

Wire Manager Reference Guide

HOMETRUST BANK

Contents

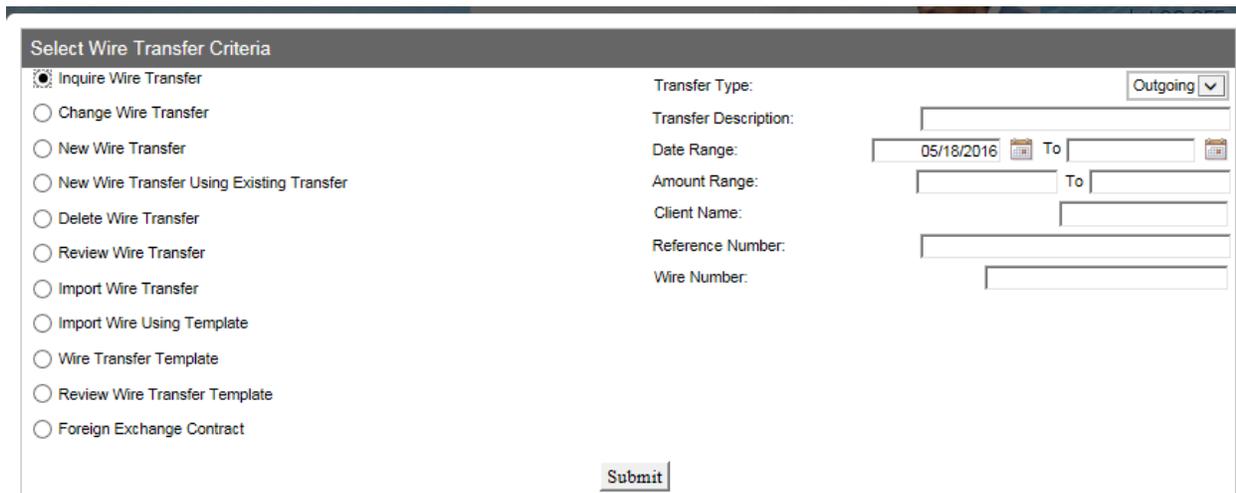
- Accessing Wire Manager..... 2**
- Create a new, one-time Domestic Wire Transfer: 3**
- Create a new, one-time International Wire Transfer: 5**
- Create a new, one-time International Foreign Exchange (FX Wire) Transfer:..... 7**

Accessing Wire Manager

Log into Business Connect and hover over the **Management Tools** menu and select **Wire Manager**



The Select Wire Transfer Criteria Menu will display

A screenshot of the 'Select Wire Transfer Criteria' form. The form has a dark grey header with the title 'Select Wire Transfer Criteria'. Below the header, there are two columns of options. The left column contains a list of radio button options: 'Inquire Wire Transfer' (selected), 'Change Wire Transfer', 'New Wire Transfer', 'New Wire Transfer Using Existing Transfer', 'Delete Wire Transfer', 'Review Wire Transfer', 'Import Wire Transfer', 'Import Wire Transfer Using Template', 'Wire Transfer Template', 'Review Wire Transfer Template', and 'Foreign Exchange Contract'. The right column contains several input fields: 'Transfer Type:' with a dropdown menu set to 'Outgoing', 'Transfer Description:' with a text input field, 'Date Range:' with a date picker set to '05/18/2016' and a 'To' field, 'Amount Range:' with two text input fields, 'Client Name:' with a text input field, 'Reference Number:' with a text input field, and 'Wire Number:' with a text input field. At the bottom center of the form is a 'Submit' button.

Create a new, one-time Domestic Wire Transfer:

Select **New Wire Transfer** from the left menu and then choose the type of wire from the left, **Domestic** and then select **Submit**

Select Wire Transfer Criteria

Inquire Wire Transfer

Change Wire Transfer

New Wire Transfer

New Wire Transfer Using Existing Transfer

Delete Wire Transfer

Review Wire Transfer

Import Wire Transfer

Import Wire Using Template

Wire Transfer Template

Review Wire Transfer Template

Foreign Exchange Contract

Wire Type: Domestic

Submit

Enter the information in the required* fields

New Domestic Wire Transfer - []

* Transfer Description: Wire Transfer Test

Recurring Frequency: None

* Transfer Start Date: 05/18/2016

* Amount: 100.00

* From Account: Commercial Checking

Tax Identification Number: HomeTrust Bank [XXX-XX-138]

Beneficiary

* Identification Type: DDA Account Number

Message To Beneficiary: Hello

* Identification Number: 1234567890

* Name: Wire Recipient

* Address: 10 Woodfin St

Beneficiary Reference:

* Asheville NC 28802

Enter the routing number of the receiving financial institution in the **Beneficiary Institution** section and tab to the next field, the rest of this page will auto fill.

