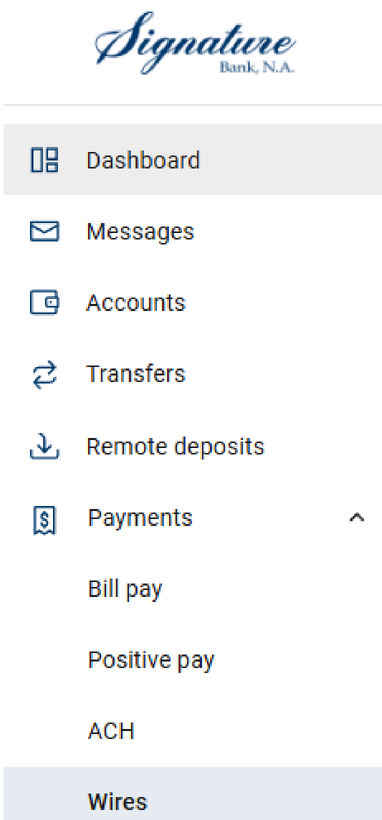
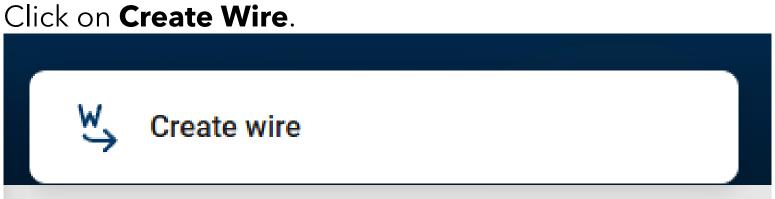
How to Create a New Wire

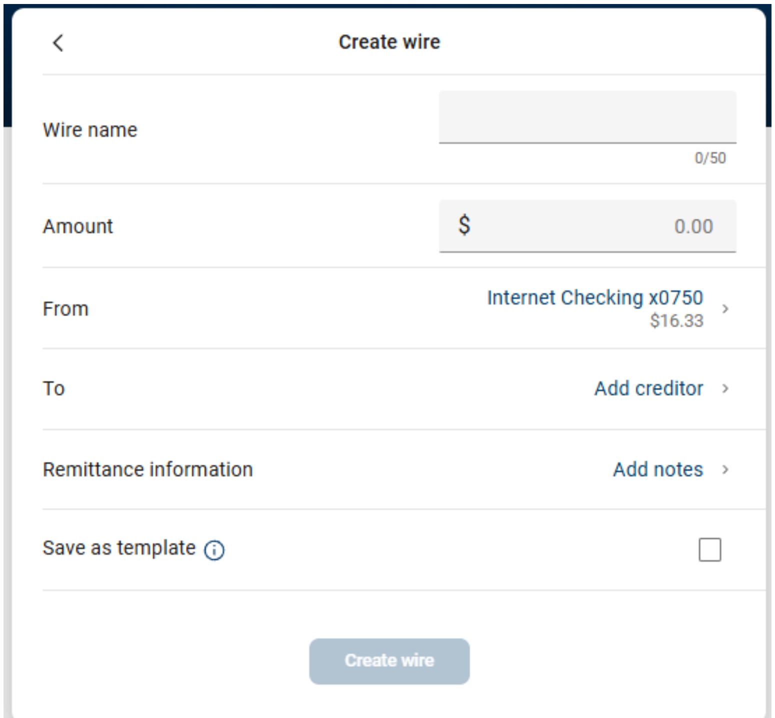
1. Navigate to **Payments**.
    a. Select **Wires**.



