



*N Touch Treasury  
Wire Guide*

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# Wires

Within **Payments > Wire**, you can create recurring, future-dated, and one-time domestic and/or international wires. You can also create domestic and/or international beneficiaries, view wire activity, search wires, download or print a PDF or .csv file for a payment in detail or summary view, and approve or reject wires.

## TIP

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

## Create a Wire

Use the *Create a Wire* view to create domestic, international, or multiple wires.

### Domestic

Use this option to create a domestic wire that can be used for a single payment, a recurring series, or saved information for future use. Domestic wires can be sent to companies banking within the United States.

To create a domestic wire, select the wire company, debit account, the beneficiary, frequency, and other wire details.

### International

Use this option to create an international wire for companies banking outside the United States.

To create an international wire, select the wire company, debit account, beneficiary, destination currency, and other wire details.

### Multiple

Use this option to bulk-initiate payments to multiple beneficiaries, including domestic and international.

To create multiple wires, select the wire company, amount, debit account, and purpose. Domestic payments can be recurring and future-dated.

## Creating a Domestic Wire

Domestic wires can be sent to individuals or companies banking within the United States.

To create a domestic wire beneficiary, you need the recipient's name, address, and bank account number as well as the receiving bank routing number and location. If approval is required, the beneficiary must be approved before payments can be created.

1. Go to **Payments > Wire > Create a Wire**.
2. On the *Payment and Beneficiary Information* tab, select *Domestic*.
3. Complete the fields.

## TIP


Select **Reset** for the fields to return to their default settings.

### **Wire Company Name**


Select the wire company that will be used to originate the wire. All are selected by default.

### **Debit Account**

Start typing the account number in this field, and the matching entry auto-completes. Select

 **Search** to select which account to debit.

### **Beneficiary**

The **Beneficiary** name field populates from the check boxes selected on the *Wire Beneficiaries* view. To adjust, start typing the name in this field, and the matching entry auto-completes. Select  **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

### **Wire Amount**

The amount of the wire transaction.

### **Frequency**

Select the frequency.

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

Depending on your selection, you may be prompted to enter wire data in the following field options:

- **Effective Date**
- **Repeat On Days**
- **Repeat On**
- **Start On**
- **End On**


### **Effective Date**

The effective date the wire transaction will occur.

### **Purpose**

Enter a short description of what the wire is used for. Alpha, numeric, and special characters are allowed.

### **Additional Information**

Enter a specific memo that the beneficiary can view when they receive the wire. Select **+** **Add** to add another additional information line, or select the  delete icon to remove an additional information line.

4. Select **Review**.

You proceed to the *Review* tab.

5. Review the information entered to ensure that it is accurate.

**TIP**

If you see incorrect information within the wire details, select **Back** to correct the data.

6. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have created a domestic wire.

From this screen, you can select **Create Another Wire**, **Save as Template**, or **View Wire Activity**.

To save the beneficiary and bank details to reuse later, select **Save as Template**. Enter a unique **Template Name** and select **Create Template**. Templates may be subject to approval.

**TIP**

Select **Download** to download the information into PDF format. A **Print** option is also available.

## Creating an International Wire

One-time, immediate international wires can be sent to individuals or companies that use a domestic intermediary or foreign bank.

To create an international wire beneficiary, you may need the recipient's name, address, destination country, and bank account information. You may also need the details for any foreign or domestic intermediary banks. If approval is required, the beneficiary must be approved before payments can be created.

**TIP**

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments > Wire > Create a Wire**.

2. On the *Payment and Beneficiary Information* tab, select *International*.

3. Complete the fields.


**TIP**

Select **Reset** for the fields to return to their default settings.


### Wire Company Name

Select the wire company that will be used to originate the wire. All are selected by default.

### Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select  **Search** to select which account to debit.

### **Beneficiary**

The **Beneficiary** name field populates from the check boxes selected on the *Wire Beneficiaries* view. To adjust, start typing the name in this field, and the matching entry auto-completes. Select  **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

### **Destination Currency**

If a wire is international, select a currency from the list of available currencies. Some financial institutions support U.S. dollars only.

