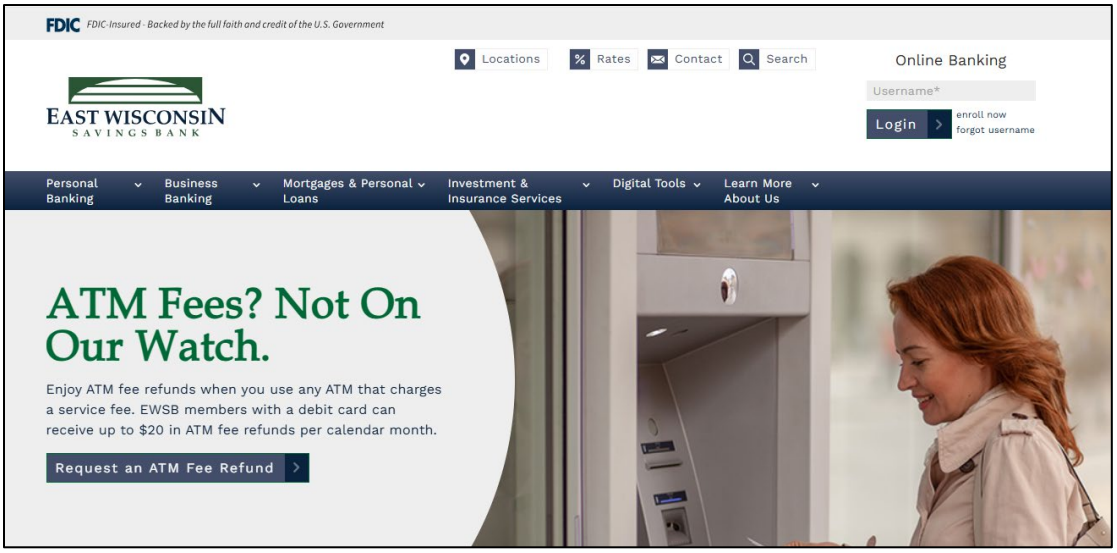
EAST WISCONSIN SAVINGS BANK

Member FDIC

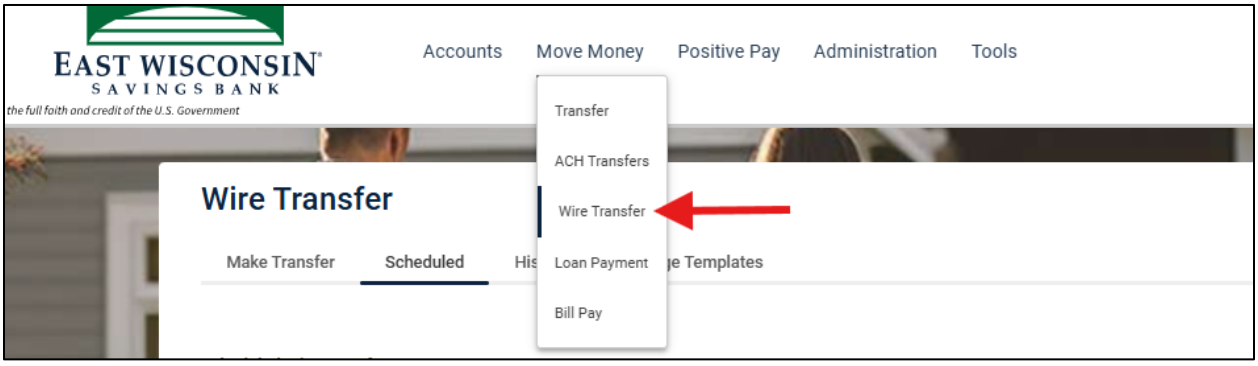
eWire Origination Instructions

As of October 2026

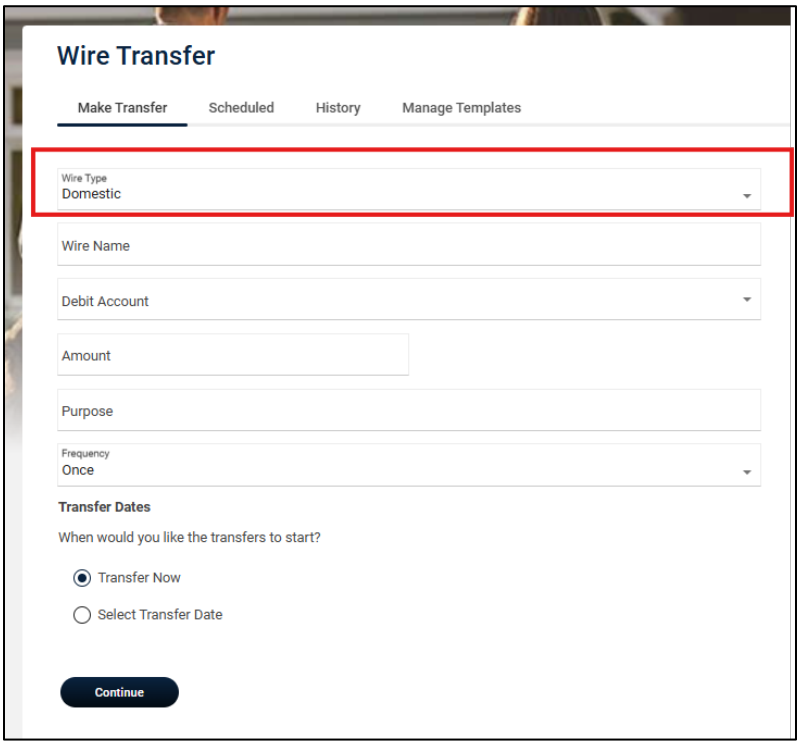
