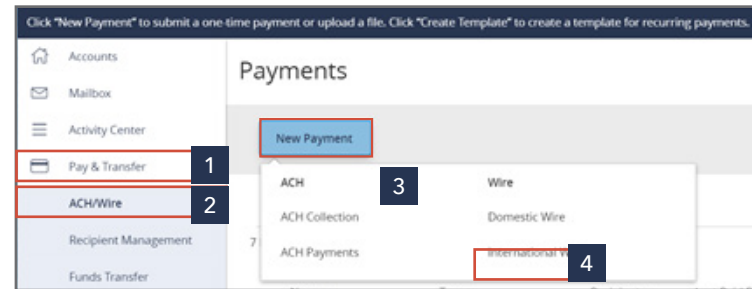


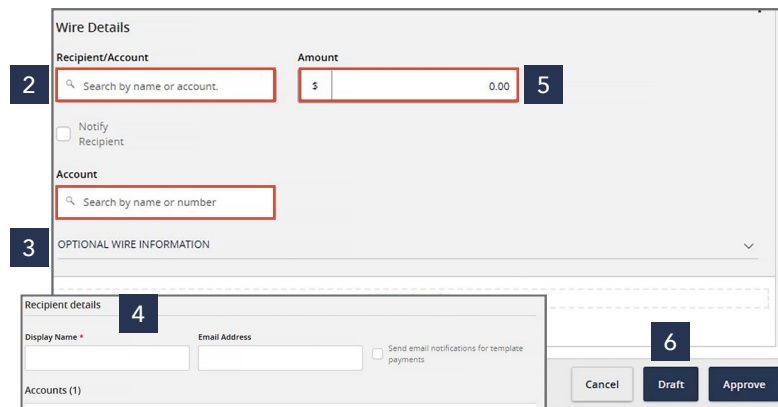
## STARTING A NEW WIRE PAYMENT

1. From left menu, choose **Pay & Transfer**
2. Select **ACH/Wire**
3. Select **New Payment**
4. Choose type of **Wire** from the drop down menu



## ORIGINATING AN INTERNATIONAL WIRE

1. Select **Company Name** from Search By Name dropdown box
2. Choose the **From Account**  
NOTE: Recipient can be added in the payment workflow, or it can be used for the payment and not saved as a recipient.
3. Select Calendar Icon to select a **Processing Date**  
OPTIONAL: To setup reoccurring payments, click Set Schedule.
4. Select **Recipient/Account** to search by name or account  
NOTE: Wires can only be originated for existing recipients. To create a new recipient, click + New Recipient or create one under the Recipient Management tab on the left hand menu. Currency will default to USD – U.S. Dollar. To process a foreign currency wire, please contact your account officer.
5. Enter the wire **Amount**  
OPTIONAL: Check the Notify Recipient box to send an email confirmation to the recipient on the processing date. Enter Message to Beneficiary, Purpose of Wire and/or Description.
6. 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.

## ORIGINATING A DOMESTIC WIRE

Please contact Treasury Management Support at **833.635.9291** or **Treasury.Support@IFinancial.com** to enable the Multi-Wire functionality.

NOTE: For the purpose of this guide, we have selected Domestic Wires, but International Multi Wire access is available.

### 1. Enter Origination Details

Note: For the purposes of this guide, we will leave the boxes unchecked.

- **Company Name:** OPTIONAL  
Select if the same **Subsidiary** should be used for all wires
- **Account:** OPTIONAL  
Select if the same account should be used for all wires
- **Process Date** box will be auto-checked. To select different processing dates for each transaction uncheck the box  
Select the calendar icon to select a **Processing Date**
- **Recurrence:** OPTIONAL  
Click **Set Schedule** to setup recurring payments  
A pop up will appear and once you select how often and when to stop options, click **Save**

### 2. Search by name or account to populate **Recipient/Account** information

NOTE: The recipient must already exist to proceed. If they have not previously been created, click + New Recipient or create one under the Recipient Management tab on the left hand menu.

### 3. Enter the wire **Amount**.

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

### 4. Select **Company Name** using Search by name if company has multiple subsidiaries.

### 5. Select **Account** using Search by name or number.

NOTE: Enter Message to Beneficiary, Purpose of Wire and/or Description in Optional Wire Information section if desired. Users also have the option to Add another wire.

### 6. 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 image shows two screenshots from a wire origination system. The top screenshot, labeled '1', shows the 'Origination Details' form. It has a red box around the 'Company Name' and 'Account' sections, which contain checkboxes for 'Use same Subsidiary for all wires' and 'Use same Account for all wires'. Below that, the 'Process Date' section has a checked box for 'Use same Date for all wires' and a date field set to '12/02/2020'. The 'Recurrence' section has a 'Set schedule' button. A 'Schedule Recurring Transaction' pop-up is shown to the right, with options for how often the transaction repeats (e.g., 1st of the month, Weekly, Monthly) and when it should stop (e.g., Forever, Forever (until I cancel)). The bottom screenshot, labeled '2', shows the 'Wires (1)' list. It has a search bar 'Find recipients in payment'. Below it, there are two wire entries. The first entry, labeled '3', is for 'Test Recipient 1 (123456)' with an amount of '\$0.01'. The second entry, labeled '4' and '5', is for 'FS Testing Treasury Prefund' with an amount of '\$250,000.00'. Below the list is an 'OPTIONAL WIRE INFORMATION' section with fields for 'Message to Beneficiary', 'Purpose Of Wire', and 'Description'. At the bottom, there are 'Cancel', 'Draft', and 'Approve' buttons. The 'Draft' button is highlighted with a red box and labeled '6'.

The image shows a 'Secure Access Token Required' dialog box. It has a blue information icon at the top left. The text reads: 'A secure access code is required to authorize this transaction. Please enter it below.' Below this is a text input field labeled 'Enter token'. At the bottom, there are two buttons: 'Cancel' and 'Verify'.