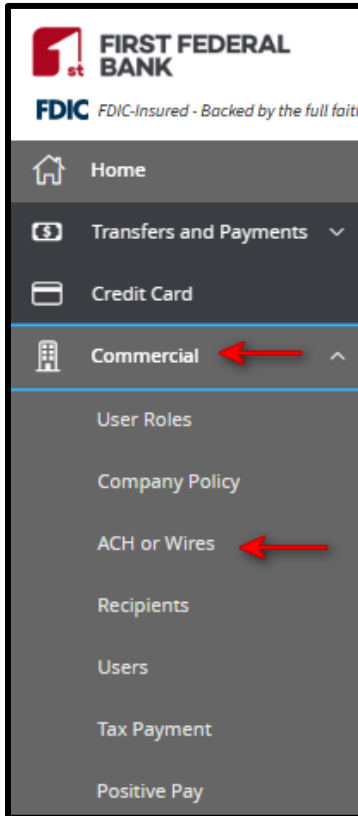
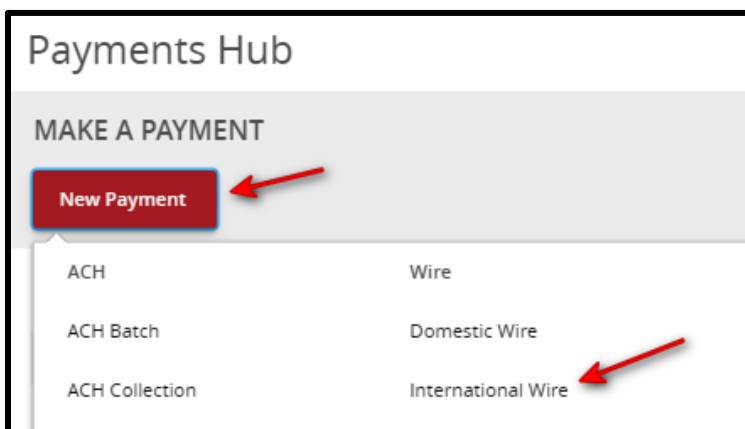


How to Create an International Wire

1. Click **Commercial**, then select **ACH or Wires**.



2. Click **New Payments**, then select **International Wire**.



3. Under **Origination Details**, complete the following information:

- **Subsidiary**
- **Account** (select the box **Use Same Account for All Wires** if you're doing multiple wires from the same account number)
- **Currency**
- **Process Date** (If you are sending multiple wires with the same process date, you can select the box **Use the same date for all wires**).

Domestic Wire Change Type Upload From File

Origination Details

<p>From Subsidiary</p> <p><input checked="" type="checkbox"/> Use same Subsidiary for all wires</p> <p><input type="text" value="Test Commercial Project"/></p>	<p>Account</p> <p><input checked="" type="checkbox"/> Use same Account for all wires</p> <p><input type="text" value="Internal DD Account
XXXXXX8888"/></p>
<p>Process Date</p> <p><input checked="" type="checkbox"/> Use same Date for all wires</p> <p><input type="text" value="04/29/2026"/> </p>	<p>Recurrence</p> <p>Set schedule</p>

4. Under the **Wire Details** section, you have the option to:

- Add Multiple Recipients at once by clicking **Add Multiple Recipients**, then selecting all recipients needed.

