

Digital Banking Domestic Wire Recipient Update Guide

The instructions below will help you update a domestic wire recipient to ensure that all required address information has been entered in the system and the recipient is available for wire initiation.

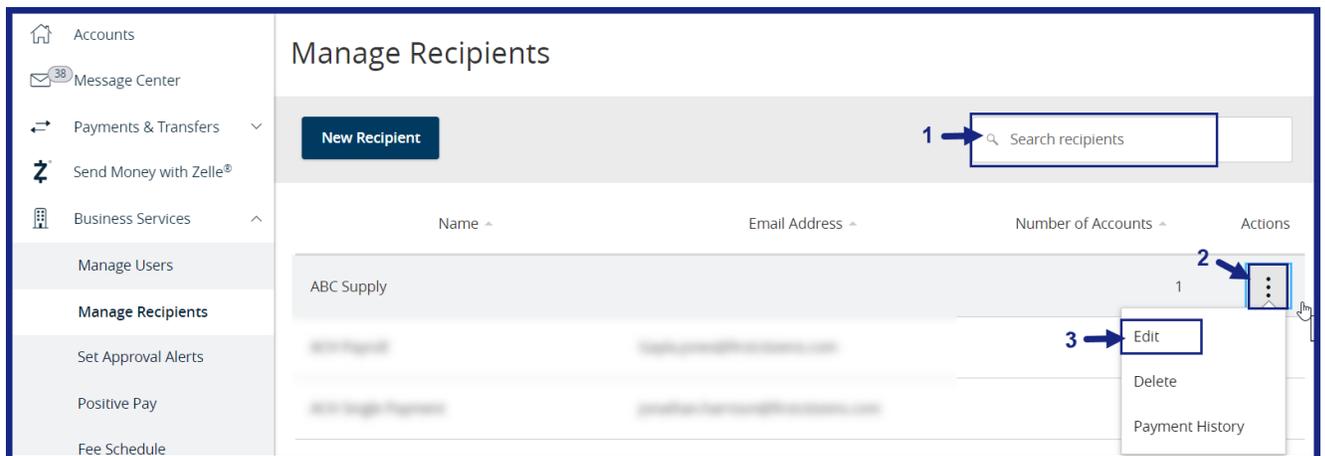
Domestic Wire Recipient Management

Recipient Management

Access the Manage Recipients page under the Business Services tab on the left navigation menu. Recipients can be added, deleted, or edited on this screen. Note: once a recipient is updated, any templates that recipient is linked to will also be updated with the most current, saved recipient information.

Updating the Recipient

1. Search for a specific recipient by typing in their name in the “Search recipient” field on the upper right of the page.
2. Click on the ... icon under the “Actions” column on the far right of the screen.
3. Select “Edit” to update the recipient information.



The screenshot displays the 'Manage Recipients' interface. On the left is a navigation menu with options: Accounts, Message Center, Payments & Transfers, Send Money with Zelle®, Business Services (expanded to show Manage Users, Manage Recipients, Set Approval Alerts, Positive Pay, and Fee Schedule), and a 'New Recipient' button. The main area features a search bar labeled 'Search recipients' (indicated by '1'), a table with columns 'Name', 'Email Address', 'Number of Accounts', and 'Actions', and a dropdown menu (indicated by '2') with 'Edit' (indicated by '3'), 'Delete', and 'Payment History' options.

Name	Email Address	Number of Accounts	Actions
ABC Supply		1	⋮
			Edit
			Delete
			Payment History

4. Complete the address fields that are highlighted below. Then click on “Save Recipient”.

Edit ABC Supply

Display Name * **Email Address** Send email notifications

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *2312	Wire Only	First Citizens Bank	053100300

Recipient Details ^

Wire Name * **ACH Name** **ACH ID**

Country **Address 1** **Address 2**

City **State** **ZIP**

Templates (4) ^

4

5. If there are any missing required fields, they will be indicated with a red box. An error message with details will appear at the top of the page. See example below:

Recipient Errors

- Address 1: This field is required

Display Name * **Email Address** Send email notifications

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *2312	Wire Only	First Citizens Bank	053100300

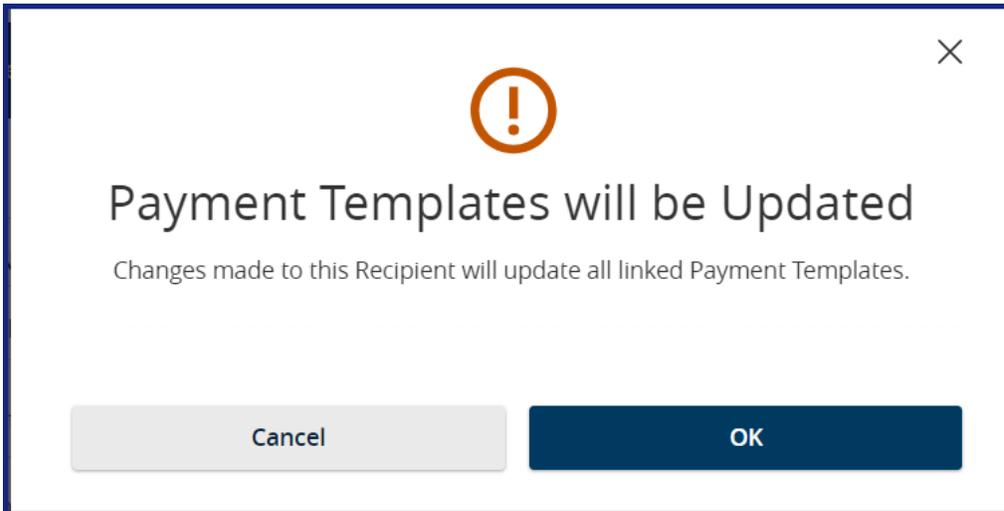
Recipient Details ^

Wire Name * **ACH Name** **ACH ID**

Country * **Address 1 *** **Address 2**

City * **State *** **ZIP ***

6. If the recipient is linked to any templates, a message will pop up informing you that the changes made will be applied to those templates.



7. The Recipient Saved message will appear confirming that the recipient has been successfully updated.

