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.
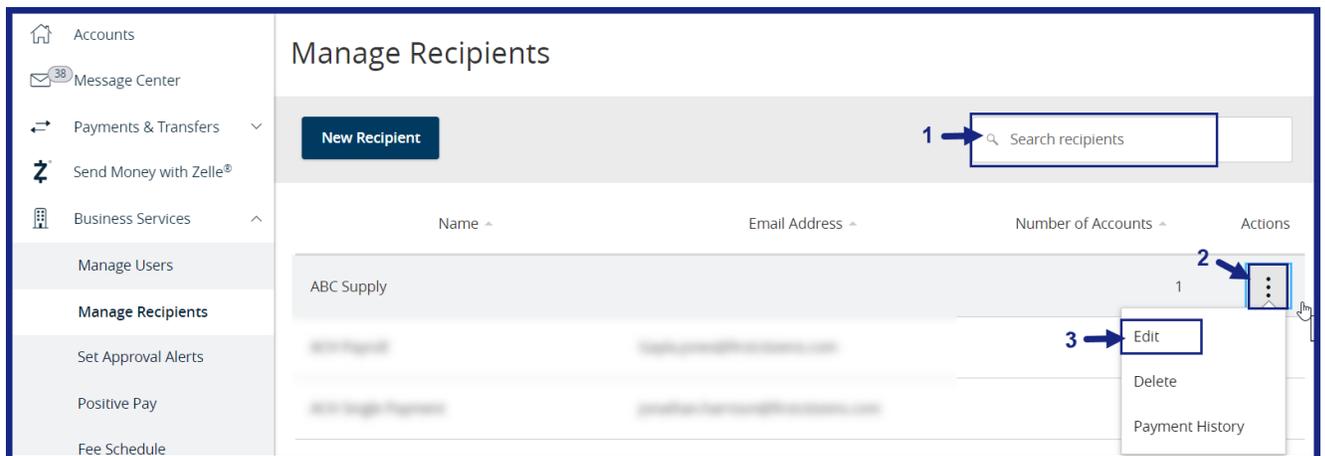
Domestic Wire Recipient Management

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.

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

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:

First Citizens Bank, Member FDIC

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.

> ⚠ **Payment Templates will be Updated**
>
> Changes made to this Recipient will update all linked Payment Templates.
>
> Cancel   OK
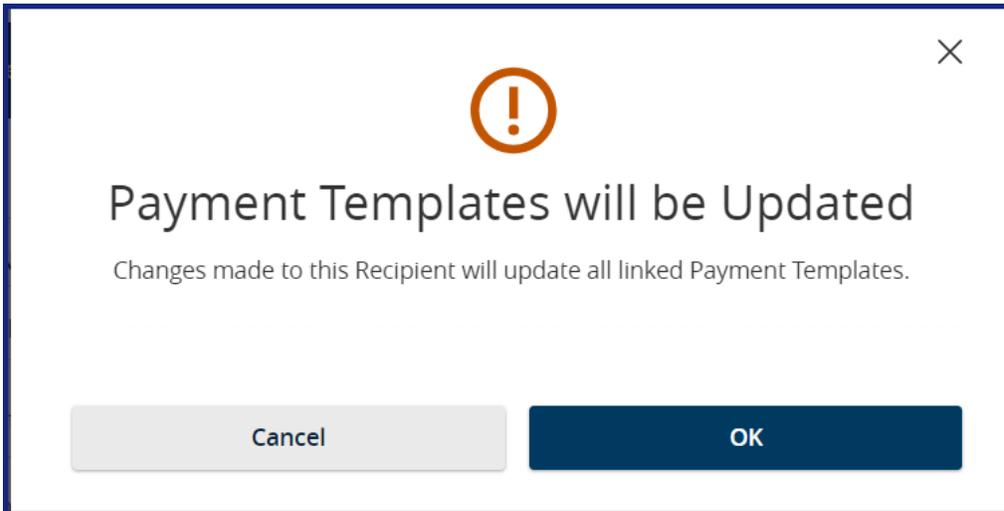
7. The Recipient Saved message will appear confirming that the recipient has been successfully updated.

> ✅ **Recipient Saved**
>
> Recipient ABC Supply has been successfully saved.
>
> Close