1. To access the eWire Origination treasury solution, please login to your Business Online Banking portal via www.eastwis.bank.



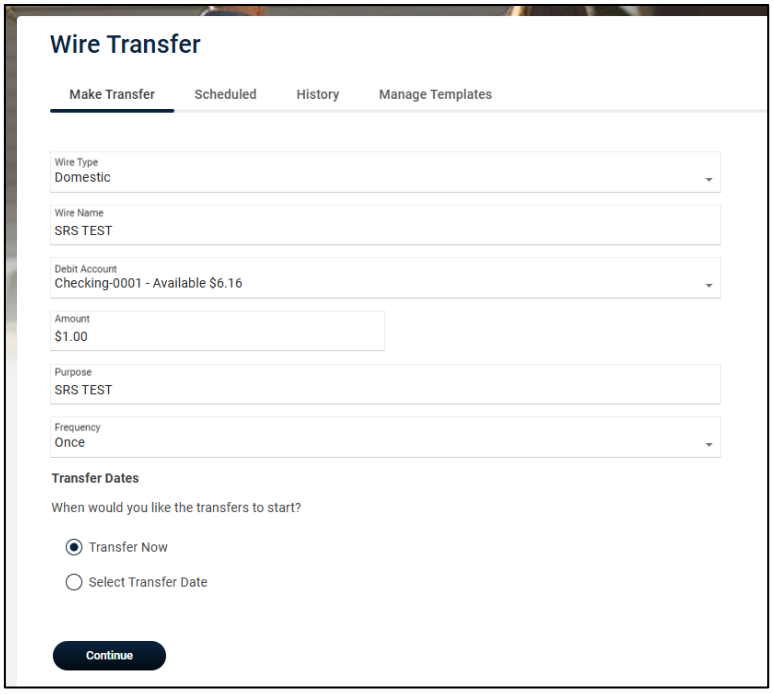
2. Navigate to the “Move Money” tab at the top of the page then select Wire Transfer.