### **Wire Amount**

The amount of the wire transaction.



### **Effective Date**

The effective date the wire transaction will occur.

### **Purpose**

Enter a short description of what the wire is used for. Alpha, numeric, and special characters are allowed.

### **Additional Information**

Enter a specific memo that the beneficiary can view when they receive the wire. Select  **Add** to add another additional information line, or select the  delete icon to remove an additional information line.

#### 4. Select **Review**.

You proceed to the *Review* tab.

#### 5. Review the information entered to ensure that it is accurate.

##### **TIP**

If you see incorrect information within the wire details, select **Back** to correct the data.

#### 6. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have created an international wire.

From this screen, you can select **Create Another Wire**, **Save as Template**, or **View Wire Activity**.

To save the beneficiary and bank details to reuse later, select **Save as Template**. Enter a unique **Template Name** and select **Create Template**. Templates may be subject to approval.

##### **TIP**

Select **Download** to download the information into PDF format. A **Print** option is also available.

## Creating Multiple Wires

To create multiple wires, select the wire company, amount, debit account, and purpose. Domestic payments can be recurring and future-dated.


### TIP

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments > Wire > Create a Wire**.
2. On the *Payment and Beneficiary Information* tab, select *Multiple*.  
You are transferred to the *Wire Beneficiaries* page.
3. Select one or more check boxes beside the appropriate **Beneficiary Name**.
4. Select **Initiate Payments**.  
The *Create Multiple Wires* page appears.
5. Complete the required fields for each **Beneficiary Name** selected.

The fields available depend on if the wire is domestic or international.


### Beneficiary

The **Beneficiary** name field populates from the check boxes selected on the *Wire Beneficiaries* view. To adjust, start typing the name in this field, and the matching entry auto-completes. Select  **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

### Wire Company Name

Select the wire company that will be used to originate the wire. All are selected by default.

### Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select  **Search** to select which account to debit.

### Wire Amount

The amount of the wire transaction.

### Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*

- *Yearly*


### Effective Date

The effective date the wire transaction will occur.

### Purpose

Enter a short description of what the wire is used for. Alpha, numeric, and special characters are allowed.

### Additional Information

Enter a specific memo that the beneficiary can view when they receive the wire. Select **+** **Add** to add another additional information line, or select the  delete icon to remove an additional information line.

#### 6. Select **Review**.

You proceed to the *Review* tab.

#### 7. Review the information entered to ensure that it is accurate.

##### **TIP**

If you see incorrect information within the wire details, select **Back** to correct the data.

#### 8. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have created multiple wires.

## Create Wire from Template

Use the *Create Wire from Template* view to work with wire templates.

##### **TIP**

Select **Download** to download the information into PDF format. A **Print** option is also available.

You can sort the information in ascending or descending order by selecting individual column headers.

Select templates with a **Ready** status to initiate a payment.

From this view, you can also work with templates to perform the following options, based on status:

- Approve or reject payments
- View templates
- Initiate payments
- Delete templates
- Edit templates
- Search templates
- Create templates

##### **NOTE**

If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

## Creating Multiple Wires from a Template

1. Go to **Payments > Wire > Create Wire from Template**.

The list of wire templates appears.

2. Select the check box next to the wire templates to initiate.

### NOTE

You cannot select a check box for templates not in a *Ready* status.

3. Select **Initiate Payments**.

The *Create Multiple Wires from Templates* page appears.

4. Complete the required fields for each template selected.

The fields available depend on if the wire is domestic or international.

## Wire Amount

The amount of the wire transaction.

## Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

## Effective Date

The effective date the wire transaction will occur.

5. Select **Review**.

You proceed to the *Review* tab.

6. Review the information entered to ensure that it is accurate.

### TIP

If you see incorrect information within the wire details, select **Back** to correct the data.

7. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have created multiple wires.



## Wire Activity

Use the *Wire Activity* view to work with wires.

