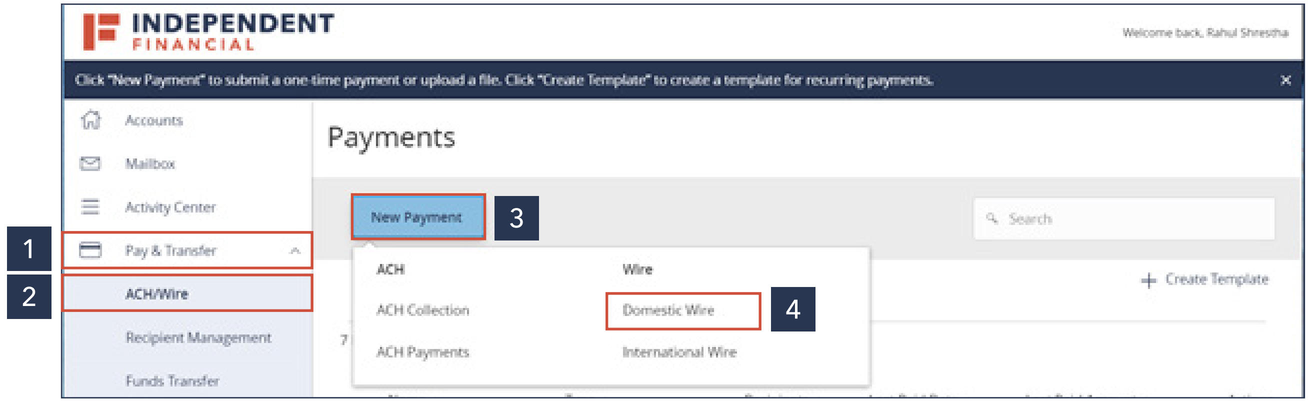
STARTING A NEW PAYMENT

1. On the left hand menu, select **Pay & Transfer** to expand the dropdown menu.
2. Select **ACH/Wire**.
3. Select **New Payment**.
4. Choose **Domestic Wire** from the drop down menu.



ORIGINATING INFORMATION

5. Click in the Search by Name dropdown box to select the **Company Name**.
6. Select the **From Account**.
7. Click the Calendar Icon to select a **Processing Date**.

RECIPIENT INFORMATION

8. Enter the **Recipient's Wire Name**.
9. Enter the **Recipient's Account** number.
10. Enter the **Amount** of the wire.

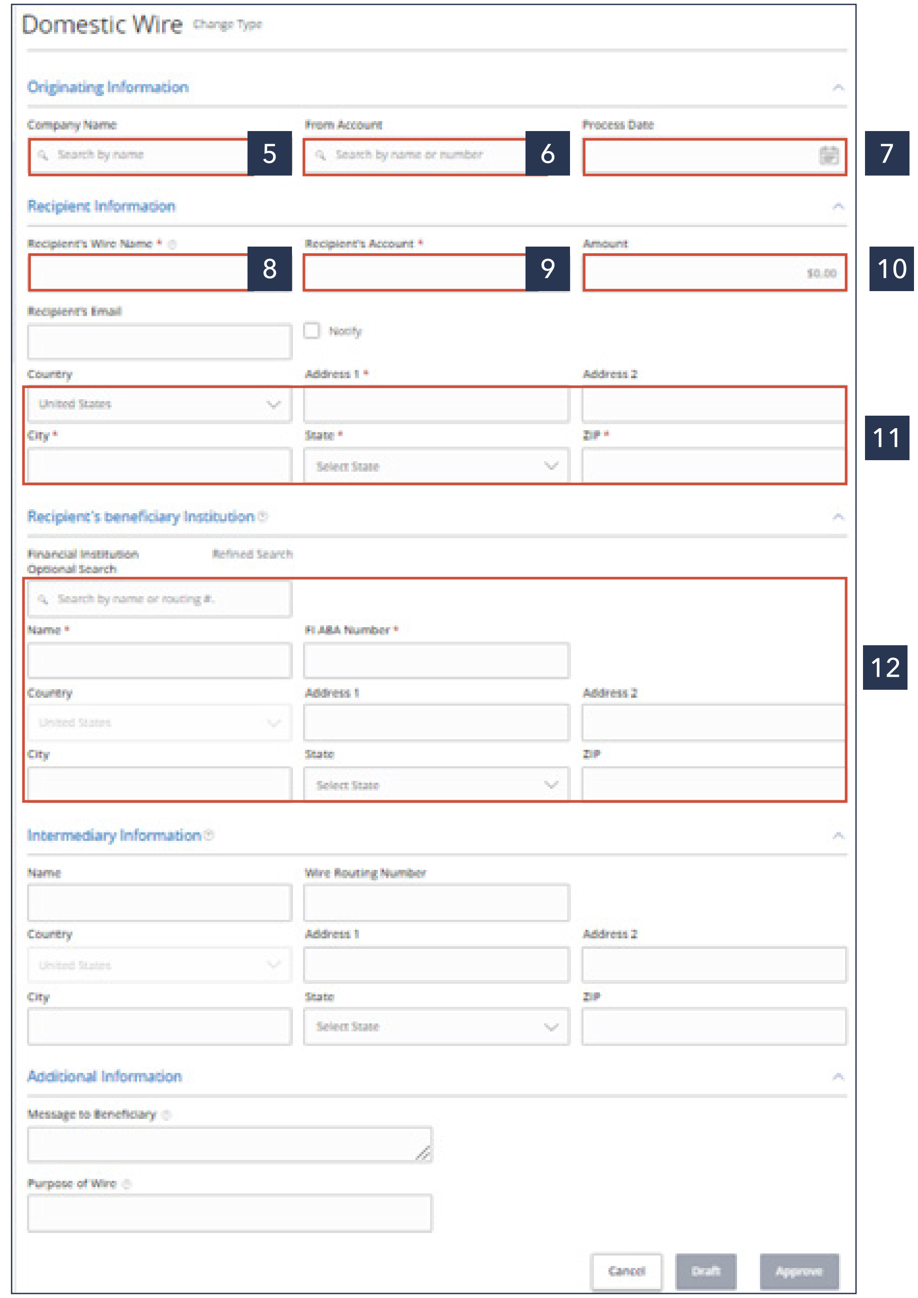
    Optional: Enter the **Recipient's Email**.

    - Select the Notify box to send an email confirmation to the recipient on the processing date.

11. Enter recipient **Address** details.

RECIPIENT'S BENEFICIARY INFORMATION

12. Use the **Financial Institution Optional Search** to search and automatically populate the beneficiary bank name, address and routing number or you can manually enter the information.
    - Required: Beneficiary Bank **Name**.
    - Required: Beneficiary Bank **FI ABA Number**.
    - Optional: Address information.



INTERMEDIARY INFORMATION

13. If applicable, enter **Intermediary Bank** or correspondent bank information.

ADDITIONAL INFORMATION

14. Optional: Enter **Message to Beneficiary, Purpose of Wire** and/or description.
15. Click **Draft** to submit the transaction for approval.

    Note: Click Approve if you do not require dual approve. You will then be prompted to enter your secure token. Key in your Token and then click the Verify button.

    All wires can be viewed in the Activity Center.