

# QUICK START GUIDE

# WIRES



BRISTOL  
COUNTY  
SAVINGS  
BANK®

*Commitment. Stability. Community.*

Member FDIC Rev. 10/2023

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## RSA Tokens

An RSA token is required to enable the user to access the Wires menu of Bristol County Savings Bank's Online Banking System. Your PIN, followed by the token code, will allow you to securely access the Wire functions within our system.

If your organization has multiple users, each user should have a unique token.

When prompted, you will need to enter your 4-digit PIN followed by the 6-digit token code that is being displayed on your token at that time. (NOTE: The token code will change every 30 seconds. There is a time countdown indicator on the left-hand side of the display.)

When you select ACH or Wire from the menu, you will be prompted to enter a Pass Code.

### RSA Token Security Prompt

To protect the security of your information, your financial institution requires authentication of your identity before allowing access to this feature.

Pass Code:

Cancel

Submit



## Wire Payees

Once you have utilized your RSA token to access the Wires menu, select **Wire Payees** from the menu to view the full list of established payees and access functions related to Payee maintenance.




Edit Payee information by selecting the **pencil icon** on the right side of the screen.



Delete a Payee by selecting the **trash basket icon** on the corresponding Payee.

### Wire Payees

Nickname ↑	Payee Name	Account Number	
ABC Company	ABC Company	x1616	 

Add Payee

The last step to successfully set the alert – you will need to confirm your email address.

### Wire Payee Alert

Subscribe to receive a notification when any wire payee has been added, deleted, or changed.



#### Email Addresses

[Add/Edit Email](#)






isaura.tavares@bcsbmail.com

#### Mobile Device

[View/Edit Mobile Device](#)

 Your notification was created successfully. 

#### Current Alerts

Description	Created Date	
Notify me when an ACH Return for ACH Company 999-99-999 is available.	12/08/2022 7:59:39 PM	 
Notify me when any ACH participant is added, deleted, or changed.	12/08/2022 8:29:30 PM	 
Notify me when any wire payee is added, deleted, or changed.	12/08/2022 8:31:24 PM	 

## Add Payees

Select the Add Payee button at the bottom left of the page. Complete the necessary fields on the Payee Details screen.

Note: After the template has been added, the wire payees will be sorted in alphabetical order.

## Payee Details:

- Type= Domestic
- Nickname = name of the template (payee)
- Payee info is all the beneficiary information

### Payee Details

\* Payee Type

### Payee Information

\* Nickname

\* Payee Name

Email Address

Send email when wire status is changed to Downloaded

\* Account Number

\* Confirm Account Number

\* Address Type

Domestic  Foreign

\* Address Line 1

Address Line 2

\* City

\* State

\* ZIP Code

Optional: If you check this **box**, you will receive an email notification when the wire status is changed to Downloaded.

## Receiving Bank Information:

- Enter Payee's Financial Institution Information.
- Click on Save.  
\*Information pre-populates when institution name is entered.

## Payee Financial Institution

\* Institution Number Type

\* Institution Name

\* Institution Number

Address Line 1

Address Line 2

City

State

ZIP Code

## Receiving Financial Institution (optional)

This payee requires receiving financial institution details

## Intermediary Financial Institution (optional)

This payee requires intermediary financial institution details

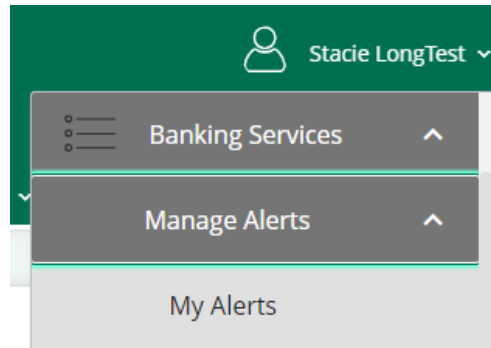
Cancel

Save

## Payee Alerts- Add/Change/Delete

This feature allows you to subscribe to receive an alert when a Wire Payee has been added, changed, or deleted.

- Banking Services, then select Manage Alerts and My Alerts.
- Highlight the radio button Wire Payee Alert.
- Click the Add Subscription Button.



