



Member FDIC Rev. 10/2023

Table of Contents

RSA Tokens	3
Payee	3-6
Payee Alerts (Add/Change/Delete)	6-7
Single Wire	7-8
Multiple Wire	8-9
Wire Activity/ History	10-11
One-Time Wires	11-13
Printing Wire Information	14
Contact	14

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 ins	stitution 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	1 1
Add Pavee			

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
Cancel Submit		
Your notification was created successfully.	×	

Created Date		
12/08/2022 7:59:39 PM	1	8
12/08/2022 8:29:30 PM	1	8
12/08/2022 8:31:24 PM	1	ō
	Created Date 12/08/2022 7:59:39 PM 12/08/2022 8:29:30 PM 12/08/2022 8:31:24 PM	Created Date 12/08/2022 7:59:39 PM 12/08/2022 8:29:30 PM 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

* Рауее Туре	
Domestic ~	
Payee Information	
* Nickname	
* Payee Name	
Email Address	Ontional: If you check
	this box you will
Send email when wire status is changed to Downloaded	receive an email
* Account Number	notification when the
	wire status is
* Confirm Account Number	changed to
	Downloaded
* Address Type	Downloaded.
● Domestic ○ Foreign	
* Address Line 1	
Address Line 2	
* City	
* State	
~	
4700 C - 4	

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

ABA 🗸
* 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 requir] 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.

	Stacie LongTest	~
	Banking Services ^	
~	Manage Alerts 🔨 🔨	
	My Alerts	

Add Notification Subscription

Ple	ase select an alert type:
\bigcirc	ACH Participant Alert
\bigcirc	ACH Return Available
\bigcirc	ACH Whitelist Alert
\bigcirc	Any Account Activity Alert
\bigcirc	Available Balance Below Limit
\bigcirc	Available Balance Daily Snapshot
\bigcirc	Card Alert
\bigcirc	Current Balance Above Limit
\bigcirc	Current Balance Below Limit
\bigcirc	eNotices Alert
\bigcirc	Insufficient Funds Charge Alert
\bigcirc	Large Check Cleared Alert
\bigcirc	Large Debit Card Purchase Posted
\bigcirc	Large Electronic Check Posted
\bigcirc	Large Electronic Deposit Posted
\bigcirc	Large Withdrawal Posted
\bigcirc	Reminder Alert
\bigcirc	Secure Message Alert
0	Specific Check Cleared

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		
— Select a Payee —		~
* Funding Account		
— Select a Funding	Account —	~
* Amount		
* Scheduling Option		
— Select an Option ·	_	~
Memo		
Cancel	Submit	

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.

cco	unts transfers	* 0	pen an Account	Pay My Bills	Send Money with Zelley	8 Y ACH Y	wires *	Deposit Capture		
0	cheduled	Wir	20							
2	chequieu	VVII	63							
1	Ref # Payee	1	Notify Payee Sch	nedule		Amount	Ne	xt Wire Date 1		
	Checked	~	Every m	onth. starting or	n 06/23/2023 and ending	\$1.00	06/23	3/2023	٩	Ō

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

Submit

Payee Nickname	Payee Name	Notify Payee	Wire Date
ABC Company	ABC Company		11/30/2022
Account: x1522 - Business Checking Te•	Amount:		
Memo:			
Payee Nickname	Payee Name	Notify Payee	Wire Date
ABC Company	ABC Company		11/30/2022
Account: x1522 - Business Checking TeY	Amount:		
Account: x1522 - Business Checking Te~ Memo:	Amount:		

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

 $^{
m >}$ Your wire transfers have been initiated. Reference number: 1554093 $^{
m imes}$

*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 🕇		
		Th	iere are no wire tr	ansfers to dis	play.		
Pending W	ires						
□ Payee ↑	Notify Pa	yee Amount Status	Wire Date		Initiated By	Comment	
		Th	iere are no wire tr	ansfers to dis	play.		
Reject	Approve						
Wire Histor	У						
Show Search Optic	ns						
Ref # Payee	Notify Payee	Funding Account	Amount	Status	Wire Date ↓	Approved By	
		Th	iere are no wire tr	ansfers to dis	play.		
Export							

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

+				11 10 10 10 10 10 10			
Payee	Notity 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

Domestic

* Payee Name

Send email when wire status is changed to Downloaded

 \sim

* Account Number

* Confirm Account Number

* Address Line 1

Address Line 2

Payee Financial Institution

×

~

* Institution Number Type

ABA

* Institution Name

* Institution Number

Address Line 1

Address Line 2

City

City

State

ZIP Code

Receiving Financial Institution (optional)

This payee requires receiving financial institution details

Intermediary Financial Institution (optional)



Cancel Save

Receiving Financial Institution (optional)

This payee requires receiving financial institution details

Intermediary Financial Institution (optional)



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



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.

