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USER GUIDE:

SENDING A WIRE TRANSFER

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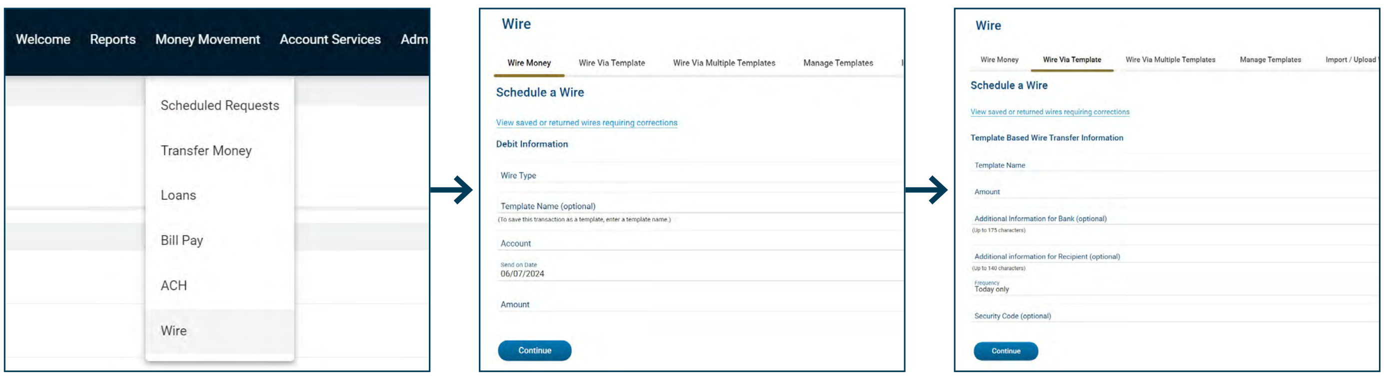
Send a Wire.

Perform the following steps in order.

1 Click **Money Movement** > **Wire** > **Wire Money** or **Wire via Template**.



2 Select or fill in the Debit Information options:

OPTION	DESCRIPTION
Wire type	Domestic wire or USD international wire.
Template name (optional)	Type a name (up to 50 characters) to save the wire transfer as a template for future use. This option only appears to company users who are enabled to a template-based wire service.
Account	The account from which funds are drawn.
Send on date	The date the transfer is effective. A date up to 180 days into the future can be entered.
Amount	The dollar amount of the transfer.

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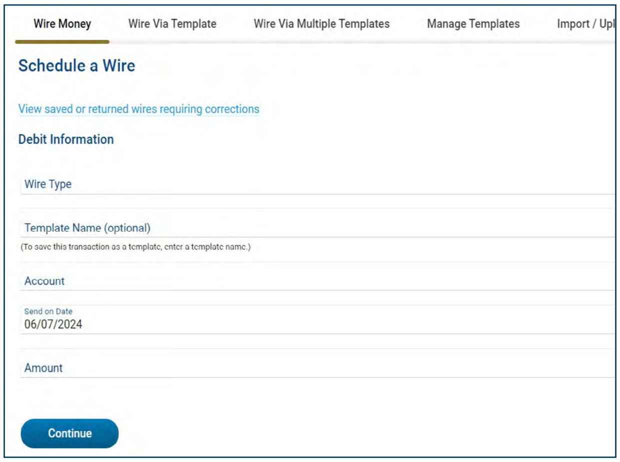
(cont'd) Send a Wire.

Perform the following steps in order.