### Add Notification Subscription

Please select an alert type:

- ACH Participant Alert
- ACH Return Available
- ACH Whitelist Alert
- Any Account Activity Alert
- Available Balance Below Limit
- Available Balance Daily Snapshot
- Card Alert
- Current Balance Above Limit
- Current Balance Below Limit
- eNotices Alert
- Insufficient Funds Charge Alert
- Large Check Cleared Alert
- Large Debit Card Purchase Posted
- Large Electronic Check Posted
- Large Electronic Deposit Posted
- Large Withdrawal Posted
- Reminder Alert
- Secure Message Alert
- Specific Check Cleared
- Wire Payee Alert



Add Subscription

## Single Wire

- In the Wires menu, click on Single Wire.
- Select the Payee and Funding Account.
- Enter the Amount, Date and Memo if applicable.
- Note: For recurring wires, users can now select the current date as the start date when submitting within the cutoff time.
- Click on Submit.

# Single Wire

\* Payee

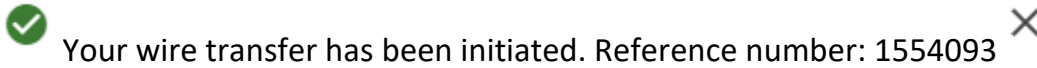
\* Funding Account

\* Amount

\* Scheduling Option

Memo

A confirmation will appear on the upper section of the screen to alert you the wire was successfully initiated.



\*Please Note: For wires requiring Dual Control, the approving user must proceed to Activity Section to approve the wire.

User will be able to start recurring series using the current date.

Your wire transfers have been scheduled. Reference number: 112

Ref #	Payee	Notify Payee	Schedule	Amount	Next Wire Date ↑
112	Checked	✓	Every month, starting on 06/23/2023 and ending on 06/30/2023	\$1.00	06/23/2023



## Multiple Wires

- In the Wires menu, click on Multiple Wires.
- Enter Information for the Payee's you wish to process by selecting the Funding Account.
- Enter the Amount, Date and Memo if applicable.
- Note: For recurring wires, users can now select the current date as the start date when submitting within the cutoff time.
- Click on submit.

\*\*Payees who are left with blank fields will not initiate.

### Multiple Wires

Payee Nickname	Payee Name	Notify Payee	Wire Date
ABC Company	ABC Company		<input type="text" value="11/30/2022"/>
Account: <input type="text" value="x1522 - Business Checking Te..."/>	Amount: <input type="text"/>		
Memo: <input type="text"/>			

Payee Nickname	Payee Name	Notify Payee	Wire Date
ABC Company	ABC Company		<input type="text" value="11/30/2022"/>
Account: <input type="text" value="x1522 - Business Checking Te..."/>	Amount: <input type="text"/>		
Memo: <input type="text"/>			

A confirmation will appear on the upper section of the screen to alert you that the wire was successfully initiated.



Your wire transfers have been initiated. Reference number: 1554093



*\*Please Note: For wires requiring Dual Control the approving user must proceed to Activity Section to approve the wire.*

## Wire Activity

In the Wires menu, click on Wire Activity. Wires with Dual Control requiring approval will be listed under pending. Place a check mark in the box next to the wire that the second user is approving and then Select Approve. The wire will move from Pending to Wire History.

### Scheduled Wires

Ref #	Payee	Notify Payee	Schedule	Amount	Next Wire Date ↑
There are no wire transfers to display.					

### Pending Wires

<input type="checkbox"/>	Payee ↑	Notify Payee	Amount	Status	Wire Date	Initiated By	Comment
There are no wire transfers to display.							

### Wire History

Show Search Options

Ref #	Payee	Notify Payee	Funding Account	Amount	Status	Wire Date ↓	Approved By
There are no wire transfers to display.							

Please note: For wires requiring Dual Control, the approving user must proceed to Activity Section to approve the wire.

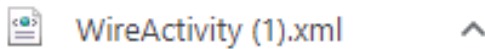
### Pending Wires

<input type="checkbox"/>	Payee ↑	Notify Payee	Amount	Status	Wire Date	Initiated By	Comment
There are no wire transfers to display.							

New feature: Expired scheduled wires will no longer be visible within the scheduled wire module. All previously activity will be viewable in the wire history module.

