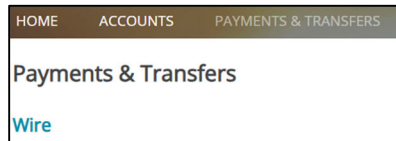


Wire Manager Reference Guide

Accessing Wire Transfer Menu

- Navigate to Payments and Transfers.
- Select Wire to access wire transfer options.



Inquire Wire Transfer

- Use the search function to track wire status by type, description, date range, amount range, client name, reference number, wire number or from account number.
- Submit search criteria to view matching wires and their statuses.
- Click on the transfer description for detailed information.

A screenshot of a web form titled 'Select Wire Transfer Criteria'. On the left, there is a list of radio buttons for different actions: 'Inquire Wire Transfer' (selected), 'Change Wire Transfer', 'New Wire Transfer', 'New Wire Transfer Using Existing Transfer', 'Delete Wire Transfer', 'Review Wire Transfer', 'Wire Transfer Template', 'Review Wire Transfer Template', and 'Multiple Wire Transfer Using Template'. On the right, there are input fields for 'Transfer Type' (with a dropdown menu set to 'Outgoing'), 'Transfer Description', 'Date Range' (with 'From' and 'To' date pickers), 'Amount Range', 'Client Name', 'Reference Number', 'Wire Number', and 'From Account Number'. A 'Submit' button is located at the bottom center.

Change Wire Transfer

- Only pending transfers with status Saved can be changed.
- Select Change Wire Transfer and choose the transfer from the pending list.
- Editable fields include description, date, account, amount.
- Save or process the updated transaction.
- Processing triggers validation (duplication, limits, balance).

A screenshot of the same 'Select Wire Transfer Criteria' form. In this view, the 'Change Wire Transfer' radio button is selected. The input fields on the right for 'Transfer Description', 'Date Range', 'Amount Range', 'Client Name', 'Reference Number', 'Wire Number', and 'From Account Number' are visible and ready for editing. The 'Submit' button remains at the bottom center.

New Wire Transfer

- Select New Wire Transfer from the Wire menu.
- Choose wire type and submit.
- Enter description, transfer date (cutoff: 2:30 PM CT), source account, amount, beneficiary account and physical address.
- Enter message to beneficiary along with purpose of wire.
- Enter beneficiary institution details (ID, name, address, routing/SWIFT code).

- Use search icon to find institution info if incomplete.
- Enter receiving institution details if different.
- Choose to Save (stores as pending) or Process (submits wire).
- Use Digipass app: One-Time Password or digital signature.
- Dual control users receive yellow warning; others see green.
- Confirmation by email notification follows submission.

Select Wire Transfer Criteria

☐ Inquire Wire Transfer
☐ Change Wire Transfer
☒ New Wire Transfer
☐ New Wire Transfer Using Existing Transfer
☐ Delete Wire Transfer
☐ Review Wire Transfer
☐ Wire Transfer Template
☐ Review Wire Transfer Template
☐ Multiple Wire Transfer Using Template

Wire Type: Domestic ▼

Submit

New Domestic Wire Transfer - Bob Washington

* Transfer Description:
 * Transfer Start Date: Recurring Frequency: None
 * Amount: * From Account: MOBILE DEPOSIT INCENTIVE
 Tax Identification Number: mobile deposit incentive [XXX-XX-4555]

Beneficiary

* Identification Type: DDA Account Number
 * Identification Number:
 * Name:
 * Address:
 * Message To Beneficiary:
 Beneficiary Reference:

Beneficiary Institution

* Identification Type: Fed Routing Number
 * Identification Number:
 * Name:
 * Address:

Receiving Institution

* Routing/Transit number:
 * Institution Name:

(* Indicates Required Fields)

Disclaimer: All wires must be received by Rio Bank before 2:30 pm CT for same-day processing. Please be advised that any wire received after 2:30 pm CT will be processed next business day. Allow sufficient time for potential transmission and submission delays in order for Rio Bank to receive wire before 2:30 pm CT. For assistance please contact a Wire Transfer specialist at 955-633-7800.

