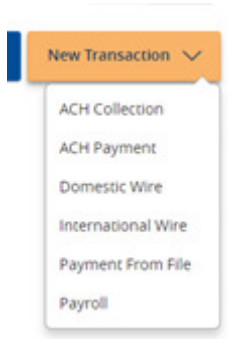


To create a wire

1. Under the Commercial tab click Payments.
2. Select the transaction type from the New Transaction drop down.



3. If the recipient is set up, choose from the list. If the recipient is not set up, select the New Recipient button and enter all information for the recipient.
4. Enter the amount of the wire.

| Name | Account | Notify | Amount |
|---|------------------|--------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> John Doe Jr | Checking: 123456 | <input type="checkbox"/> | <input type="text" value="\$50.00"/> |

5. Click next.
6. Select the corresponding account the wire will be sent from.
7. Select Next.
8. Enter the process date of the transaction by clicking the calendar and selecting the date.
9. For a recurring wire click "Set Schedule". Select how often and when the transaction should stop.

From Account
Simply Checking 474959 \$100.00

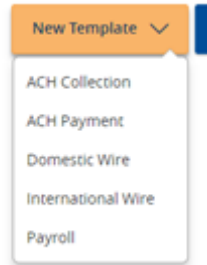
Process Date *
1/4/2019

Recurrence
[Set schedule](#)

10. Review details and select Approve to authorize or Draft to only draft the transaction.
11. An approval screen appears. Click Close or Notify approvers if approval is required.

To create a Wire Template

1. In the navigation menu, click Commercial > Payments.
2. Click New Template, then select the Wire type (Domestic or International).



3. Enter a Template Name.
4. (if applicable) In the Grant User Access section, click a User to give users access to the template, then click Next.
5. If the recipient is set up, choose from the list. If the recipient is not set up, select the New Recipient button and enter all information.
6. Click Next
7. Select the Account from which you want to process the wire, then click Next.
8. On the Review and Submit tab, do the following:
 - a) Click a Process Date.
 - b) (Optional) Click Set Schedule to set up a recurring schedule. After selecting a schedule, click a date on the When should this transaction stop calendar, or select Repeat Forever.
 - c) Click Save.
9. Click Draft or Approve.
10. A confirmation message appears. Click Close.