

Welcome to BOSS!

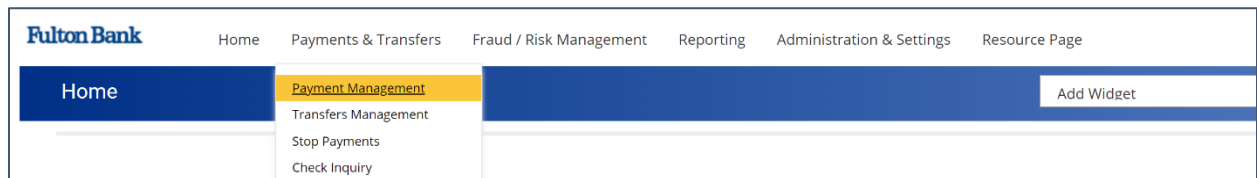
Wire Templates – Needs Repair Status

Existing Domestic Wire Templates will be converted to Fulton’s BOSS Online Banking. **Please note**, the status of your Domestic Wire Template will be in a “Needs Repair” after conversion, due to the empty “State” field. The State field will need to be updated before it is available to be used for a payment.

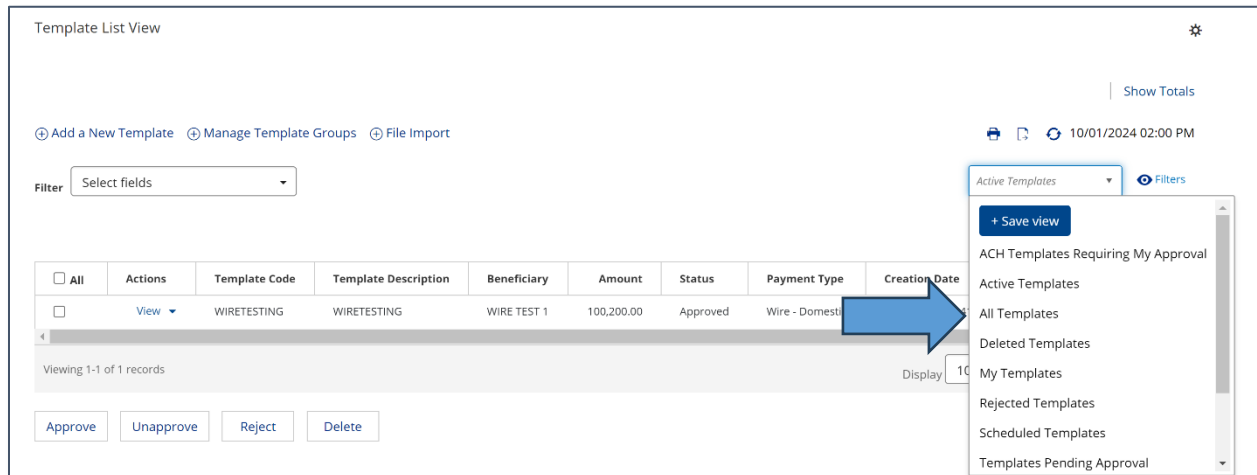
Please follow the step-by-step instructions on this user guide to correctly modify your template.

Accessing your Wire Templates in BOSS Online Banking

1. Log into [BOSS Online Banking](#)
2. Select the **Payments & Transfers** tab
3. Click on **Payment Management**



4. Scroll down to **Template List View**
5. Filter on **All Templates**



6. In the **Actions** column, from the drop field select **Modify** next to your Wire Template

Template List View ✱

| Show Totals

[+ Add a New Template](#)
[+ Manage Template Groups](#)
[+ File Import](#)
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Filter Set As Default WIRES Filters

Payment Type Wire - Domestic

<input type="checkbox"/> All	Actions	Template Code	Template Description	Beneficiary	Amount	Status	Payment Type	Creation Date	Schedule	Payment Met
<input type="checkbox"/>	View	FULTONWIRETEST	FULTON WIRE	The Fulton Bank	50.00	Approved	Wire - Domestic	05/08/2020 13:41:11		Wires

Viewing 1-1 of 1 records Display 10 per page Page 1 of 1

7. Within your Template details, scroll down to the **Beneficiary Information**

8. Update the **“State”** field and any additional details as necessary

Beneficiary Information

* Name Address Line 2

* City * State * Postal Code Email [Add Email](#)

* Account Number * Bank Code Type Bank Entry Method * Bank Code
FULTON BANK, NA
LANCASTER, PA

Amount

Credit Amount

9. Click **Save**. Located at the bottom of the screen

Contact Information

If you would need further assistance with modifying your Wire Templates, please contact our Cash Management Team at:

Cash Management Services – 1.866.943.8739