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Create Digital and Configure Digital

Business Wires Payee Domestic

May 2025

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Business Wires Payee Domestic

Purpose

This learning guide provides detailed instructions on how to create and manage US Domestic wire payees.

Contents

- Business Wires Payee Domestic 4
- Accessing Wire Payees 4
- Adding New Payees 5
- Editing Wire Payees 8
- Deleting Wire Payees 9

Business Wires Payee Domestic

Business Wires Payee Domestic

A wire transfer is an electronic transfer of funds via a network that is administered by financial institutions. Wire transfers are sent by one financial institution and received by another financial institution within the US.

There are three types of wire transfers:

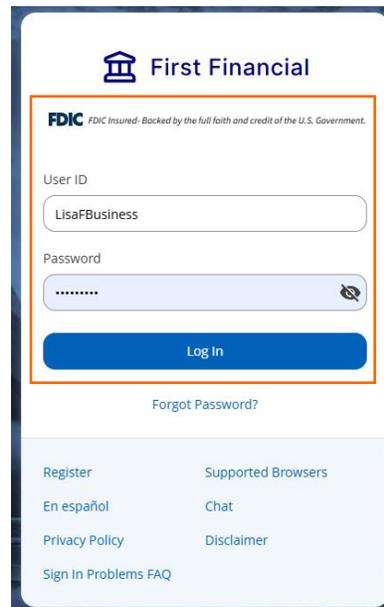
- Single
- Multiple
- One Time

A wire payee must first be setup to complete a Single or Multiple wire transfer. The wire payee retains the wire instructions so that they can be re-used, making the wire payment process more efficient.

Accessing Wire Payees

Follow the steps below to access Wire Payees:

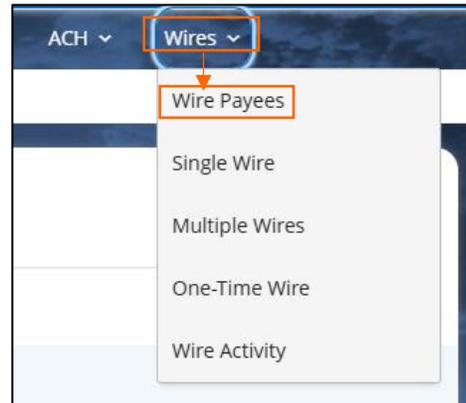
1. Log in to the Business Portal: Enter your *User ID* and *Password*, then select the *Log In* button.



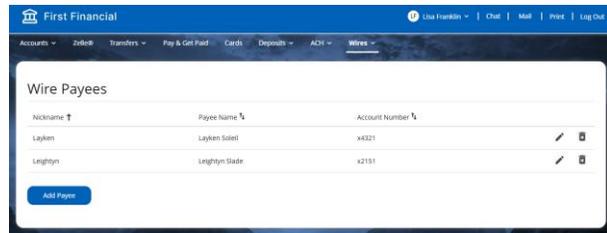
The screenshot shows the First Financial Business Portal login interface. At the top, the First Financial logo is displayed. Below it, the text "FDIC FDIC Insured - Backed by the full faith and credit of the U.S. Government." is visible. The login form includes a "User ID" field with the text "LisaFBusiness" entered, a "Password" field with masked characters and a toggle icon, and a blue "Log In" button. Below the login fields is a "Forgot Password?" link. At the bottom of the page, there are links for "Register", "Supported Browsers", "En español", "Chat", "Privacy Policy", "Disclaimer", and "Sign In Problems FAQ".

Business Wires Payee Domestic

2. Select the *Wires* tab, then select *Wire Payees* from the menu.



3. The **Wire Payees** homepage displays.

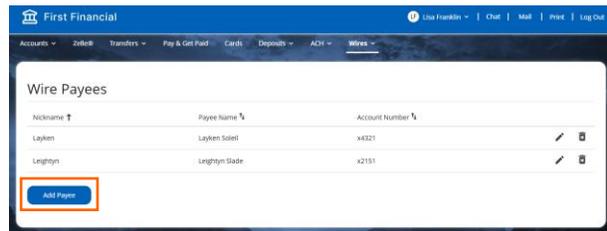


Existing Payees will be displayed; if no Payees exist, this view will be blank.