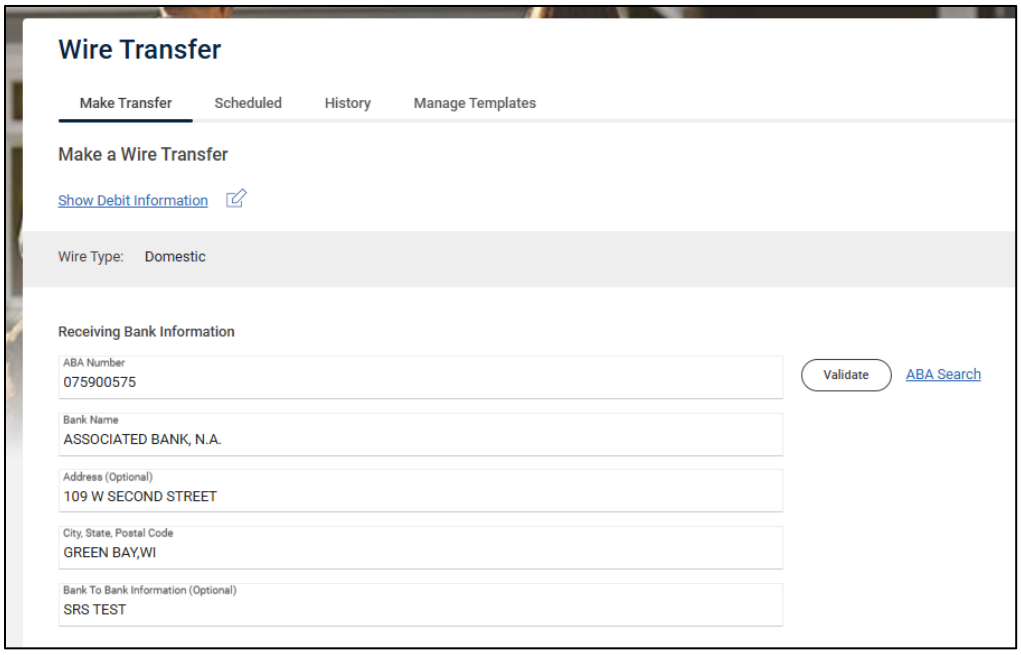
3. Ensure you are on the “Make Transfer” tab. Then select the wire type you are proceeding with.
    a. **Domestic** is anything within the United States.
    b. **International** is anything outside of the United States including Mexico and Canada.



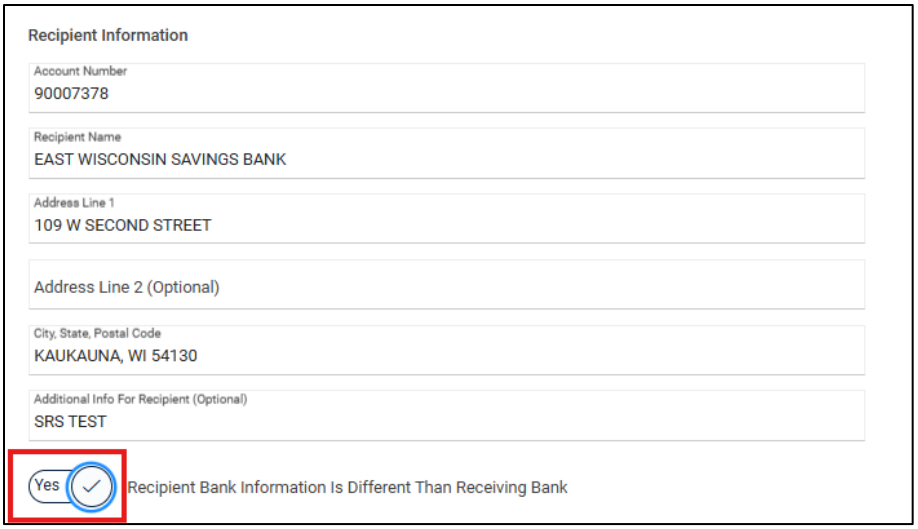
4. Enter a wire name for your wire as well as the account you would like the funds to be debited (withdrawn) from. Also enter a dollar amount, purpose, frequency, and the transfer date of your wire transaction. Finally hit the blue “Continue” button.
    a. The Wire Name and Purpose help your recipient identify who the incoming wire is coming from as well as the purpose, i.e. Payroll, payment of services, etc.
    b. Selecting a frequency other than “Once” will give you the following options:
        i. The wire will be scheduled based off the selected start date:
            1. Weekly, Bi-Weekly, Monthly, Twice a Month, Bi-Monthly, Quarterly, Semi-Annually, Annually
        ii. Based on the above selection you will then need to determine a start date.
        iii. Additionally, you will need to select an “End On” option as well as a “Processing Option” (for if the scheduled date falls on a non-processing (non-business) date).
        iv. Please note: The “Twice a Month” frequency option will only allow wire transfers to be scheduled on the 15th and the last day of the month.
    c. The transfer date will allow you to initiate the wire today or select a day in the future to originate your wire.