3 Click **Continue**.



4 Select or fill the Recipient Information:

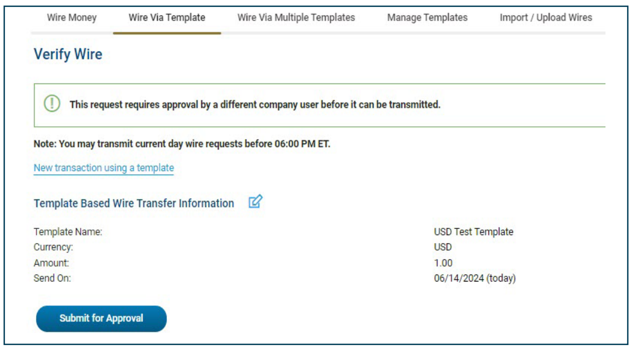
OPTION	DESCRIPTION
Bank ID type	ABA, SWIFT, or CHIPS, based on the recipient bank identification.
Bank ID	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type.
Recipient account	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.
Bank name	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: left parenthesis [(], right parenthesis [)], plus sign [+], comma [,], short dash [–], period [.], forward slash [/], colon [:], apostrophe ['] and question mark [?].
Bank address 1, 2 and 3	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: left parenthesis [(], right parenthesis [)], plus sign [+], comma [,], short dash [–], period [.], forward slash [/], colon [:], apostrophe ['] and question mark [?].
Recipient name	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: left parenthesis [(], right parenthesis [)], plus sign [+], comma [,], short dash [–], period [.], forward slash [/], colon [:], apostrophe ['] and question mark [?].
Recipient address 1, 2 and 3	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: left parenthesis [(], right parenthesis [)], plus sign [+], comma [,], short dash [–], period [.], forward slash [/], colon [:], apostrophe ['] and question mark [?].
Additional information for recipient	Information you want to appear with the transfer (this text is included in your wire transfer history). Up to 140 alphanumeric characters are allowed. Spaces and the following special characters are allowed: left parenthesis [(], right parenthesis [)], plus sign [+], comma [,], short dash [–], period [.], forward slash [/], colon [:], apostrophe ['], question mark [?], dollar sign [$], and percent sign [%].

5 As applicable, select or fill in the First and Second Intermediary Bank Information and Wire Initiator information options.

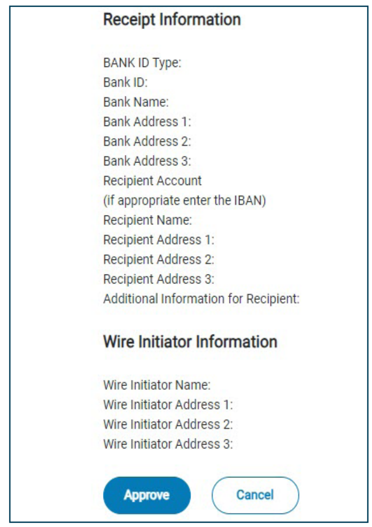
OPTION	DESCRIPTION
Wire initiator name	This field is pre-filled with your company name.
Wire initiator address 1, 2 and 3	These fields are pre-filled with your company address. Spaces and the following special characters are allowed: left parenthesis [(], right parenthesis [)], plus sign [+], comma [,], short dash [–], period [.], forward slash [/], colon [:], apostrophe ['] and question mark [?].

6 Click **Continue**. Verify the wires and then click one of the following options: **Submit for approval**, **Transmit**, or **Approve**.

- **Note**: Options may vary based on user permissions.



OPTION	DESCRIPTION
Submit for approval	Approve the transfer later or allow other users in the company to approve it.
Transmit	Approve and transmit the transfer.
Approve	Approve the transfer now.



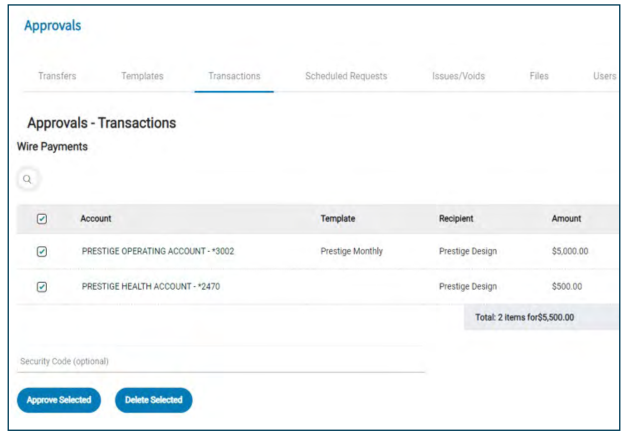
Approve Current-Day Wires.

Approve wires that have a current-day transmit date or scheduled wires that were not approved prior to the transmit date.

1 Click **Approvals** > **Transactions**.

2 Select the wires to approve.

3 Click **Approve Selected**.



4 Verify the wires and then click one of the following options.

- **Note**: Options may vary based on user permissions.

