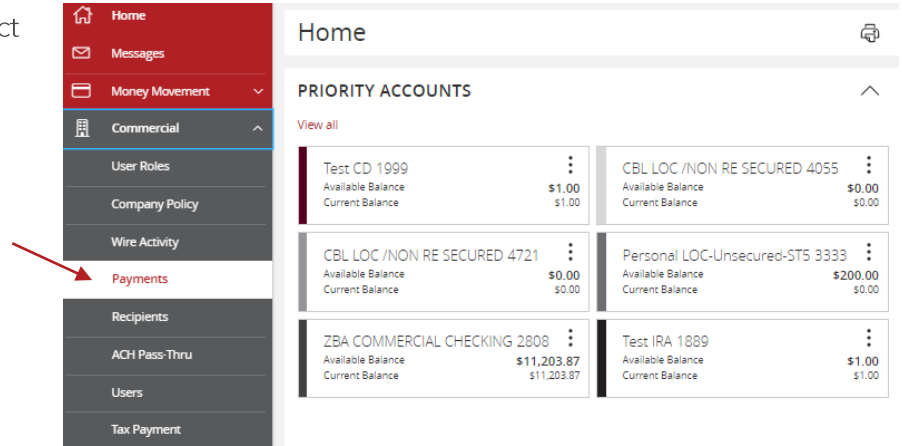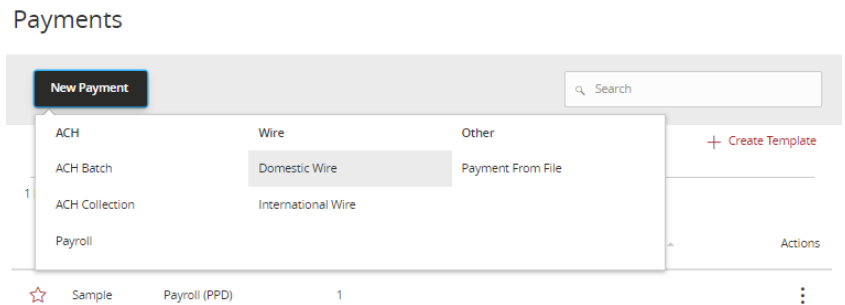1. Select the 'Commercial' menu and then select 'Payments'.

2. Select 'New Payment' and then 'Domestic' or 'International' Wire from the dropdown.

For further assistance, please contact a member of our treasury support team at 1-800-542-8191.

1

NOTE: Process Date can be selected as the same date for all wires by clicking 'Use same for all' (This is the default option).

NOTE: The 'Notify' option sends an automatic e-mail to the recipient when Access National Bank processes the 'Wire' transaction.

NOTE: Reference the 'Recurring Transaction Management' User Guide for instructions on how to set up or remove the recurring transaction option from this payment before it is drafted or approved. If the transaction has already been drafted or approved reference the "Activity Center' Guide on how to cancel the transaction.

3. Select the 'Recipient/Account' on each wire.

4. Select the 'Amount' and 'Subsidiary' on each wire.

5. Select which account it is coming from ('From Account') on each wire.

6. Enter a message to the beneficiary. To include, purpose for the payment and any additional payment instructions.

7. Select the 'More Wires' box to open additional domestic wires.

8. Enter the amount of domestic wires you would like to create.

9. Enter the Purpose of Wire for each wire.

10. Select 'Draft or Approve'.

11. Optional: Click 'Set schedule' to setup the wires as recurring transactions.

Domestic Wire Change Type   Upload From File

Origination Details

From Subsidiary
☐ Use same Subsidiary for all wires

Account
☐ Use same Account for all wires

Process Date
☑ Use same Date for all wires

12/31/2020

Recurrence
Set schedule

12. Review the information on the screen for accuracy and then select 'Approve' to authorize the wires or 'Draft' to only draft them.

NOTE: The ability to click 'Submit' is dependent upon your entitlements within Online. If you can only draft, an Administrator will need to approve the wire before it can be processed by Fidelity Bank and Oklahoma Fidelity Bank.

Domestic Wire Change Type   Upload From File

Origination Details

From Subsidiary
☐ Use same Subsidiary for all wires

Account
☐ Use same Account for all wires

Process Date
☑ Use same Date for all wires

12/31/2020

Recurrence
Set schedule

Wires (2)   🔍 Find recipients in payment   ⋮

+ Add multiple recipients

Recipient/Account		Amount	⋮
Recipient 1 Checking	123456	$75.00	
From Subsidiary		Account	
Business Test *****4567		ZBA COMMERCIAL CHECKING XXXXXX2808 $11,203.87	
OPTIONAL WIRE INFORMATION			⌄

Recipient/Account		Amount	⋮
Recipient 2 Checking	9876543	$25.00	
From Subsidiary		Account	
Business Test *****4567		ZBA COMMERCIAL CHECKING XXXXXX2808 $11,203.87	
OPTIONAL WIRE INFORMATION			⌄

+ Add another wire

$100.00
2 wires   Cancel   Draft   Approve

✕

NOTE: A payment approval confirmation will appear on the screen upon the successful completion of the transaction.

Transaction Approved

Batch ID: 7

Total Amount: $100.00

Close	View in Activity Center