You can work with wires that are in the following statuses:

- *Pending Approval*
- *Approval Rejected*
- *Transmitted*
- *Cancelled*
- *Posted*
- *Failed*
- *Expired*
- *Scheduled*

### TIP

Select **Download** to download summary or detailed views in PDF or CSV formats. A **Print** option is also available.

You can sort the information in ascending or descending order by selecting individual column headers.

Three icons appear throughout the *Wire Activity* view.



When this icon appears beside a wire, it means that there is an information message available for this wire transaction.



When this icon appears beside a wire, it means that the wire transaction has been changed.



When this icon appears beside a wire, it means that the wire transaction has an error.

Select the **Transaction ID**, and the *Wire Detail: [Wire Transaction ID]* window appears and displays both wire payment and beneficiary information.

### NOTE

If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

## Searching for a Wire Payment

1. Go to **Payments > Wire > Wire Activity**.
2. In the *Search Wire Payment* panel on the left, complete the fields, as necessary.

### Wire Type

Select *Both*, *Domestic*, or *International* to specify the wire search type.

### Status

Select any combination of the following options:

- *Select All*
- *Pending Approval*
- *Approval Rejected*
- *Ready for Quote*
- *Transmitted*
- *Cancelled*
- *Failed*
- *Expired*
- *Scheduled*

All options are selected by default. You can select one or multiple options.

### Debit Account

Select the affected debited wire accounts.

### Beneficiary Name

Enter the beneficiary's full name.

### Transaction ID

The transaction ID that generated when the wire was submitted.


### Currency

Select a currency from the drop-down list that the financial institution supports.


### Wire Amount

Select *Specific Amount* or *Amount Range* from this drop-down list, and then enter the wire amount, if applicable.

### Effective Date

Enter the wire's *Specific Date* or *Date Range*, if applicable, and then enter the date using the  calendar feature.

### Created Date

Select either *Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature.

### 3. Select **Search**.

#### TIP

Select **Reset** for the fields to return to their default settings.

### Editing a Wire

#### 1. Go to **Payments > Wire > Wire Activity**.

2. Select the **Transaction ID**.

3. Select **Edit**.

You can only edit if the wire transaction has a status of:

- *Pending Approval*
- *Approval Rejected*
- *Transmitted*
- *Cancelled*
- *Posted*
- *Failed*
- *Expired*
- *Scheduled*

4. Edit the fields, as necessary.

5. Select **Review**.

6. Select **Confirm**.

## Approving or Rejecting a Wire

1. Go to **Payments > Wire > Wire Activity**.

### NOTE

If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

2. Select the check box beside the **Transaction ID**.

3. Select **Approve** or **Reject**.

The *Comments For Status Change* dialog box appears.

4. Enter a comment in the field, and then select **Approve** or **Reject**.

A confirmation message appears.

## Canceling a Wire Transfer

### TIP

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments > Wire > Wire Activity**.

2. Select **Cancel Wire**.

The *Confirm Cancel Wire* dialog box appears.

3. Enter **Comments** about the cancellation, and then select **Cancel Wire**.

## Recurring Wires

Use the *Recurring Wires* view you to work with recurring wires.

Only wires that were created with a recurring **Frequency** appear on this list.

### TIP

Select **Download** to download the information into PDF format. A **Print** option is also available.

Select the **Transaction ID**, and the *Recurring Wire Detail: [Wire Transaction ID]* appears and displays both wire payment and beneficiary information.

### NOTE

If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

## Searching for a Recurring Wire

1. Go to **Payments > Wire > Recurring Wires**.
2. In the *Search Recurring Wire* panel, complete the fields, as necessary.

### Status

Select any combination of the following options:

- *Select All*
- *Pending Approval*
- *Approval Rejected*
- *Cancelled*
- *Scheduled*
- *Completed*
- *Failed*

All options are selected by default. You can select one or multiple options.

### Debit Account

Select the affected debited wire accounts.

### Beneficiary Name

Enter the beneficiary's full name.