OPTION	DESCRIPTION
Approve Selected	Approve the wires now.
Transmit	Approve and transmit the wires.
Approve/Transmit	Approve the wires now. Wires that have received all required approvals are transmitted.

5 When prompted, complete the additional user validation.

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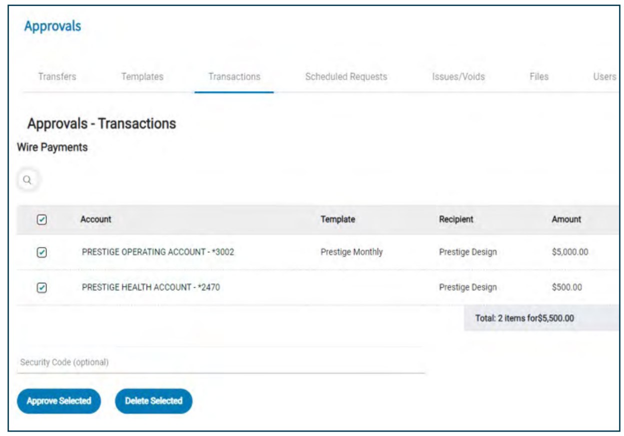
Edit or Delete Wires.

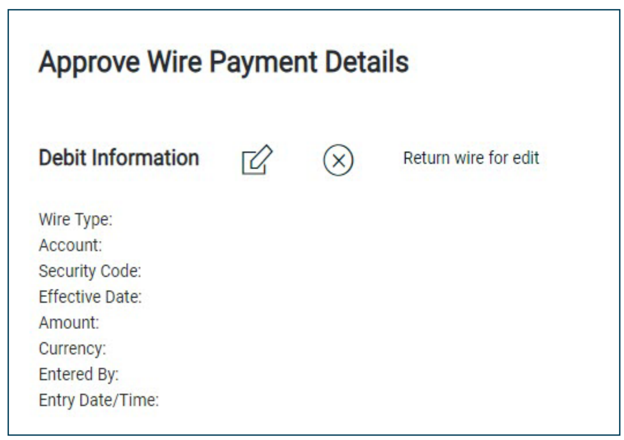
Edit an unapproved wire that has a current-day transmit date or a scheduled wire that was not approved prior to the transmit date. Note: Editing a wire removes any approvals it received previously, and the wire must be reapproved.

1 Click **Approvals**.

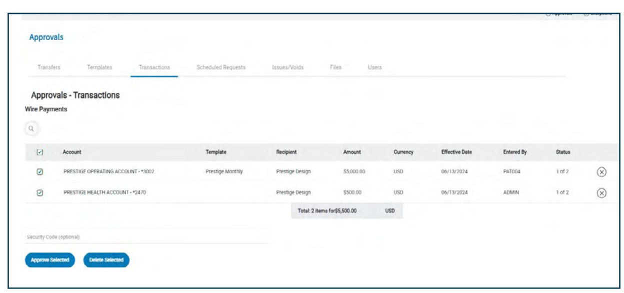
2 Click **Transactions** and select the hyperlink (account name) for the wire you want to edit.



3 Click either the edit icon to make the change yourself and then have a different user approve, or **Return wire for edit** to have a different user make changes so you can still approve this transaction.



4 To delete a wire, click the (X) icon. Wires can also be deleted from the Approvals screen, by clicking the (X) icons on the right side next to each transaction or checking the box and clicking the **Delete Selected** button.



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Search Completed Wires.

Search a wire transfer that has already been sent.

