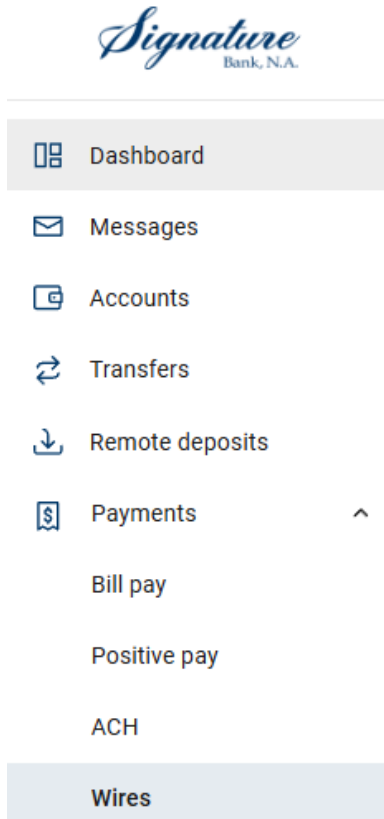


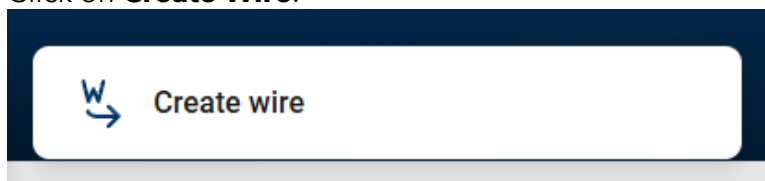


How to Create a New Wire

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.

A screenshot of a mobile application interface for creating a wire transfer. The form is titled "Create wire" at the top. It includes fields for "Wire name" (with a 0/50 character count), "Amount" (displayed as \$ 0.00), "From" (selected as "Internet Checking x0750" with a \$16.33 balance), "To" (with an "Add creditor" link), "Remittance information" (with an "Add notes" link), and a "Save as template" checkbox. A "Create wire" button is at the bottom.

< Create wire

Wire name 0/50

Amount \$ 0.00

From Internet Checking x0750 \$16.33 >

To Add creditor >

Remittance information Add notes >

Save as template ⓘ ☐

Create wire

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**.



Creditor details

Person or company receiving the payment.

+ Show optional fields

Creditor agent

Beneficiary institution that holds the creditor's account.

Find institution

Instructed agent

Creditor's receiving financial institution.

☒ Same details as creditor agent

Cancel

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.

The 'Create wire' form includes the following fields and options:

- Wire name:** A text input field with a character count of 0/50.
- Amount:** A currency input field showing \$ 0.00.
- From:** A dropdown menu currently showing 'Internet Checking x0750' with a balance of \$16.33.
- To:** A button labeled 'Add creditor'.
- Remittance information:** A button labeled 'Add notes'.
- Save as template:** A checkbox with an information icon.
- Create wire:** A button at the bottom of the form.

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

The 'Wires' dashboard shows the 'Active' tab selected. It includes an account dropdown and a table of active wires.

WIRE		AMOUNT
Dual Control Test		\$0.01
Initiated to SIGNATURE BANK NA (x0750)		
Payroll Services 9-30		\$1.01
Ready to BANK OF AMERICA, N.A., NY (x9999)		

- b. Select **Review and Initiate**.



Wire details  

Payroll Services 9-30 Ready Edit >

\$1.01

From Int Test Checking

Remittance information ABC industry payroll invoice 123

Creditor details

Name Payroll Services

Account number 999999999

Address 123 E Third
New York, NY, US 12345

[Show details](#)

Initiate

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

< **Initiate wire**

Payroll Services 9-30 Ready

\$1.01

From Int Test Checking

Remittance information ABC industry payroll invoice 123

[Show details](#)

Cancel **Initiate**

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



Wire initiated

Payroll Services 9-30

\$1.01

From	Int Test Checking (x0750)
Remittance info	ABC industry payroll invoice 123
Confirmation #	34b10b49

Done

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.