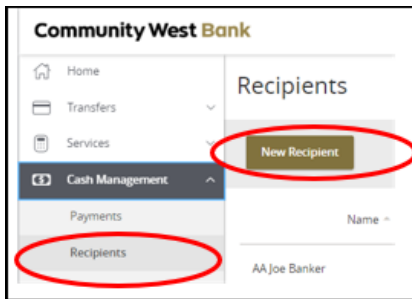


How to Submit an International Wire Transfer Online

Note: Cut off to submit an international online wire transfer is 12:30 PM.

Set up the wire recipient/beneficiary:

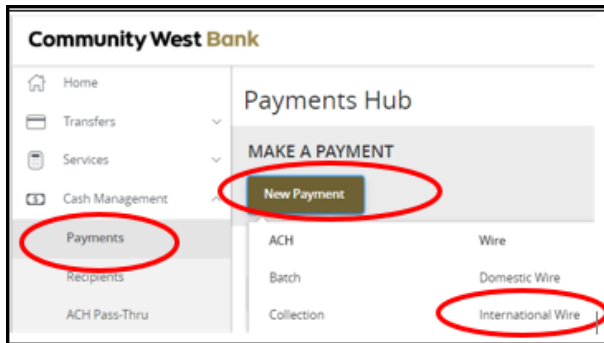
1. Go to the **Cash Management** menu, select **Recipients** and then **New Recipient**



2. Build the wire recipient per their wire instructions, completing all the required fields (those with an asterisk), then click **Save Recipient** at the bottom

Prepare and submit the wire transfer:

1. When ready to prepare and submit the wire, go to the **Cash Management** menu, select **Payments**, **New Payment** and then **International Wire**



2. Complete the **Origination Details** (From Subsidiary, Account and Process Date)
3. Click on field for **Recipient** and start typing in the name of the Recipient until it populates
4. Enter the **Currency** and **Amount**
5. Enter the **Contact Person Name & Phone Number, Purpose of the Wire, and International Routing Code** (this information is required for International Wires)

A screenshot of the wire transfer form. At the top, there are three input fields: 'Recipient/Account' with a search icon and placeholder 'Search by name or account.', 'Currency' with a search icon and placeholder 'Search...', and 'Amount' with a value of '\$0.00'. Below these fields is a text area for a message. A red arrow points to this text area. A tooltip is visible over the text area, stating: 'Routing codes vary per swift code/country. Information may include IBAN, Transit Codes, India IFSC, UK Sort code, and/or Mexico Clabe'. Below the text area is a section titled 'OPTIONAL WIRE INFORMATION' with a downward arrow.

6. When complete, select **Approve**
7. You will be prompted for a **Secure Access Code**. Once submitted, the wire department will call an authorized verifier (per the Wire Transfer Agreement) to confirm the wire prior to processing. NOTE: Person taking the call to verify the wire will need to know their personal Verification Code (per the Wire Transfer Agreement).