### Transaction ID

The transaction ID that generated when the wire was submitted.

### Frequency

Select any combination of the following options:

- *Weekly*


- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

All are selected by default.


### Wire Amount

Select *Specific Amount* or *Amount Range* from this drop-down list, and then enter the wire amount, if applicable.

### Next Payment Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature. Select *Specific Date* to search for when a scheduled wire is going to be transmitted next on a specific date. Select *Date Range* to search for when a scheduled wire is going to be transmitted next within a date range.

### Created Date

Select either *Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature.

### 3. Select **Search**.

#### TIP

Select **Reset** for the fields to return to their default settings.

### Editing a Recurring Wire

1. Go to **Payments > Wire > Recurring Wires**.
2. Select the **Transaction ID**.
3. Select **Edit**.

You cannot edit a recurring wire in a *Pending Approval* status.

4. Edit the fields, as necessary.
5. Select **Review**.
6. Select **Confirm**.

### Canceling a Recurring Wire Series

1. Go to **Payments > Wire > Recurring Wires**.
2. Select **Cancel Series** beside the recurring wire.  
The *Confirm Cancel Wire* dialog box appears.
3. Enter **Comments** about the cancellation, and then select **Cancel Wire**.

## Wire Templates

Use the *Wire Templates* view to work with wire templates.

### TIP

Select **Download** to download the information into PDF format. A **Print** option is also available.

You can sort the information in ascending or descending order by selecting individual column headers. Select templates with a **Ready** status to initiate a payment.

From this view, you can also work with templates to perform the following options, based on status:

- Approve or reject payments
- View templates
- Initiate payments
- Delete templates
- Edit templates
- Search templates
- Create templates

### NOTE

If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

## Creating a Wire Template

1. Go to **Payments > Wire > Wire Templates**.
2. Select **Create New Template**.
3. Select whether the wire template is *Domestic* or *International*.
4. Complete the following fields on the *Payment and Beneficiary Information* tab.

### Template Name

Enter the name of the template.

### Wire Company Name


Select the wire company that will be used to originate the wire. All are selected by default.

### Debit Account

Select the affected debited wire accounts.

### Beneficiary

The **Beneficiary** name field populates from the check boxes selected on the *Wire Beneficiaries* view. To adjust, start typing the name in this field, and the matching entry

auto-completes. Select  **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

5. Enter the **Purpose** of payment.
6. Enter any **Additional Information** necessary.
7. Select **Review**.  
You proceed to the *Review* tab.
8. Review the information entered to ensure that it is accurate.
9. Select **Confirm**.  
You proceed to the *Confirmation* tab, confirming that the wire template is ready.

From this screen, you can **Create Another Wire Template** or **View Wire Templates**.

**TIP**

Select **Download** to download the information into PDF format. A **Print** option is also available.

## Searching for a Wire Template

1. Go to **Payments > Wire > Wire Templates**.
2. Complete the fields in the *Search Templates* panel.

**TIP**

Select **Reset** for the fields to return to their default settings.

### Template Name

Enter the name of the template.

### Wire Company Name

Select the wire company that will be used to originate the wire. All are selected by default.

### Wire Type

Select *Both*, *Domestic*, or *International* to specify the wire search type.

### Status

Select *All* (default), *Pending Approval*, *Approval Rejected*, or *Ready* to narrow the search results.

### Debit Account

Select the affected debited wire accounts.

### Beneficiary Name

The name of the beneficiary.

### Created Date

The date the wire transaction was created.

3. Select **Search**.

The *Wire Templates* view updates with templates matching the criteria entered, and the number of results appears at the bottom. The *Wire Templates* view allows you to view and work with templates that are in the following statuses: *Pending Approval*, *Approval Rejected*, or *Ready*.

You can select check boxes for certain templates or select all that are ready. Use the **Actions** drop-down menu to *Delete* or *Initiate* a wire. Select the **Template Name** link to view, edit, or delete its details.

## Wire Beneficiaries

Use the *Wire Beneficiaries* view to work with beneficiaries.