Save Process Cancel

New Wire Transfer Using Existing

- Select New Wire Transfer Using Existing Transfer.
- Choose an existing wire to pre-fill form.
- Modify fields as needed and select Process to submit.

Select Wire Transfer Criteria

☐ Inquire Wire Transfer
☐ Change Wire Transfer
☐ New Wire Transfer
☒ New Wire Transfer Using Existing Transfer
☐ Delete Wire Transfer
☐ Review Wire Transfer
☐ Wire Transfer Template
☐ Review Wire Transfer Template
☐ Multiple Wire Transfer Using Template

Transfer Description:

Wire Type: None ▼

Reference Number:

Date Range: 06/13/2025 to

Amount Range: to

From Account Number:

Submit

Delete Wire Transfer

- Select Delete Wire Transfer and find the pending transfer.
- Review details and confirm deletion by clicking Done and OK.

Select Wire Transfer Criteria

☐ Inquire Wire Transfer
☐ Change Wire Transfer
☐ New Wire Transfer
☐ New Wire Transfer Using Existing Transfer
☒ Delete Wire Transfer
☐ Review Wire Transfer
☐ Wire Transfer Template
☐ Review Wire Transfer Template
☐ Multiple Wire Transfer Using Template

Transfer Description:

Date Range: to

Amount Range: to

Client Name:

Reference Number:

Submit

Wire Transfer Templates

- Templates save time by storing wire instructions.
- View list of templates with group, name, type, and status.
- Options: initiate a new transfer, edit template, delete template.
- Create new template: choose wire type, assign users, enter instructions and save.

Select Wire Transfer Criteria

☐ Inquire Wire Transfer

☐ Change Wire Transfer

☐ New Wire Transfer

☐ New Wire Transfer Using Existing Transfer

☐ Delete Wire Transfer

☐ Review Wire Transfer

☒ Wire Transfer Template

☐ Review Wire Transfer Template

☐ Multiple Wire Transfer Using Template

Template Name:

Wire Type:

All

Template Group:

All

Submit

New Domestic Wire Transfer Template

* Template Name:

Tax Identification Number:

mobile deposit incentive [XXX-XX-XXXX]

From Account:

Select Account

* Template Group:

Sales

Default Amount:

Amount Range:

To

User Access

☐ Bob Washington

☐ George Washington Jr

Beneficiary

* Identification Type:

DDA Account Number

* Identification Number:

* Name:

* Address:

* Beneficiary Reference:

Beneficiary Institution

* Identification Type:

Fed Routing Number

* Identification Number:

* Name:

* Address:

Receiving Institution

* Routing/Transit number:

* Institution Name:

(* Indicates Required Fields)

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Save

Cancel

Multiple Wire Transfers Using Template

- Select wire type and submit.
- Use templates to process multiple wires in one sweep.

Select Wire Transfer Criteria

☐ Inquire Wire Transfer

☐ Change Wire Transfer

☐ New Wire Transfer

☐ New Wire Transfer Using Existing Transfer

☐ Delete Wire Transfer

☐ Review Wire Transfer

☐ Wire Transfer Template

☐ Review Wire Transfer Template

☒ Multiple Wire Transfer Using Template

Wire Type:

Domestic

Submit

Template List

Group Name: Sales	Beneficiary	From Account	Wire Type	Beneficiary Reference	Date	Amount
<input type="checkbox"/> John Smith	Don's Shop	Mobile Deposit Incentive Test	Domestic			0.00
Message To Beneficiary:	PURCHASE OF SUPPLIES	EVENT	INVOICE 1234			
<input type="checkbox"/> Mary's Flower Shop	Mary's Flower Shop	Mobile Deposit Incentive Test	Domestic			0.00
Message To Beneficiary:	Purchase flowers for event	Invoice #				
<input type="checkbox"/> TEST	M MOUSE	Mobile Deposit Incentive Test	Domestic			0.00
Message To Beneficiary:	TEST					
Group Total:						\$0.00

Review Wire Transfer / Template

- Only used if instructed.
- Provided on a case-by-case basis.