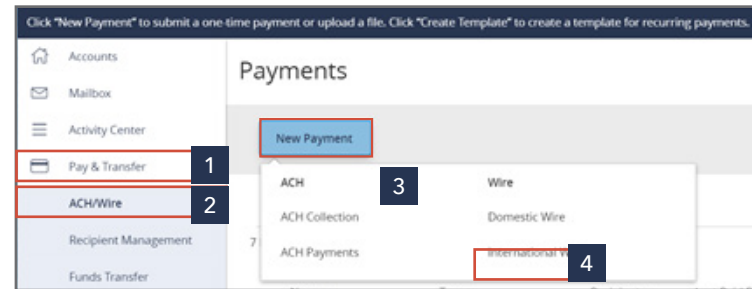# INDEPENDENT
FINANCIAL™

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.
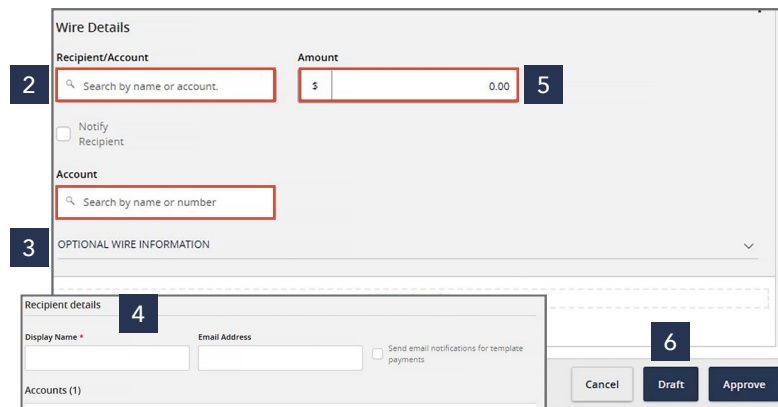
   All wires can be viewed in the Activity Center.

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.