WIRE TRANSFER QUICK START GUIDE

This Wire Transfer Quick Start Guide provides instructions for the tasks most frequently used to initiate wire transfers.

General Information About Wires

- Wire transactions can be initiated via a One Time Wire Transfer Request, using a Template(s), or by importing a file of transactions.
- A Wire Template contains the wire instructions for one Recipient. Saving the Recipient's information as a Template will eliminate the need to re-enter the information each time you need to send a wire to them.
- If multiple approvals are required, the final approver of the transaction will be prompted for Out of Band Authentication to "transmit" the wire for processing.
- Wire Transfers may only be initiated in US Dollars.
- Cut-off times for same day processing: Domestic: 5:00 pm ET International: 3:00 pm ET

Wire Money

1. Click **Transfers and Payments**, under Wire Transfer, select **Wire Money**
2. Select
   - **Wire Type**
   - **Template name** *(optional) (To save Recipient for future use.)*
   - **Account**
   - Bank ID type will be prefilled based on Wire type selected for Template.
   - **Bank ID** - Enter receiving Bank's Routing & Transit number for Domestic wires *(9 digits)*. Enter receiving Bank's SWIFT Code for International wires.
   - **Recipient account number**
   - **Bank Name**
   - **Bank address** 1, 2, 3 *(fields are optional)*
   - **Recipient Name**
   - **Recipient address** 1, 2 *(Field 3 is optional)*
   - Additional information for recipient *(optional)*
   - First & Second Intermediary information *(optional)* -
   - Wire Initiator Information *(optional)* - Fields are prefilled with company's information.
   - Security Code *(optional)* – Additional internal code
3. Click **Continue**
4. Verification Screen is displayed. Click **Transmit**
5. Out of Band Authentication screen will appear
   Select Phone, click Continue, input Code, then click Phone Call Completed ***OR***
   Select Send Text Message, enter Mobile phone number Input Code received via text click Submit.
6. Confirmation page is displayed

Create a Wire Transfer Template

1. Click **Transfers and Payments**, under Wire Transfer, select **Manage wire templates**
2. Click **Add Template** at top of page.
3. Enter Template Name, select Wire type, select Account, Currency is USD - US Dollar, click **Continue**

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4. Enter Recipient Information:
   - Bank ID type will be prefilled based on Wire type selected for Template.
   - **Bank ID -**
     Enter receiving Bank's Routing & Transit number for Domestic wires *(9 digits)*
     Enter receiving Bank's SWIFT Code for International wires
   - **Recipient account** number
   - **Bank Name**
   - **Bank address 1, 2, 3** *(fields are optional)*
   - **Recipient Name**
   - **Recipient address 1, 2** *(field 3 is optional)*
   - Additional information for recipient *(optional)*
   - First & Second Intermediary information *(optional)* -
   - Wire Initiator Information *(optional)* - Fields are prefilled with company's information.
   - Security Code *(optional)* – Additional internal code
5. Click **Add template**. Confirmation page is displayed.

Wire Money via Template

1. Click **Transfers and Payments** tab, under Wire, select **Wire money via template**
2. On Wire Money screen:
   - Select **Template Name**
   - Enter **Amount**
   - Enter **Additional information for recipient** *(optional)*
   - Select **Frequency**
   - Security code *(optional)*
3. Click **Continue**
4. Verification Screen is displayed. Click **Transmit**
5. Out of Band Authentication screen will appear:
   Select Phone, click Continue, input Code, then click
   Phone Call Completed ***OR***
   Click Send Text Message, input Code, click Submit
6. Confirmation page is displayed

(TIP: You can initiate multiple wires at one time by using the Template Based Wire – multiple request function)

View Wire Transfer History

1. Click **Transfers and Payments** tab, under Wire, select **View completed wires**
2. Select report criteria:
   - Output to
   - Account(s)
   - Date Range
   - Status
   - Wire type
3. Click **Generate report**

For additional instructions and help, click "*How do I....*" or "*Terms*" at the bottom left of the screen or click "FAQs" for frequently asked questions. Please call TreasurySolutions at 1.866.833.0050 for assistance.