You can access the **wire portal** within Online Banking.

Click on the **Wires Tab**. Once within the wire portal, you will be able to see pending transactions as well as any previous ones.
Wire Transfer Instructions

Before any transactions can occur, you must add a payee. Click on the Payees Tab. Adding a payee’s information is a one-time process. Once the information is entered into the system, you can access it for all future wires.

Required information includes names and/or nicknames of the payee, payee’s account number, physical address with city, state, and zip code included, financial institution name, number, and account number type.
Wire Transfer Instructions

You will be able to select the financial institution from a drop-down menu by entering their **name**.

You can also select the financial institution by typing in their **institution number**. The institution number is a 9 digit account number.

The receiving financial institution and intermediary financial institution fields are only required if wiring institutions have multiple financial institutions listed. This is rare, usually only for smaller banks or CUs that process transactions through a third party institution.

Once payees are added, you can begin setting up the wire. For a single wire transfer, you will select the **payee** and **funding account** from a drop-down menu.
Once selected, insert the **amount**, **date**, and memo (if necessary).

Once you click submit, your wire will be moved into your history with either an **approved** or a **rejected** status.
You also have the option to use a “dual approval” setup, which provides an extra security measure. With dual approval, another verified party must approve the wire before the money is transferred. Once the wire has been submitted, it will be pending until approved by the other user.