit

Display Additional Creditor Account Address Fields

Post Box (e.g., Numbered Box, assigned to a Person or Organization)

Department (e.g., Division of Large Org. or Bldg.)

Sub Department (e.g., Sub-Division of Large Org. or Bldg.)

Building Name (e.g., Name of Building)

Floor (e.g., Floor or Story within Building)

Room (e.g., Building Room Number)

Town Location Name (e.g., West Side, East Side)

District Name (e.g., Sub-Division within Country Sub-Division)

Optional: additional address fields available if needed.

BUSINESS ONLINE BANKING USER GUIDE

Wires - Domestic...continued

Note: Skip this step if you are not transmitting the template as repetitive.

Step 3: 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 box on the left and click Transmit Selected button.

The screenshot shows the 'Transmit' submenu in the Business Online Banking interface. The 'Transmit Templates' option is selected. Below the submenu, there is a table of wire templates. The first row is highlighted, and an orange arrow points to the 'Transmit' button next to it.

Wire Name	Sequence	Status	Amount	Rep	Creditor Account Number	Creditor Agent Name
Test ISO NB	6775A357	Initiated	\$1.10	Yes	1234	NATL BK INDIANAPLS

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

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

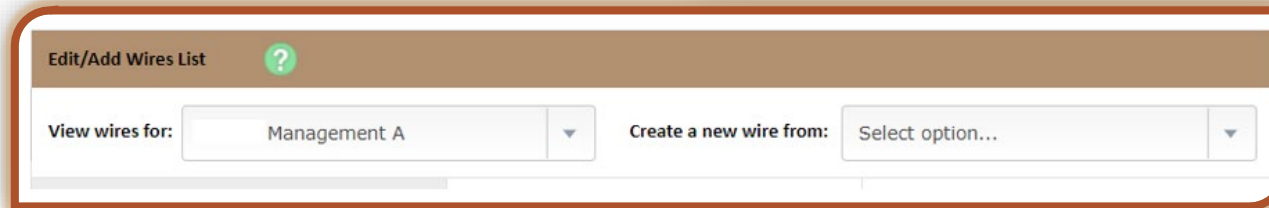
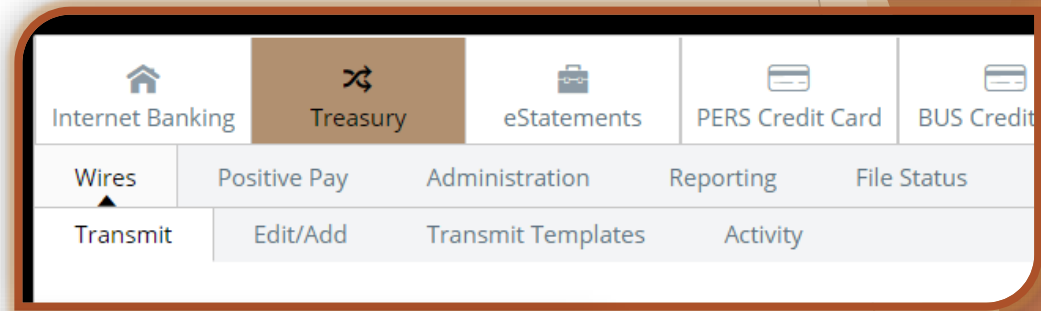
BUSINESS ONLINE BANKING USER GUIDE

Wires - International

Same-day wire cutoff time is 5:00 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 would 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](#)

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Wires - International...continued

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

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

- Creditor Account Information - Receiving account number, receiving name and account address at the foreign bank to be credited with the wire transfer.
- Creditor Agent Information - Enter the receiver's foreign bank SWIFT or CHIPS code, name and address in the proper fields.
- Instructed Agent Information - Use ABA 021000018, then press tab to fill in the bank address information. BK of NYC New York, NY, US.
- Wire Information enter the following:
Further Credit to 8900611006
The National Bank of Indianapolis
107 N Pennsylvania Street
Indianapolis, IN 46204

General Wire Information

Wire Name

Creditor Account Information

Creditor Account/IBAN Number

Creditor Account Name

Creditor Account Address Information:

Building Number (e.g., House Number) Street Name (e.g., Elm Street)

Town Name (e.g., City) Country Sub Division (e.g., State or Province) Country Code (e.g., US)

Post Code (e.g., Zip Code)

Display Additional Creditor Account Address Fields

Creditor Agent Information

Creditor Agent ID Swift Code

Creditor Agent Name

Creditor Agent Address Information:

Town Name (e.g., City) Country Sub Division (e.g., State or Province) Country Code (e.g., US)

Instructed Agent Information

Instructed Agent ID Search for ABA Number

Instructed Agent Name **BK OF NYC**

Town Name **NEW YORK**

Country Sub Division **NY**

Country **US**

Use an International Intermediary Agent

Wire Information

Remittance Information

Further Credit to 8900611006
The National Bank of Indianapolis
107 N Pennsylvania Street
Indianapolis, IN 46204

Save as Repetitive Wire?

Amount \$

End-to-End ID

If no value is indicated, 'Not provided' will be populated for this field.

BUSINESS ONLINE BANKING USER GUIDE

Wires - International...continued

Complete the information for the wire, including:

- Wire Name
- Creditor Account Information (the account of the individual receiving the transfer)
 - Credit Account Number/IBAN Number
 - Creditor Account Name
 - Creditor Account Address Information*
- Creditor Agent Information (Receiving FI Information/Beneficiary FI) - Enter the receiver's foreign bank SWIFT or CHIPS code, name and address in the proper fields.
- Instructed Agent Information (Intermediary Bank) - ABA 021000018 - BK of NYC, New York, NY, US.
- Wire/Remittance Information - enter

***Canadian wires require you to input the full address, if incomplete, the wire will be returned.**

Further Credit to 8900611006

The National Bank of Indianapolis

107 N Pennsylvania Street

Indianapolis, IN 46204

- Save as Repetitive Wire? See note below
- Amount
- End-to-End Id is for a reference beneficiary.

Then 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.



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

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 box on the left and click Transmit Selected button.

Note: Skip this step if you are not transmitting the template as repetitive.

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

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

View Wires for: Management B

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.

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

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.

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

View Wires for: CK 073

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI	
<input type="checkbox"/> 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

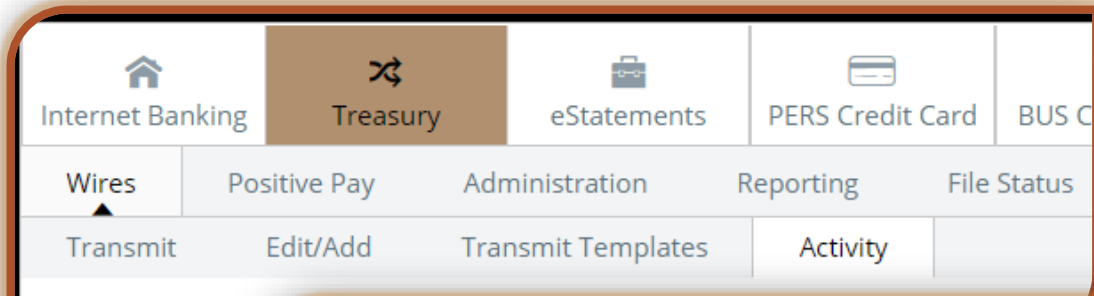
Sequence	Status	Amount
660	Processed	\$10.00

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 submenus are visible:

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

Under the Wires submenu, 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		