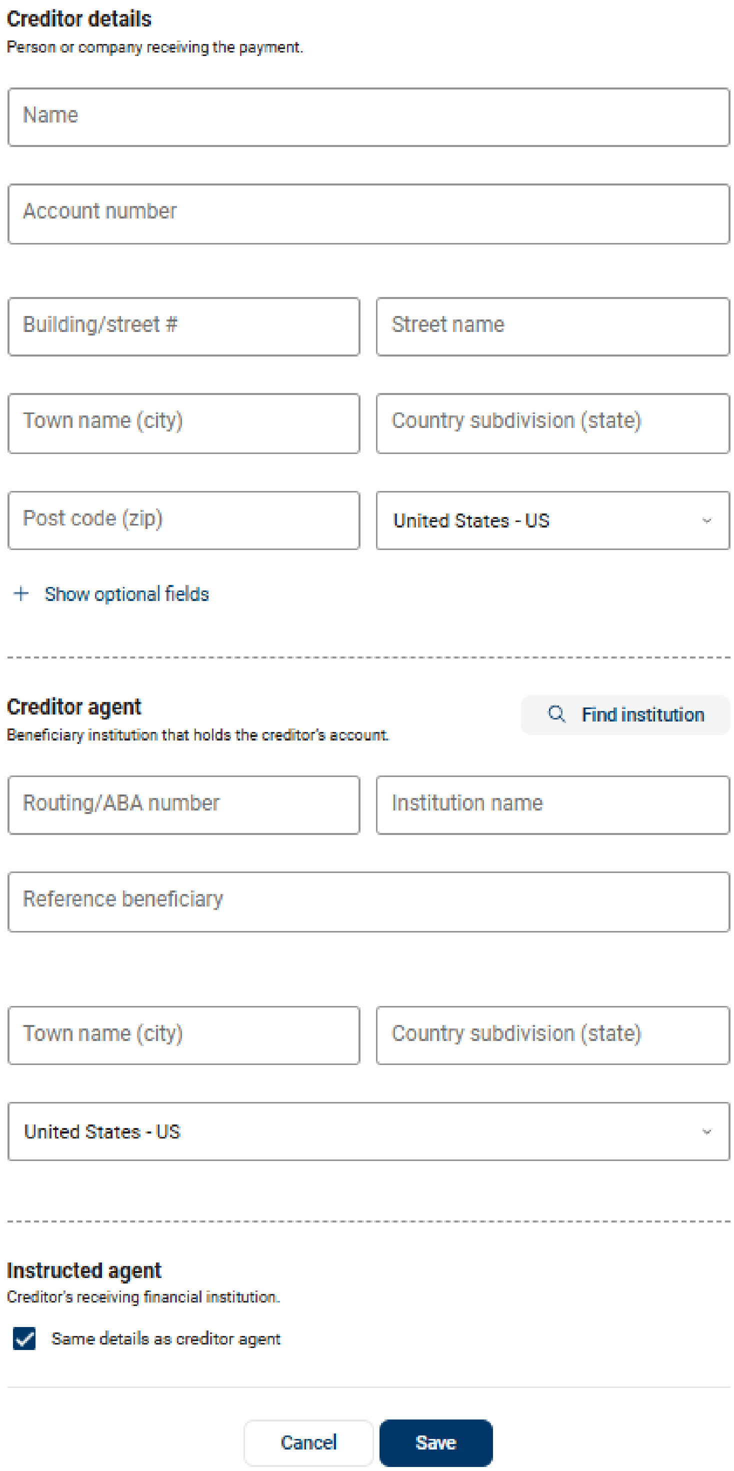
    b. Click on **Create Wire**.



2. Create **wire**.
    a. Enter a **wire name**, add the **amount**, select the **from account**, and **choose Add Creditor** to enter the recipient's details.
    b. In the **Add Creditor section**, select whether the wire is domestic or international.