1 Click **Money Movement** > **Wire** > **History**.

2 Select an **Output To** option:
- Screen
- .CSV File
- .PDF

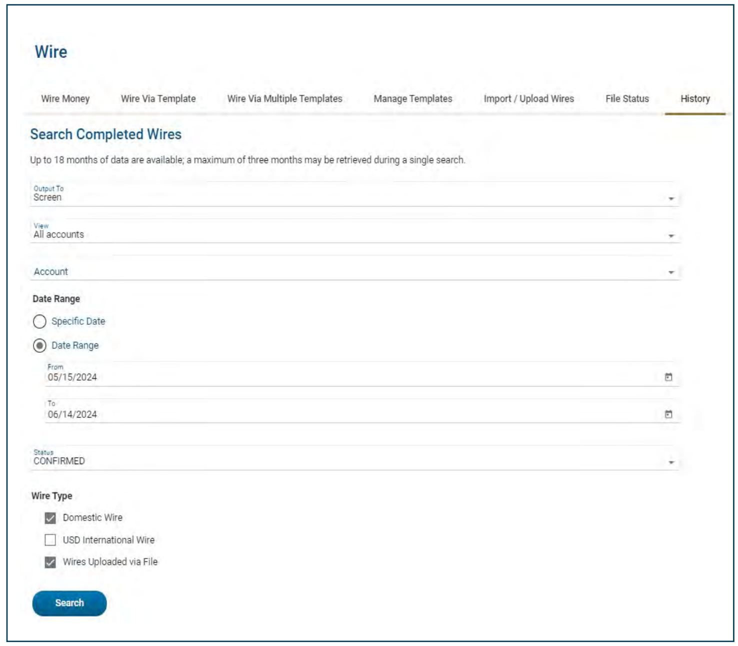
3 Select one or more account options.

4 Select an **Output To** option:
- Specific date
- From/To

5 Select a **Status** option:
- All
- Transmitted
- Processed
- Confirmed
- Rejected
- In-Process

6 Select a **Wire Type** option:
- Domestic wire
- USD International wire
- Wires uploaded via file

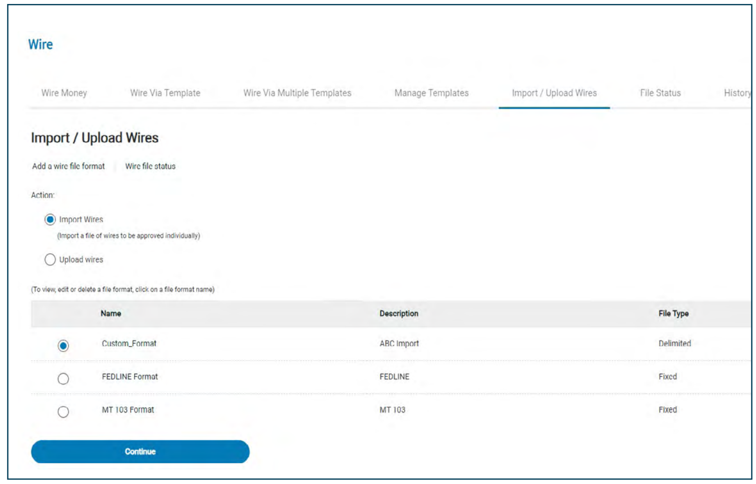
7 Click **Search**.



Wire File Import & Upload.

Import a Wire File

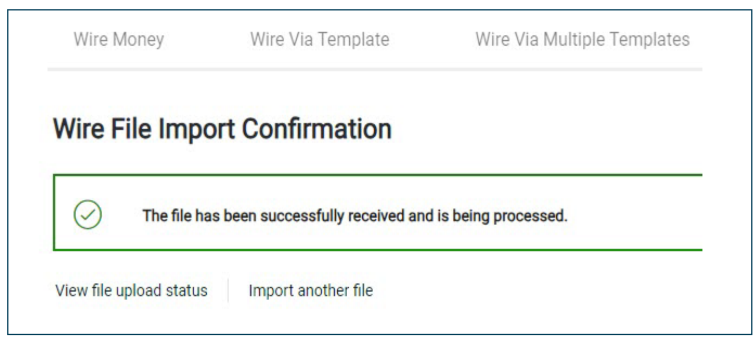
1 Click **Money Movement** > **Wire** > **Import/Upload Wires** > **Action: Import Wires**.



2 Select a file format and then click **Continue**.

3 Click **Browse** and select the file to import.

4 Click **Import File** to receive confirmation.



Check the Status of Wire Files.

1 Click **Money Movement** > **Wire** > **File Status.**

If a file has completed processing and contains one or more rejected wire transactions, the file name appears as a link.

This link can be clicked to view the wire transactions that were rejected so they can be fixed and resubmitted.

For detailed information regarding Wire File Import using Template Format, please see our dedicated guide.