You can work with beneficiaries that are in *Pending Approval*, *Approval Rejected*, or *Approved* status. The ability to edit or delete a beneficiary is limited if the beneficiary is linked to a wire template.

### NOTE

If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

### TIP

Select **Download** to download the information into PDF format. A **Print** option is also available.

You can sort the information in ascending or descending order by selecting individual column headers.

A *Beneficiary Detail* window appears when you select the **Beneficiary Name**. From this window, depending on the status of the beneficiary, you can edit the details, and approve or reject this person as a beneficiary.

You can *View*, *Initiate*, and *Delete* payments by selecting an option from the **Actions** drop-down menu.


## Initiating Wire Payments

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. Select one or more check boxes beside the appropriate **Beneficiary Name**.
3. Select **Initiate Payments**.  
The *Wire Details* page appears.
4. Complete the required fields for each **Beneficiary Name** selected.

### Beneficiary

The **Beneficiary** name field populates from the check boxes selected on the *Wire Beneficiaries* view. To adjust, start typing the name in this field, and the matching entry




auto-completes. Select  **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

### Wire Company Name

Select the wire company that will be used to originate the wire. All are selected by default.

### Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select  **Search** to select which account to debit.

### Wire Amount

The amount of the wire transaction.

### Destination Currency

If a wire is international, select a currency from the list of available currencies. Some financial institutions support U.S. dollars only.

### Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*



### Effective Date

The effective date the wire transaction will occur.

### Purpose

Enter a short description of what the wire is used for. Alpha, numeric, and special characters are allowed.

### Additional Information

Enter a specific memo that the beneficiary can view when they receive the wire. Select  **Add** to add another additional information line, or select the  delete icon to remove an additional information line.

### 5. Select **Review**.

You proceed to the *Review* tab.

### 6. Review the information entered to ensure that it is accurate.

#### TIP

If you see incorrect information within the wire details, select **Back** to correct the data.

7. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have created multiple wires.

## Searching Beneficiaries

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. In the *Search Beneficiaries* panel on the left, complete the fields as necessary.

### Beneficiary Type

Select *Both*, *Domestic*, or *International* to specify the beneficiary search type.

### Status

Select *All* (default), *Pending Approval*, *Rejected*, or *Ready* to narrow the search results based on the beneficiary's status.

### Beneficiary Name

Enter the beneficiary's full name.

### Account Number

The account number tied to the beneficiary.

### Bank ID

Enter the beneficiary's bank ID.


### Bank Name

Enter the beneficiary's bank name.

### Country

Select the country in which the beneficiary lives from the drop-down list.

### Created Date

Select either *Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature.

3. Select **Search**.

#### TIP

Select **Reset** for the fields to return to their default settings.

## Editing a Beneficiary

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. Select the **Beneficiary Name**.  
A *Beneficiary Detail* window appears.
3. Select **Edit**.
4. Edit the fields, as necessary.
5. Select **Review**.  
**Success! This Beneficiary is ready for use** appears.

## Approving or Rejecting a Beneficiary

1. Go to **Payments > Wire > Wire Beneficiaries**.

### NOTE

If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

2. Select the check box next to the **Beneficiary Name**.
3. Select **Approve** or **Reject**.  
The *Comments For Status Change* dialog box appears.
4. Enter a comment in the field, if necessary, and then select **Approve** or **Reject**.

You can also approve or reject a beneficiary while editing a beneficiary on the *Beneficiary Detail* window. From this window:

1. Select **Approve** or **Reject**.  
The *Comments For Status Change* dialog box appears.
2. Enter a comment in the field, if necessary, and then select **Approve** or **Reject**.

## Deleting a Beneficiary

### TIP

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. Select **Delete Beneficiary**.  
The *Confirm Deletion* dialog box appears.
3. Enter a comment in the field, and then select **Delete Beneficiary**.  
This beneficiary is removed and no longer exists in the system.

## Creating a Domestic Beneficiary

Domestic beneficiaries can receive single, future-dated, or recurring domestic wires.