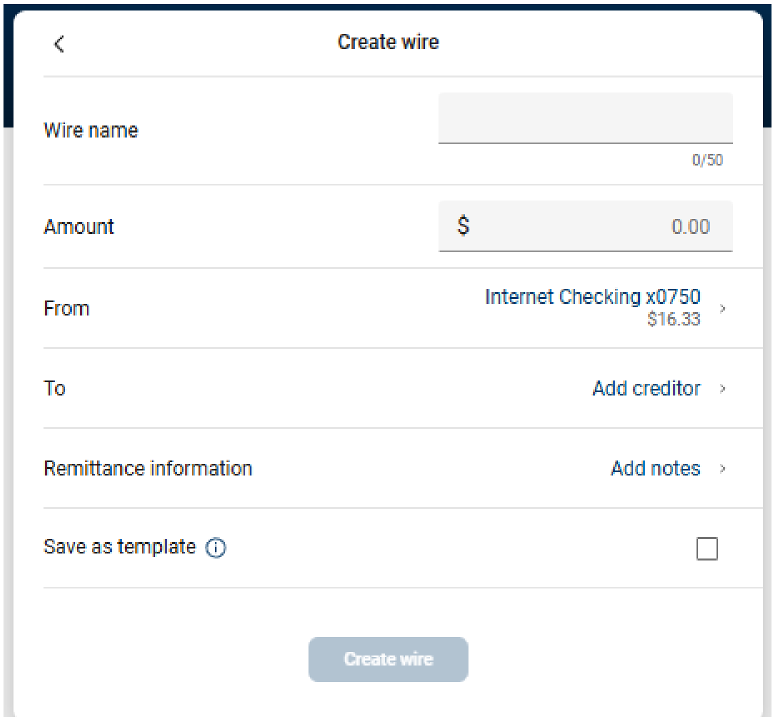


3. Enter the **Creditor details**.
    a. **Creditor details**: Person or company receiving the payment (who you are sending the funds to).
    b. **Creditor agent**: Beneficiary institution that holds the creditor's account (where the creditor banks).
    c. Select **Save**.

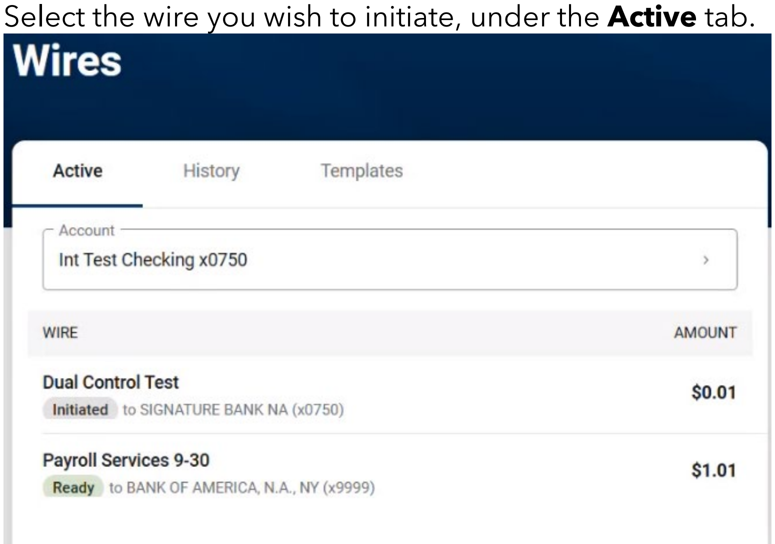


d. Add **remittance information** if applicable. When all required information is complete, select **Create Wire** to create a **one-time Wire Payment**.

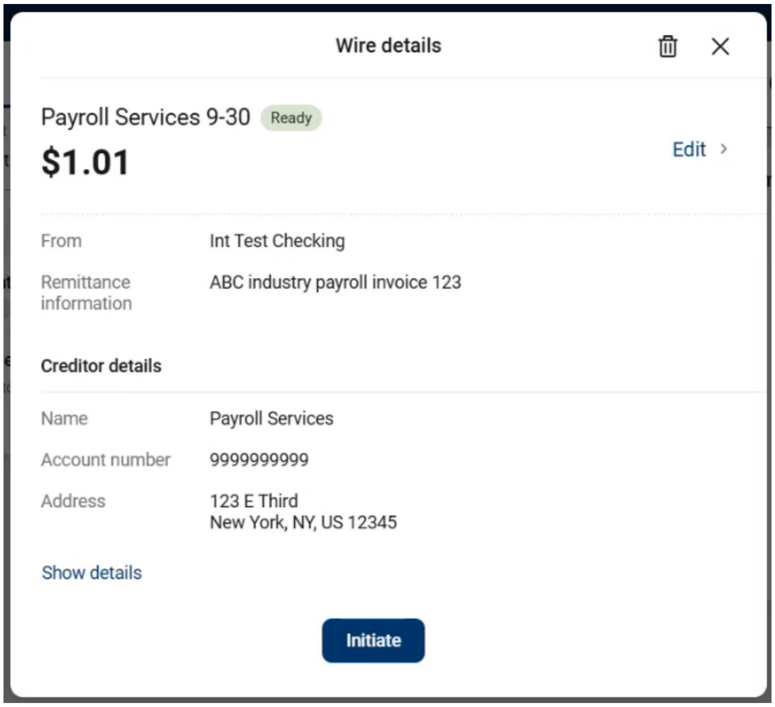
i. Select **Save as template** checkbox if you would like to send a wire to the same recipient multiple times in the future. The recipient details will be saved in the wire template. Wires that are saved as templates will remain in the templates list on the wires dashboard after initiating. Wires that are not saved as templates will move to the history list once processed and cannot be edited afterwards.



