

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.

- 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.

USER GUIDE: ORIGINATING A WIRE



Company Name	Account
✓ Use same Subsidiary for all wires	Use same Account for all wire

Recipient/Account	Amount	0.00	5
Search by name or ac	s s	0.00	5
Notify Recipient			
Account			
Search by name or no	umber		
OPTIONAL WIRE INFORMA	TION		
ecipient details			1
isplay Name *	Email Address		6
		Send email notifications for template	0
		payments	
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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.

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	12/02/2020			Schedu	de Recurring Tr	ansaction
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Account

Use same Account for all wires

Origination Details Company Name

Use same Subsidiary for all wires