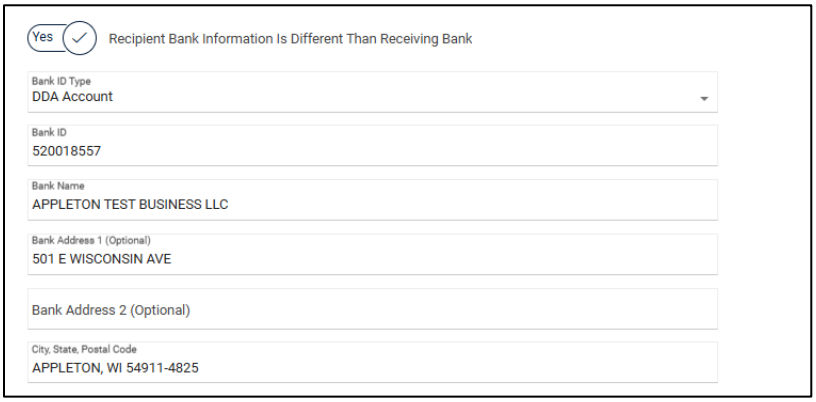
5. The Receiving Bank Information will need to be known for the wire to be originated. You will need to know the ABA Number, Bank Name and Address as well as any Bank-to-Bank Information.
    a. For example, some Bank's use a Correspondent Bank to receive wires for their institution, you would need to know the account number at the Correspondent Bank to apply your incoming funds.
        i. Shown in the image below is a correspondent bank for the example.
        ii. **Note:** If you do not have this information, please call the recipient bank and ask for their **Incoming Wire Instructions**, this document will instruct you on how to establish your outgoing wire instructions to that institution.



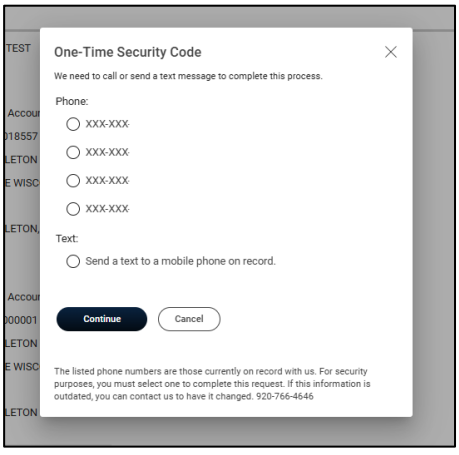
6. Next fill in the Recipient Information. You must include the Account Number, Recipient Name and Address. Additionally, if this is a Correspondent Bank receiving for your intended “final” recipient, you must toggle the button to Yes for “Recipient Bank Information is Different Than Receiving Bank” and proceed to Step 7 for instructions on where to enter the information for the Individual/Company that will be the final receiver of the funds.
    a. **Note:** The wire instructions from the Receiving Institution will tell you if the Recipient Bank information is different than the Receiving Bank.
    b. **Note:** In the example provided Associated Bank is the “Correspondent” receiving bank for ABC Bank, the “final” recipient bank is ABC Bank with the final receiver being Appleton Test Business LLC.



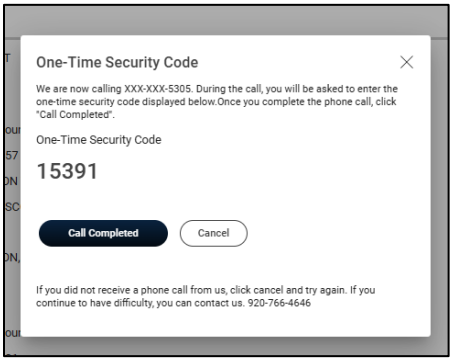
7. Finally, enter the person or business information you are trying to send funds to. You must include the Bank ID Type, Bank ID (Account Number), Bank Name (Individual or Business Name) and Address. Ensuring you enter these fields adds additional protection to your wire and assists personnel reviewing wire transactions to ensure they reach their destination appropriately.



