

New Domestic Wire

Step 1: Navigate to www.nicoletbank.com. Click the Login button at the top right.

Step 2: Log in to Business Online (Treasury Management) using the Access ID and Password.

Step 3: Click the Payments and Transfers button, then click on Wire.

Step 4: Select New Wire Transfer, Wire Type: Domestic and they click on submit.

Step 5: Fill in all the fields that have an *

Have questions or need further clarification?

Email treasurymanagement@nicoletbank.com or call the Treasury Management team at 855.451.4793

First Section:

Transfer Description: Description of wire (ex: Wire to Beneficiary's Name)

Transfer Start Date: Effective date of the wire

Amount: Amount of wire

From Account: Select the account funds should be withdrawn from, using the drop down menu

Second Section:

Identification Number: Beneficiary's account number

Name/Address: Beneficiary's name and address

Message to Beneficiary: This field is not required, but can be used to provide the beneficiary additional information (ex: reference number, invoice number)

Third Section:

Identification Number: Beneficiary's routing number, once it has been typed in click on the binoculars next to the box and this will pre-fill the Bank Name and address in this section and it will also pre-fill the Routing/Transit number and Institution Name in the Fourth Section (Receiving Institution).

Step 5: Review all the information is accurate, they click **Process** at the bottom of the page

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Step 6: Once the wire has been processed, the system will provide a yellow “warning” page, letting you know the wire has been received by the bank. You can print the conformation page for your records and then click done.

 **The following warning(s) occurred:**

TEST WIRE - PLEASE DELETE is pending client review.

User Limit Exceptions

This transfer requires approval because all wires have been configured for review

For the Wire transfer to continue processing, 1 approval is required.

Client Limit Exceptions

This transfer requires approval because all wires have been configured for review

For the Wire transfer to continue processing, 1 approval is required.

Wire Transfer Summary

Transfer Description:	TEST WIRE - PLEASE DELETE
Effective Date:	02/13/2019
Amount:	\$1.00
Reference Number:	6ce4089929
Wire Number:	Not Available

Done

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