## Wire History

\*A report can be exported into XML by clicking on the Export button. You will be prompted to Open the file where you can save or print.



## One- Time Wire

Complete the required fields for the Funding Account, Amount, Date, Payee Information and Receiving Financial Institution. Click on Submit

## Payee Information

\* Payee Type

\* Payee Name

Send email when wire status is changed to Downloaded

\* Account Number

\* Confirm Account Number

\* Address Line 1

Address Line 2

## Payee Financial Institution

\* Institution Number Type

\* Institution Name

\* Institution Number

Address Line 1

Address Line 2

City

State

ZIP Code

## Receiving Financial Institution (optional)

This payee requires receiving financial institution details

## Intermediary Financial Institution (optional)

This payee requires intermediary financial institution details

## Receiving Financial Institution (optional)

This payee requires receiving financial institution details

\* Institution Number Type

\* Institution Name

\* Institution Number

Address Line 1

Address Line 2

City

State

ZIP Code

## Intermediary Financial Institution (optional)

This payee requires intermediary financial institution details

A confirmation will appear on the upper section of the screen to alert you that the wire was successfully initiated.



Your wire transfer has been initiated. Reference number: 1554093

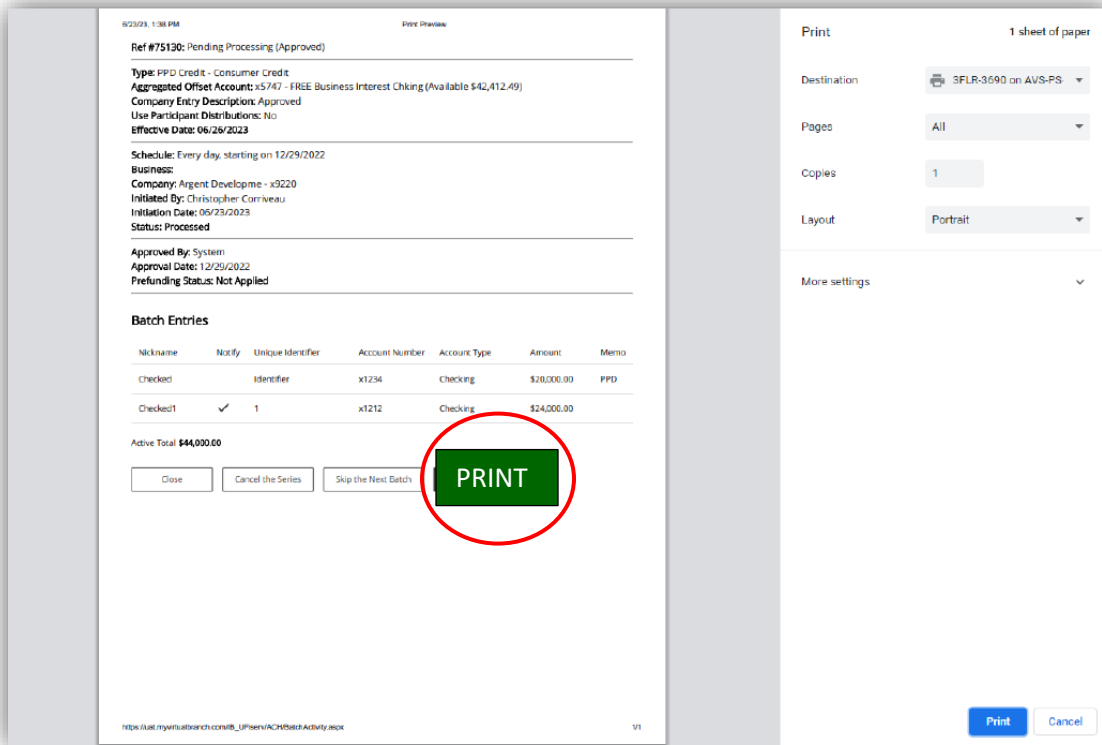


For wires requiring Dual Control, the approving user must proceed to Activity Section to approve the wire.

# Activity

## How to print your wire information:

1. For your convenience, a print button has been added.



## Contact

For assistance, please contact your Relationship Manager or Bristol County Savings Bank Customer Service at 508-828-5420

For issues with your RSA Token, please make sure you have your token with you, as the support team will need to identify data from the token.