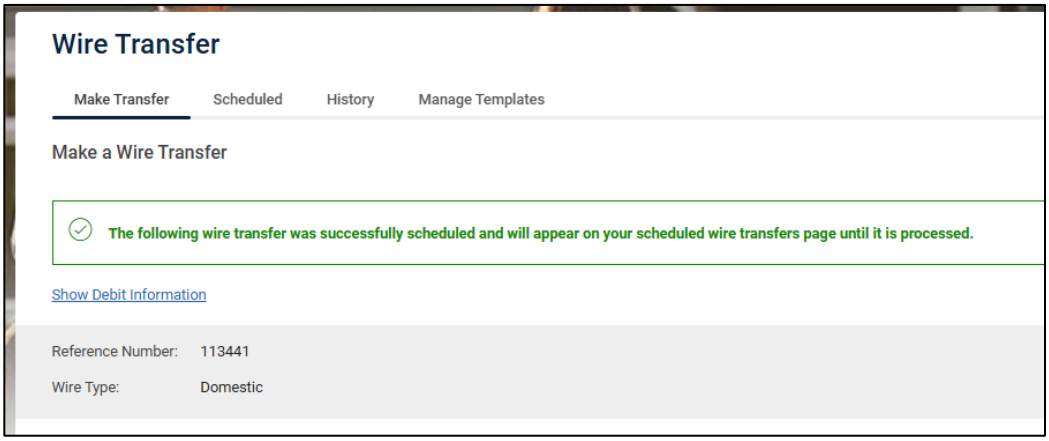
8. At the bottom of the page is a Security Code entry. In this box enter the PIN you established when you signed the Wire Agreement form. This adds an additional layer of protection to your wire.
9. Finally hit the blue “Continue” button. The next page will show you a summary of all your transaction details, take a moment to review it for accuracy. If everything is correct hit the blue “Submit Transfer” button.
10. A box will pop up asking for a One-Time Security Code. Select the phone number you wish to use from the list or select the text option and type the phone number in the appropriate field.
    a. Note: You must use a phone number already on file when using the text option.



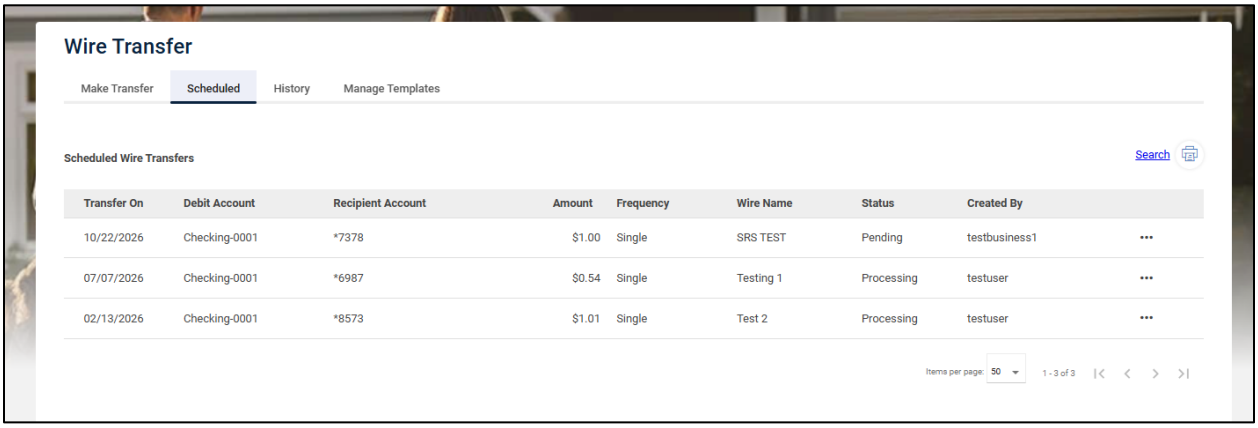
11. A One-Time Security Code will pop up on your screen, and you will be asked to enter that information over the phone or text to confirm the security of your transfer.



12. Once you have successfully confirmed the security code and hit the blue “Call Completed” button, the next page will confirm that you have successfully completed the wire transfer.



13. You can see your scheduled Wire Transfers by clicking on the tab at the top "Scheduled." This will also show you all past wire transfers as well.



14. Additionally, you have the option to create a template for Wire Transfers if you are consistently sending funds to the same party. Find the "Manage Templates" tab at the top of the screen, enter the same information as the above instructions indicate, and name your template for ease of future use.