Adding New Payees

Follow the steps below to add a new payee:

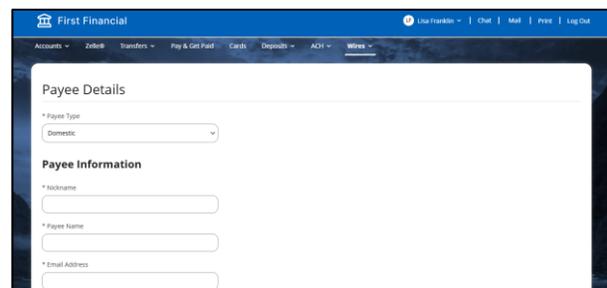
1. Select the *Add Payee* button on the **Wire Payees** homepage.



2. The **Payee Details** view displays.

There are five sections that must be completed on the Payee Details view.

1. Payee Type
2. Payee Information



Business Wires Payee Domestic

3. Payee Financial Institution
4. Receiving Financial Institution
5. Intermediary Financial Institution

NOTE: Scroll on the view to see all the sections.

3. Select *Domestic* from the *Payee Type* field.



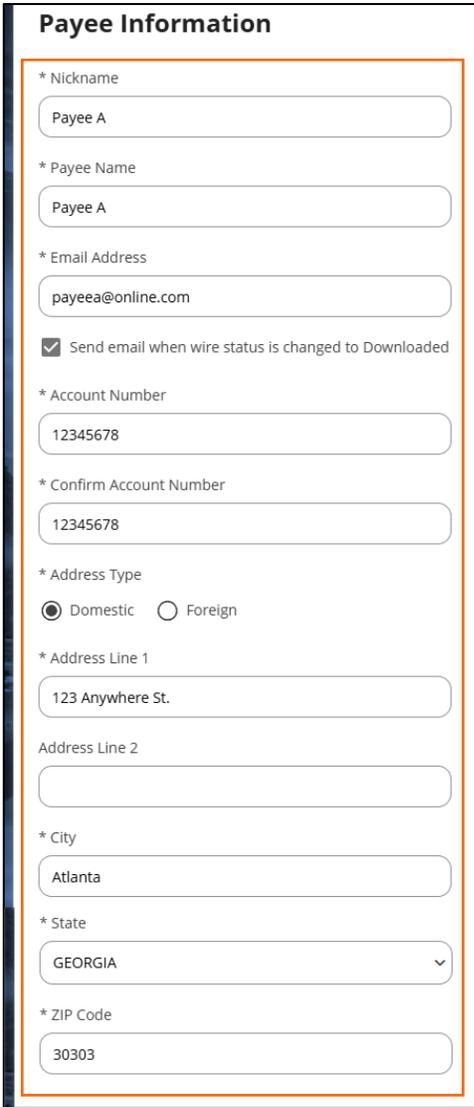
* Payee Type
Domestic

4. Enter the payee details in the *Payee Information* section.

The payee is the person that will receive the funds.

Complete the following fields:

- *Nickname* - choose any name.
- *Payee Name* – recipient of the funds.
- *Email Address* – payee’s email address.
- *Send email checkbox*– check this box to send email when wire status is changed to Downloaded.
- *Account Number* – the account the funds will be deposited.
- *Confirm Account Number*
- *Address Type - Domestic*
- *Address Line 1* – payee address.
- *City*
- *State*
- *Zip Code*



Payee Information

* Nickname
Payee A

* Payee Name
Payee A

* Email Address
payeea@online.com

Send email when wire status is changed to Downloaded

* Account Number
12345678

* Confirm Account Number
12345678

* Address Type
 Domestic Foreign

* Address Line 1
123 Anywhere St.

Address Line 2

* City
Atlanta

* State
GEORGIA

* ZIP Code
30303

Business Wires Payee Domestic

5. Enter the payee financial institution details in the *Payee Financial Institution* section.

Complete the following fields:

- *Institution Number Type* – do not modify this field.
- *Institution Name* – if the institution is already setup in the system, the name will display as you enter it in the field.
- *Institution Number* – if the institution name was selected in the previous field, the institution number auto populates.
- *Address Line 1* – the address auto-populates if an institution already setup in the system is selected.
- *City*
- *State*
- *Zip Code*
- *Beneficiary Reference* – additional notes, as applicable.
- *Message to Beneficiary* – message to the beneficiary, as applicable.

