

Sending Wire Transfers via Online Banking

HarborOne Business Online banking offers the ability for Business customers to complete a Wire Transfer either Domestic or International within the Online banking Service.

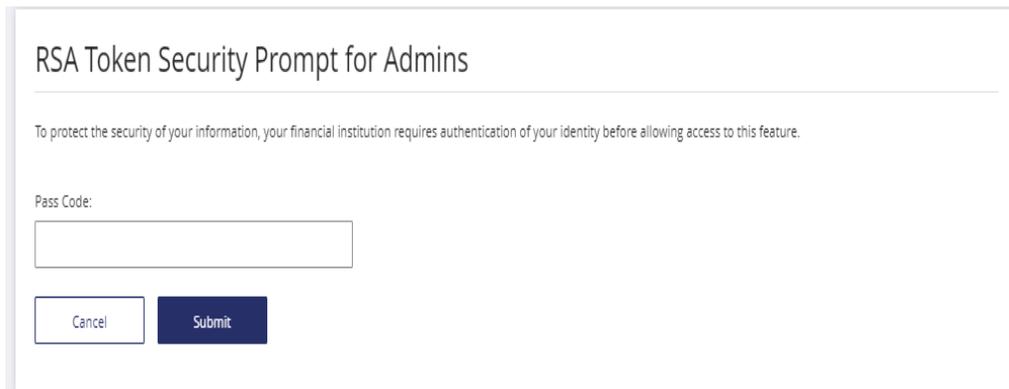
Wire Transfer Guidelines

Wire transfers must be completed and submitted to HarborOne by 4:00pm Monday through Friday. Wire transfers entered after 4:00pm or on Saturday, Sunday or a bank holiday will process the following business day.

HarborOne will set the company limit equal to the amount requested by the client. Once this limit is established, online banking “Administrators” can control additional user access and set individual limits that are specific to each user. All users with the authority to process and/or approve a wire transfer must receive a security token from HarborOne. These tokens are unique to each user and users will be unable to access the Wires module without one.

Accessing the Wires Module

Accessing the Wire Module with a soft token	Accessing the Wire Module with a hard token
After logging in to Online Banking, select the ‘WIRE’ tab at the top of the page. A prompt for a passcode will appear and you can access this passcode by opening the RSA SecurID app on your mobile device (after you have successfully enrolled your security token) and entering in your four-digit PIN. If you enter the passcode in incorrectly, wait until the timer (seconds remaining) hits 0 and a new passcode is generated. Three failed attempts will result in a lockout and you will be required to contact HarborOne for assistance.	After logging in to Online Banking, select the ‘WIRE’ tab at the top of the page. A prompt for a passcode will appear and this passcode consists of your assigned four-digit personal identification number (PIN), followed by the string of numbers displayed on your Security Token. If you enter the passcode in incorrectly, wait until the token refreshes and a new string of numbers displays—and then try again. Three failed attempts will result in a lockout and you will be required to contact HarborOne for assistance.



The screenshot shows a web-based security prompt titled "RSA Token Security Prompt for Admins". Below the title is a horizontal line, followed by the text: "To protect the security of your information, your financial institution requires authentication of your identity before allowing access to this feature." Below this is a label "Pass Code:" followed by a text input field. At the bottom of the prompt are two buttons: "Cancel" and "Submit".

Types of Wire Transfers

There are three options from the Wire dropdown to choose from to initiate a wire transfer: **Single Wire**, **Multiple Wires** or **One-Time Wires**



Single Wire: Process a single wire transfer by selecting an existing Payee

Multiple Wires: Process multiple wire transfers by choosing from a list of your existing Payees

One-Time Wire: Process a wire transfer by manually entering in the Payee's information. The system will not save the Payee for future use as this module is intended for one-time transfers

Creating Wire Payees

By adding a Wire Payee, the system will save the recipient's information for use on the Single Wire and Multiple Wire option. You can remove a Payee at any time by clicking the delete icon, or edit their information by clicking the edit icon next to their name.

From the 'Wire Payees' option, click 'Add a Payee'

Note: When adding an international payee, the Payee Financial Institution Number Type must be 'BIC'

Payee Details

* Payee Type

Domestic

Payee Information

* Nickname

* Payee Name

Email Address

Send email when wire status is changed to Downloaded

* Account Number

* Confirm Account Number

* Format

Domestic Foreign

* Address Line 1

Address Line 2

Address Line 3

* City

* State

* ZIP Code

Payee Financial Institution

* Institution Number Type

ABA

* Institution Name

Institution Routing #

Address Line 1

Address Line 2

* City

* State

ZIP Code

Intermediary Financial Institution (optional for International Wire)

This payee requires intermediary financial institution details

Cancel

Save

Enter in all of the required information marked by an asterisk and click 'Save'.

Initiating a Wire Transfer

From the Single Wire, Multiple Wires or One-Time Wire tabs, simply enter in the required information marked by an asterisk and click 'Submit'. *Additional information required for International Wires can be included in the 'Wire Details' field.*

Single Wire

Single Wire

* Payee
Domestic

Notify Payee
No

* Funding Account
— Select a Funding Account —

* USD Amount

* Date
MM/DD/YYYY 

Wire Details
Testing

Multiple Wires

Multiple Wires

Payee Nickname	Payee Name	Notify Payee	Wire Date
Domestic	Domestic Example		04/04/2022 
Account: 	Amount: <input type="text"/> Last: N/A : \$13.61		
Memo: <input type="text"/>			
International	International Example		04/04/2022 
Account:  	Amount: <input type="text"/> Last: N/A : 3.00		
Memo: <input type="text"/>			
Test Multiple Wires	Multiple		04/04/2022 
Account:  	Amount: <input type="text"/> Last: N/A : N/A		
Memo: <input type="text"/>			

One-Time Domestic Wire

One-Time Wire

* Funding Account

* Amount

* Date

Memo

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

* City

* State

* ZIP Code

Payee Financial Institution

* Institution Number Type

* Institution Name

Institution Number

* Address Line 1

Address Line 2

* City

* State

* ZIP Code

Receiving Financial Institution (optional)

Show Details

Intermediary Financial Institution (optional)

Show Details

Cancel

Submit

After clicking 'Submit', you will receive confirmation that the wire transfer has been initiated

One-time international wire
All Payee Financial Institution Number Types must be 'BIC'

One-Time Wire

* Funding Account

* Amount

* Date

* Reason for Payment

Reason for Payment

Memo

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

* City

State or Province

Postal Code

* Country

Payee Financial Institution

* Institution Number Type

* Institution Name

Institution Number

Address Line 1

Address Line 2

* City

* State or Province

* Postal Code

* Country

Intermediary Financial Institution (optional)

Show Details

Cancel

Submit

After clicking 'Submit', you will receive confirmation that the wire transfer has been initiated

Wire Activity

Under 'Wire Activity, the status of your wire transfer will appear as 'Approved', and then change to 'Downloaded' once HarborOne retrieves the file for submission.