Beneficiary Institution			
Identification Type:	Fed Routing Number	Name:	HOMETRUST BANK
Identification Number:	253170279	Address:	
	HOMETRUST BANK		ASHEVILLE NC
Receiving Institution			
* Routing/Transit number:	253170279		
	HOMETRUST BANK		
* Institution Name:	HOMETRUST BANK		
(* Indicates Required Fields)			
<input type="button" value="Save"/> <input type="button" value="Process"/> <input type="button" value="Cancel"/>			

Full Page view

New Domestic Wire Transfer			
* Transfer Description:	Wire Transfer Test	Recurring Frequency:	None
* Transfer Start Date:	05/18/2016		
* Amount:	100.00	* From Account:	Commercial Checking
Tax Identification Number:	HomeTrust Bank [XXX-XX-138]		
Beneficiary			
* Identification Type:	DDA Account Number	Message To Beneficiary:	Hello
* Identification Number:	1234567890		
* Name:	Wire Recipient		
* Address:	10 Woodfin St		
		Beneficiary Reference:	
*	Asheville NC 28802		
Beneficiary Institution			
Identification Type:	Fed Routing Number	Name:	HOMETRUST BANK
Identification Number:	253170279	Address:	
	HOMETRUST BANK		ASHEVILLE NC
Receiving Institution			
* Routing/Transit number:	253170279		
	HOMETRUST BANK		
* Institution Name:	HOMETRUST BANK		
(* Indicates Required Fields)			
<input type="button" value="Save"/> <input type="button" value="Process"/> <input type="button" value="Cancel"/>			

Select **Process** and proceed to Digital Signature (see Token Instructions for additional assistance)

Create a new, one-time International Wire Transfer:

Select **New Wire Transfer** from the left menu and then choose the type of wire from the left, **International** and then select **Submit**

Select Wire Transfer Criteria

Inquire Wire Transfer

Change Wire Transfer

New Wire Transfer

New Wire Transfer Using Existing Transfer

Delete Wire Transfer

Review Wire Transfer

Import Wire Transfer

Import Wire Using Template

Wire Transfer Template

Review Wire Transfer Template

Foreign Exchange Contract

Wire Type:

Create a new, one-time International Foreign Exchange (FX Wire) Transfer:

Select **Foreign Exchange Contract** from the left menu and then choose the type of wire from the left, then select **Submit**

Select Wire Transfer Criteria

- Inquire Wire Transfer
- Change Wire Transfer
- New Wire Transfer
- New Wire Transfer Using Existing Transfer
- Delete Wire Transfer
- Review Wire Transfer
- Import Wire Transfer
- Import Wire Using Template
- Wire Transfer Template
- Review Wire Transfer Template
- Foreign Exchange Contract

Client Name:

Contract Number:

FX Status:

To purchase a new FX Contract, select the icon for New Contract



Choose the **Currency, Conversion** and **Amount**.

Foreign Exchange Rate Inquiry

*Description:

*Tax Identification Number:

*From Account:

*Currency:

*Beneficiary Delivery Date:

*Conversion:

*Amount:

Disclaimer: Rates shown are indicative at time of inquiry and may change at any moment.

Select **Next**

Accept the contract

Foreign Exchange Rate Inquiry

Description:	Test Contract
Tax Identification Number:	Fiserv Test Co [000-00-7890]
From Account:	Commercial Checking
Beneficiary Delivery Date:	07/18/2017
Exchange Rate:	1.3379565
USD Amount:	\$100.00
FX Amount:	74.74
FX Currency:	GBP

Disclaimer: Financial Institution makes no claims concerning the validity or exactness of the information and rates provided, and will not be held liable for any use, interpretation, or other implementation of said information. Financial Institution shall have no liability for the accuracy of the information contained in the service, or for omissions therein. None of the foregoing parties shall be liable for any third party claims or losses of any nature, including, but not limited to, lost profits, punitive, consequential, special, incidental, indirect or similar damages even if advised of the possibility of such damages.

You have 44 seconds to accept this Transaction.

Select **New Wire Transfer** from the left menu and then choose the type of wire from the left, **International FX** and then select **Submit**

Select Wire Transfer Criteria

Inquire Wire Transfer

Change Wire Transfer

New Wire Transfer

New Wire Transfer Using Existing Transfer

Delete Wire Transfer

Review Wire Transfer

Import Wire Transfer

Import Wire Using Template

Wire Transfer Template

Review Wire Transfer Template

Foreign Exchange Contract

Wire Type:

Enter the information in the required* fields

New International FX Wire Transfer

* Transfer Description:

Foreign Currency Information

FX Contract:

Beneficiary Institution

*Swift/BIC: *Name:

Country: *Address:

International Routing Code:

Beneficiary

*Account: *Country:

*Name: Message to Beneficiary:

*Address:

Beneficiary Reference:

Disclaimer: We reserve the right in our sole discretion to contact any Account Owner or account signer, including Attorney(s) in Fact (if such exists on your account) to confirm by telephone the authenticity and content of your instructions prior to completing them. When exercising this right, we will call you at the number(s) in our records and you agree that you will not hold us liable for transfers delayed or not completed due to our inability to contact you in order to confirm funds transfer instructions. By sending us an instruction for your account, you agree to our use of these confirmation procedures. You further understand and agree that this confirmation procedure is designed to verify the source of the request and not to detect errors in the details of your instructions or to avoid duplicate transfers.

Reliance by Financial Institution.
Financial Institution will rely on the information in this form in making your funds transfer. Any errors in the information, including misidenti

***for the **Identification Number**, enter the *IBAN* provided by the recipient

Select **Process** and proceed to Digital Signature (see Token Instructions for additional assistance)