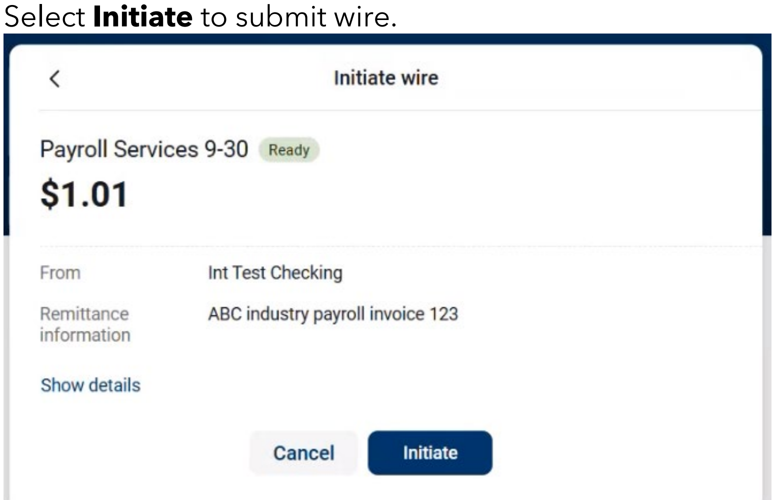
4. Review and initiate the wire.
   a. Select the wire you wish to initiate, under the **Active** tab.



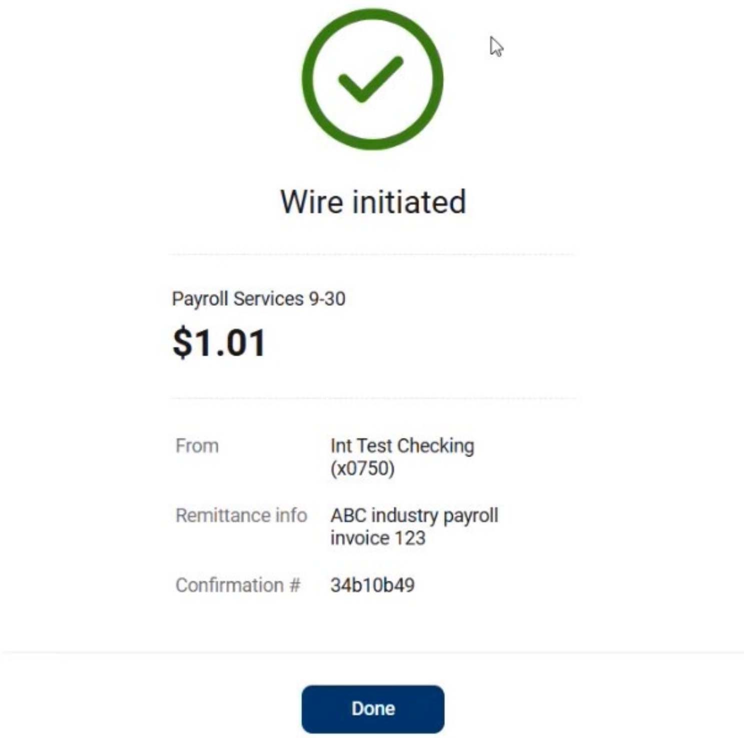
   b. Select **Review and Initiate**.



c. Select **Initiate** to submit wire.



d. Once successfully initiated, you will receive a confirmation.



5. Once initiated, the wire information is sent to our Wire Department, and a member of that team will reach out to confirm the details before the wire is fully processed.