Payee Financial Institution

* Institution Number Type
ABA

* Institution Name
WELLS FAR BANK, NA

* Institution Number
121000248

Address Line 1

Address Line 2

City
SAN FRANCISCO

State
CALIFORNIA

ZIP Code

Beneficiary Reference

Message to Beneficiary

6. Check the *This payee requires receiving financial institution details* checkbox in the *Receiving Financial Institution* section, if applicable.

The *Receiving Financial Institution* section is optional and is typically used for international wires.

If the checkbox is selected, you will be required to enter the institution number type, institution name, institution number, and address, city, state, and zip code.

Receiving Financial Institution (optional)

This payee requires receiving financial institution details

Business Wires Payee Domestic

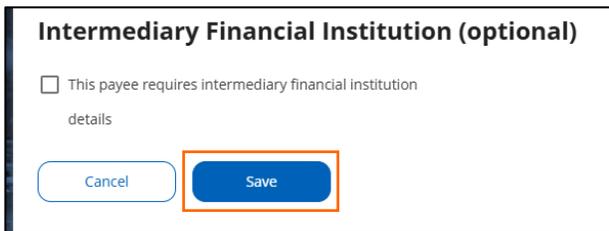
- 7. Check the *This payee requires intermediary financial institution details* checkbox in the *Intermediary Financial Institution* section, if applicable. This field is optional.



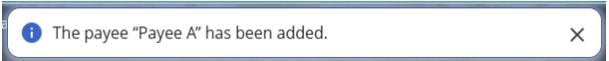
An intermediary financial institution is an entity that acts as the middleman between two parties in a financial transaction.

If the checkbox is selected, you will be required to enter the institution number type, institution name, institution number, and address, city, state, and zip code.

- 8. Select the *Save* button.



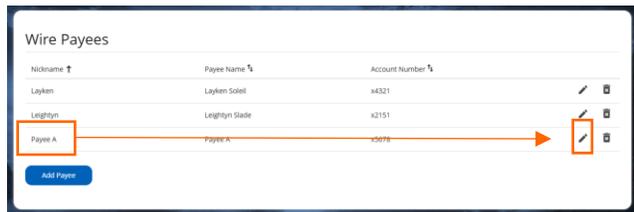
- 9. A confirmation displays indicating the payee was added.



Editing Wire Payees

Follow the steps below to edit a Wire Payee:

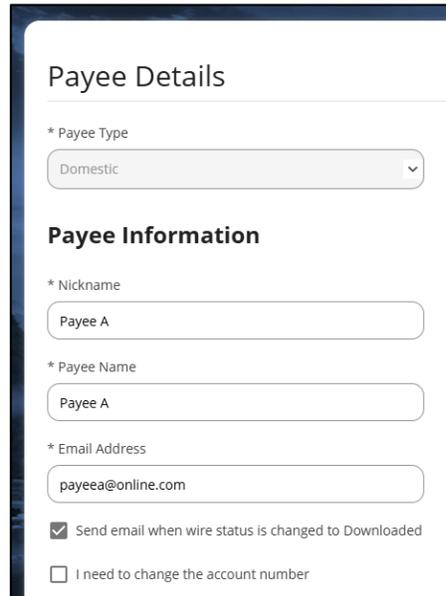
- 1. Identify the desired payee on the **Wire Payees** homepage, then select the *Edit* (pencil) icon.



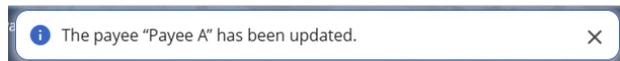
Business Wires Payee Domestic

2. The **Payee Details** view displays.

Make the necessary changes to any of the fields, then select the **Save** button to save your changes.



3. A confirmation displays indicating the payee was updated.



Deleting Wire Payees

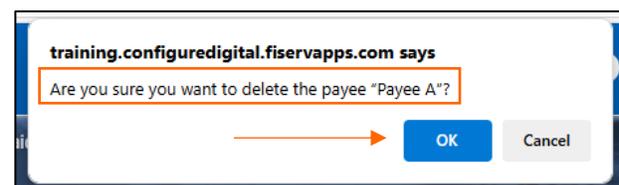
Follow the steps below to delete a Wire Payee:

1. Identify the desired payee on the **Wire Payees** homepage, then select the **Delete** (trashcan) icon.



2. A popup displays to confirm the delete request.

Select **OK** to delete the payee.



3. A confirmation displays indicating the payee was deleted.

