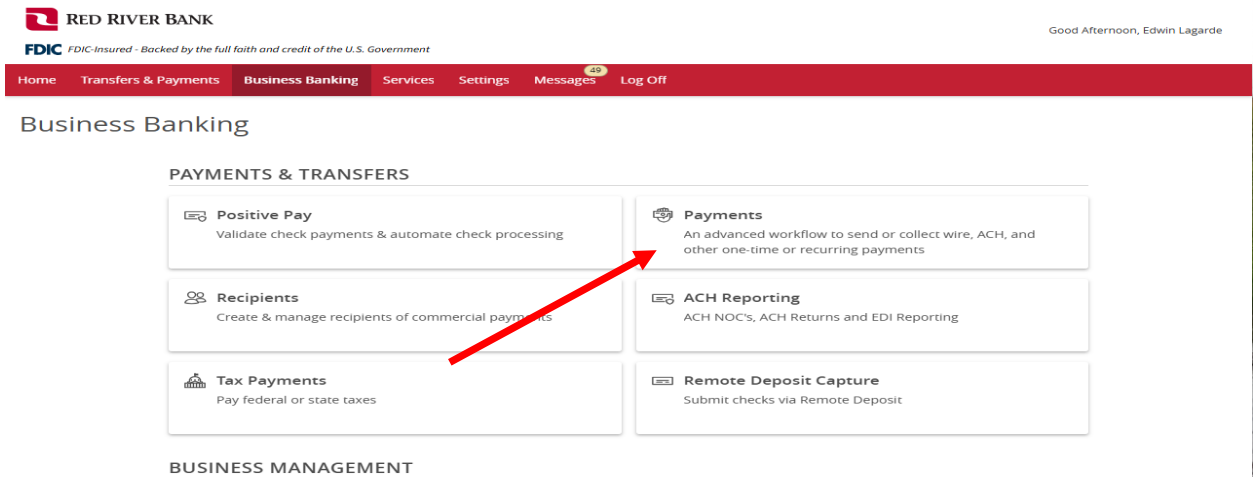


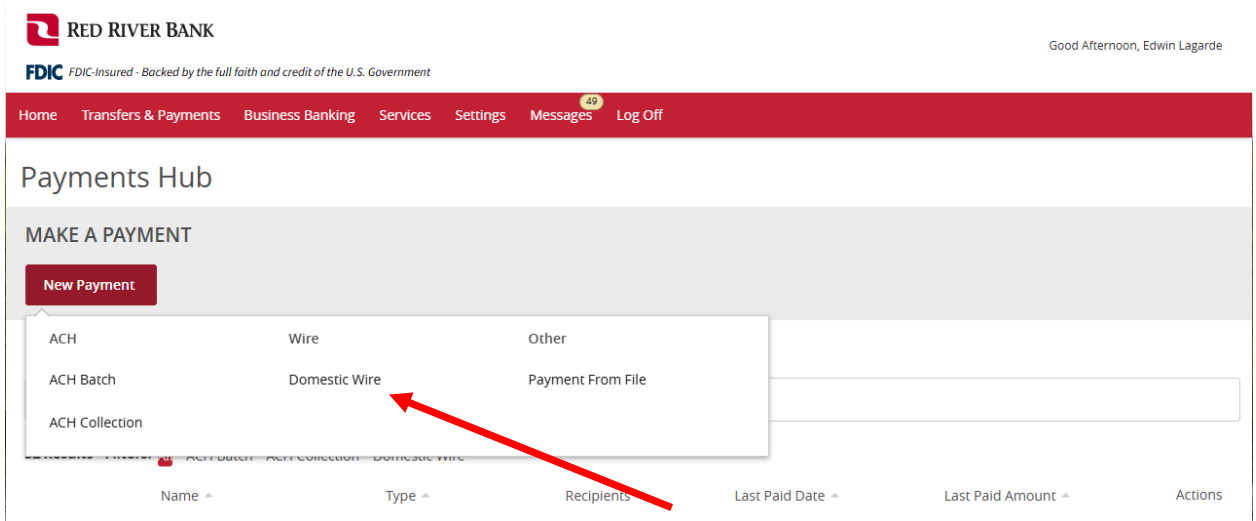


Note-Before making a new wire payment the recipient must be added to your “Recipient List”. For more information about adding “New Recipients” please view the Recipient Management Training Document.

1. Select the “Business Banking” menu and then select “Payments”.



2. Select “New Payment” and choose “Domestic Wire”.





3. Select "From Subsidiary", "Account", and "Process Date".

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Good Morning, Edwin Lagarde

Home Transfers & Payments Business Banking Services Settings Messages 02 Card Controls Log Off

Domestic Wire [Change Type](#)

Origination Details

From Subsidiary
Transfer Test Business 1

Account
Payroll 8104 \$78.93

Process Date
[Calendar icon]

Recurrence
None

Wire Details

Recipient/Account
Search by name or account.

Amount
\$ 0.00

OPTIONAL WIRE INFORMATION

Cancel Draft Approve

4. Search for the "Recipient/Account" in the "Search by name or account field" and then enter "Amount".

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Home Transfers & Payments Business Banking Services Settings Messages 02 Card Controls Log Off

Domestic Wire [Change Type](#)

Origination Details

From Subsidiary
Transfer Test Business 1

Account
Payroll 8104 \$78.93

Process Date
02/10/2025 [Calendar icon]

Recurrence
Set schedule

Wire Details

Recipient/Account
Search by name or account.

- + New Recipient
- A L Seafood
A L Seafood Checking 1234569874
- ABC Company123
ABC Company123 Checking 123456854123
- ABC Fish Company

Amount
\$ 0.00

Cancel Draft Approve





- 5. Select “Optional Wire Information” should you need to enter additional information for your wire transaction. Further information about each field can be found by hovering your cursor over the “?” next to each field name.

- 6. Select “Approve” if you have full access to draft and approve ACH transactions, or select “Draft” if you are using dual control. If you select Approve, you can view your transaction in the Online Activity Center. If you select Draft, your company Approver can approve the transaction in the Online Activity Center.