First 30: Pending Processing (Approved) Frint Frint Frint Ype: PPD Credit - Consumer Credit Approved by Consumer Short Destination Image: SPER-83690 on AV-8-PS Company Tarky Distributions: No Effects Descenter All Image: SPER-83690 on AV-8-PS Schedule: Drey day, sterting on 12/29/2022 Destination Image: SPER-83690 on AV-8-PS Company Tarky Sterting on 12/29/2022 Destination Image: SPER-83690 on AV-8-PS Company Tarky Sterting on 12/29/2022 Destination Image: SPER-83690 on AV-8-PS Company Tarky Sterting on 12/29/2022 Destination Image: SPER-83690 on AV-8-PS Company Tarky Sterting on 12/29/2022 Destination Image: SPER-83690 on AV-8-PS Approved By System Approved By System Destination Image: SPER-83690 on AV-8-PS Approved By System Approved By System Destination Image: SPER-83690 on AV-8-PS More settings Destination Image: SPER-83690 on AV-8-PS Destination Approved By System Approved By System Account Number Account Type Amount Meno More settings More settings Step the Net Bath Desking Status Not Approved By System Image: Specifie Approved By System Co			Print Pro	niaw			Print	a_4	ant of
Type: PPD Credit - Consumer Credit Aggregated Offset Account s/N-71-FREE Business interest Chking (Available 542,412.49) Company Etry Discripton, Approved Use Participant Distributions: No Effects Data: Colorance Initiation Schedule: Every day, storting on 12/29/2022 Businesi: Company Approved Data: Corrisopher - x9220 Initiation Data: Distributions: No Initiation Data: Distributions: No Batters: Data: Corrisopher - x9220 Initiation Data: Distributions: No Pages Approval Bits: System Approval Bits: 1222/2022: Pretunding Status: Not Applied More settings Auto: Status Processed Account Partier: Account Partier: More settings Cancel the Series Stap the Need Ether Merce Betty Cancel the Series Stap the Need Ether Merce Betty Stap the Need Ether Merce Betty Cancel the Series Stap the Need Ether Merce Betty Stap the Need Eth	Ref #75130: Pend	ing Processing (Approved)					FIIIG	1 50	eer of pa
Use Parkingent Distributions: No Effective Date: 66/24/023 Schedule: Every day, starting on 12/39/2022 Burnes: Compary Agent Developme - N2200 Initiation Date: 60/22/2023 Status: Frocksed Approved by System	Type: PPD Credit - Aggregated Offset Company Entry De	Consumer Credit t Account: x5747 - FREE Bus escription: Approved	siness Interest Chking (/	Available \$42,412.4	19)		Destination	SFLR-3690 on A	VS-PS
Schedule: frery day. sterting on 12/23/2022 Builden: Compary: Agent Deelopme - x3220 Initiated Dy: Christopher - x3220 Initiated Dy: Christopher - x3220 Initiated Dy: Christopher - x3220 Stertu: Processed Approved by System Approved by System Approved by System Approved by System Approved by System Approved by System Approved Dy: System Approve	Use Participant Di Effective Date: 06/	stributions: No 26/2023					Pages	All	
Initiation Device Gordenau Initiation Device Gordenau Status: Processed Approval By: System Approval By: System Approval By: System Batch Entries Nickname Notify Unique Identifier Account Number Account Type Amount Memo Checked Metrifier X1234 Checking 320,000 PPD Checked Metrifier X1234 Checking 324,000,00 PPD Checked Metrifier X1244 Checking 42,000,00 PPD Checked Metrifi	Schedule: Every da Business: Company: Argent	sy, starting on 12/29/2022 Developme - x9220					Copies	1	
Approved By: System Approved By: System Approved Date: 12/23/2022 Prefunding Status: Not Applied Batch Entries Notify Unique Identifier Account Number Account Type Amount Memo Checked Identifier X1234 Checking \$20,00,00 PPD Checked Identifier X1234 Checking \$20,00,00 PPD Checked V 1 X1212 Checking \$20,00,00 Active Tatal \$44090.00 Carcel the Series Skip the Next Batch PRINT	Initiated By: Christ Initiation Date: 05 Status: Processed	opher Corriveau /23/2023					Layout	Portrait	
Nichname Notify Unkpue Mertifier Account Number Account Type Amount Memo Checked identifier x1234 Checking \$20,000.00 PPD Checked1 ✓ 1 x1212 Checking \$24,000.00 Active Total \$4400000 Image: Skip the Next Batch Image: Skip the Next Batch Image: Skip the Next Batch	Approved By: Syst Approval Date: 12 Prefunding Status	em /29/2022 z Not Applied					More settings		
Nickmem Norffy Unique Identifier Account Number Account Type Amount Memo Checked Identifier x1224 Checkeg \$20,000,009 PPD Checkes1 Image: 1 minor x1212 Checkeg \$24,000,00 Active Total #44,000.00 Image: 1 minor Skip the Next Batch Image: 1 minor Core Cancel the Series Skip the Next Batch Image: 1 minor	Batch Entries								
Checked Identifier x1234 Checkerg \$2,0000.00 PPD Checked1 1 x1212 Checkerg \$24,000.00 Adive Total #44,000.60 Cancel the Series Skip the Hext Eatch PRINT	Nickname	Notify Unique Identifier	Account Number	Account Type	Amount	Memo			
Oreckedt I x1212 Oreckrig \$24000.00 Active Total \$44000.00 Earcel the Series Skip the Next Batch Image: Cancel the Series	Checked	Identifier	x1234	Checking	\$20,000.00	PPD			
Active Total \$44,000.00 Close Carcel the Series Skip the Next Batch PRINT	Checked1	✓ 1	×1212	Checking	\$24,000.00				
	Active Total \$44,000	Cancel the Series	Skip the Next Batch	PRIN	Т				

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.