### TIP

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. Select **Create New Beneficiary**.
3. On the *Beneficiary Information* tab, select *Domestic*.
4. Complete the fields.

### TIP

Select **Reset** for the fields to return to their default settings.

### Beneficiary Account Number

Enter the beneficiary's account number that receives the wire credit.

### Beneficiary Name

Enter the beneficiary's full name.

### Beneficiary Address

Enter the beneficiary's receiving location's address.

### Notes

Enter any additional information about this beneficiary.

5. Under *Please Select a Bank*, choose **Select**.
6. Search for the beneficiary's receiving financial institution by using the search field or sorting the column headers, and then choose **Select**.  
You can search by **Routing Number**, **Bank Name**, or **Bank Address**.
7. Select **Review**.  
You proceed to the *Review* tab.
8. Review the information entered to ensure that it is accurate.

#### TIP

If you see incorrect information within the beneficiary information, select **Back** to correct the data.

9. Select **Confirm**.  
You proceed to the *Confirmation* tab, confirming that you have successfully created a domestic beneficiary. Depending on your settings, you may not be able to send a domestic wire to this beneficiary until they are in an *Approved* status.

From this screen, you can select **Send a Wire to this Beneficiary**, **Create Another Beneficiary**, or **Wire Beneficiaries**.

#### TIP

Select **Download** to download the information into PDF format. A **Print** option is also available.

### Creating an International Beneficiary

International beneficiaries can receive immediate domestic intermediary or foreign bank wires.

#### TIP

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. Select **Create New Beneficiary**.
3. On the *Beneficiary Information* tab, select *International*.
4. Complete the fields.

**TIP**

Select **Reset** for the fields to return to their default settings.

**Beneficiary Account Number**

Enter the beneficiary's account number that receives the wire credit.

**Beneficiary Name**

Enter the beneficiary's full name.

**Beneficiary Address**

Enter the beneficiary's receiving location's address.

**Notes**

Enter any additional information about this beneficiary.

**Beneficiary Bank ID**

Enter the beneficiary's bank ID. Select the drop-down menu to choose the applicable field of *Swift Code*, *IBAN Number*, or *Sort Code*.

**Beneficiary Bank Name**

The name of the bank that the beneficiary uses.

**Beneficiary Bank Address**

The bank's address that the beneficiary uses.

**5. Select a situation and complete the corresponding steps.**

Your choice depends on your financial institution's requirements.

| <b>Situation</b>                                  | <b>Steps</b>   |
|---|--|
| <b>Adding a domestic intermediary bank.</b>       | <ol style="list-style-type: none"><li>1. Select <b>Search</b>, and then select the correct bank from the <i>Bank Lookup</i> screen.<br/><br/>The system auto-fills the required fields.</li><li>2. Enter the <b>Account Number</b>, add any <b>Notes</b>, and select the <b>State</b>, if known.</li></ol>   |
| <b>Adding an international intermediary bank.</b> | <ol style="list-style-type: none"><li>1. Enter the <b>Bank ID</b>, and then select if the ID is a <i>Swift Code</i>, <i>IBAN Number</i>, or <i>Sort Code</i> from the drop-down list.<br/><br/>This field is required.</li><li>2. Enter the <b>Bank Name</b>.<br/><br/>This field is required.</li><li>3. Enter the <b>Bank City</b>, <b>Bank Country</b>, and add any <b>Notes</b>, if known.</li></ol> |

**6. Select Review.**

You proceed to the *Review* tab.

7. Review the information entered to ensure that it is accurate.

**TIP**

If you see incorrect information within the beneficiary information, select **Back** to correct the data.

8. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have successfully created an international beneficiary. Depending on your settings, you may not be able to send an international wire to this beneficiary until they are in an *Approved* status.

From this screen, you can select **Send a Wire to this Beneficiary**, **Create Another Beneficiary**, or **Wire Beneficiaries**.

**TIP**

Select **Download** to download the information into PDF format. A **Print** option is also available.