

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

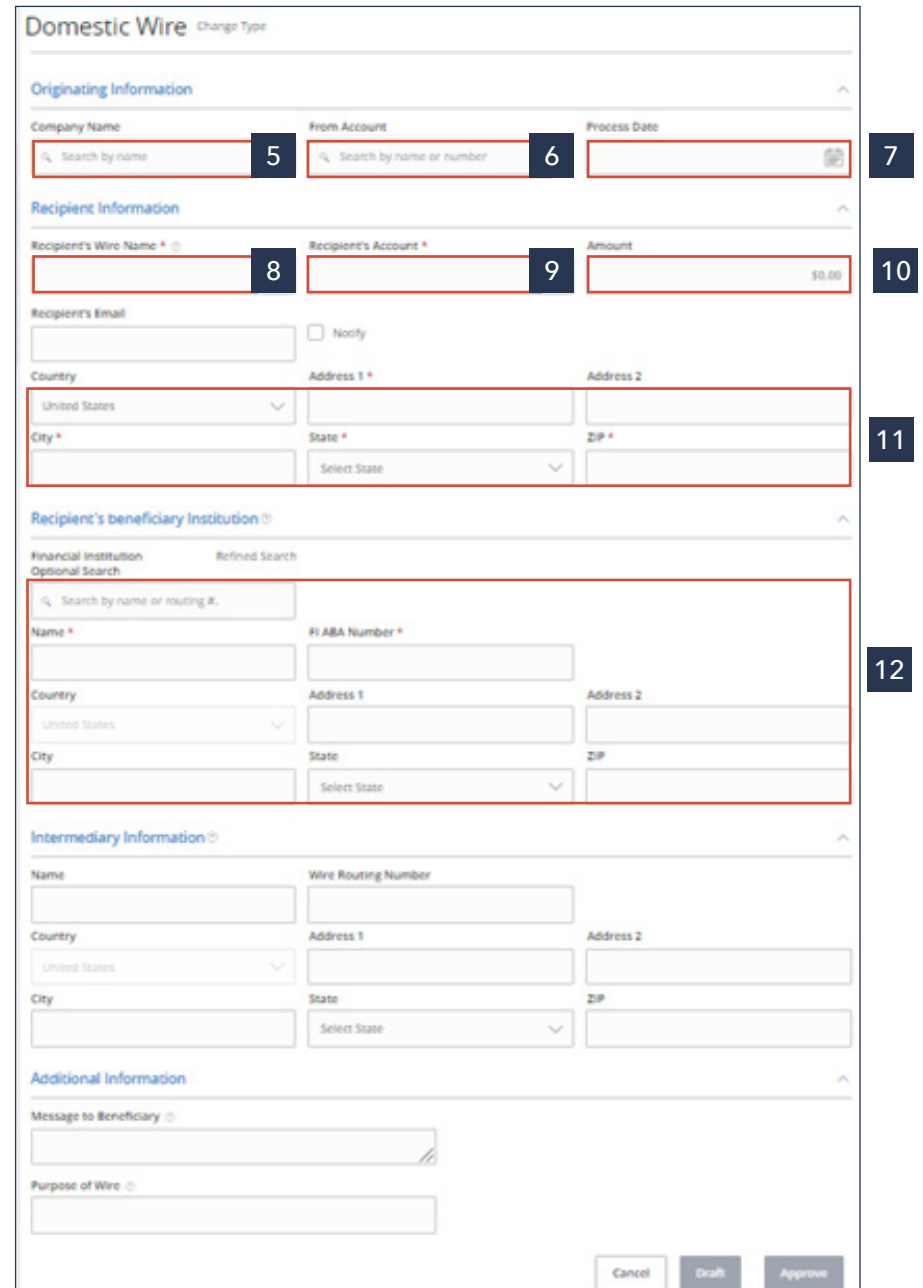
5. Click in the Search by Name dropdown box to select the **Company Name**.
6. Select the **From Account**.
7. Click the Calendar Icon to select a **Processing Date**.

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.



The screenshot shows the 'Domestic Wire' form with the following sections and callouts:

- Originating Information:** Callout 5 points to the 'Search by name' dropdown; callout 6 points to the 'Search by name or number' dropdown; callout 7 points to the 'Process Date' field.
- Recipient Information:** Callout 8 points to the 'Recipient's Wire Name' field; callout 9 points to the 'Recipient's Account' field; callout 10 points to the 'Amount' field.
- Recipient's Email:** Includes a 'Notify' checkbox.
- Address:** Callout 11 points to the 'Country', 'City', 'State', and 'ZIP' fields.
- Recipient's beneficiary Institution:** Callout 12 points to the 'Search by name or routing #' dropdown.
- Intermediary Information:** Includes fields for Name, Wire Routing Number, Country, Address, City, State, and ZIP.
- Additional Information:** Includes 'Message to Beneficiary' and 'Purpose of Wire' fields.

Buttons at the bottom right include 'Cancel', 'Draft', and 'Approve'.

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.

The screenshot shows the 'Domestic Wire' form with the following sections and callouts:

- Originating Information:** Includes fields for Company Name, From Account, and Process Date.
- Recipient Information:** Includes fields for Recipient's Wire Name, Recipient's Account, Amount, Recipient's Email, Country, Address 1, Address 2, City, State, and ZIP.
- Recipient's beneficiary Institution:** Includes fields for Financial Institution, Name, FI ABA Number, Country, Address 1, Address 2, City, State, and ZIP.
- Intermediary Information (Callout 13):** A red box highlights the fields for Name, Wire Routing Number, Country, Address 1, Address 2, City, State, and ZIP.
- Additional Information (Callout 14):** A red box highlights the fields for Message to Beneficiary and Purpose of Wire.
- Buttons (Callout 15):** A red box highlights the 'Draft' button, with 'Cancel' and 'Approve' buttons also visible.