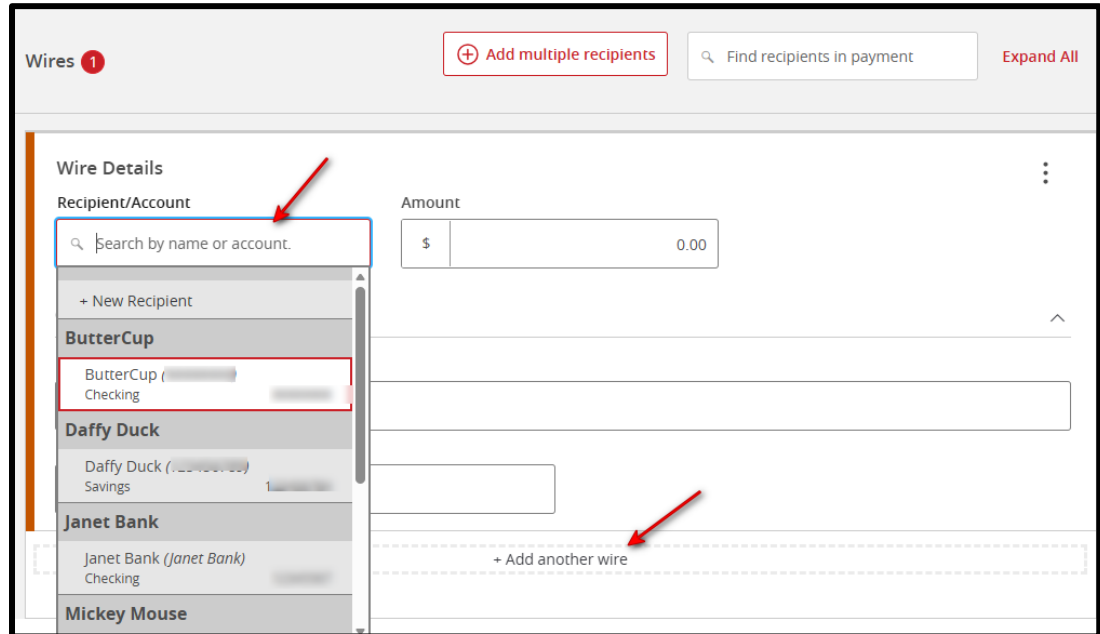
Wires 1 ➔ + Add multiple recipients Find recipients in payment Expand All

SELECT MULTIPLE RECIPIENT ACCOUNTS

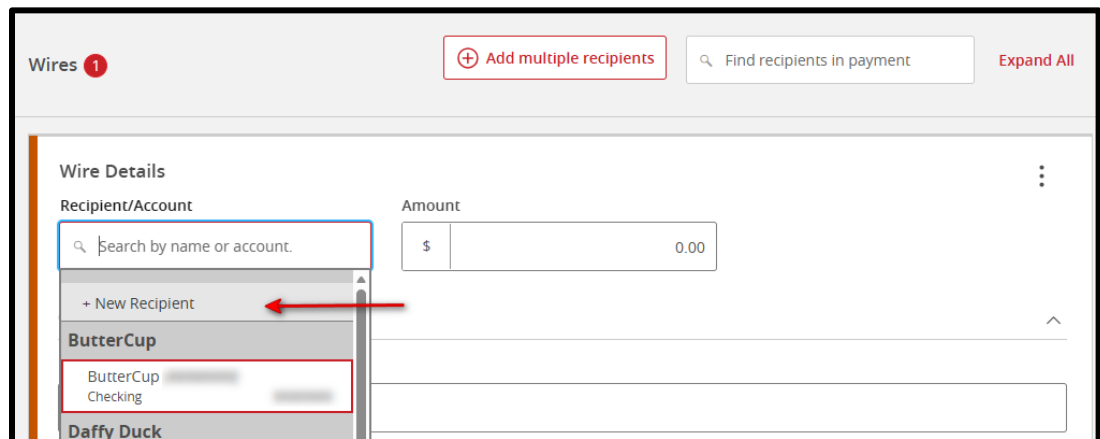
Select All | Clear All

<input checked="" type="checkbox"/> Employee, One Checking	<input type="checkbox"/> Le Baron Cafe Checking	<input type="checkbox"/> Sunshine Citrus (7894... Checking
<input type="checkbox"/> Daffy Duck Child Support	<input type="checkbox"/> Janet Bank (Janet Bank) Checking 1	

- Search by name or account and continue adding recipients as needed.



- Add a new recipient by clicking **New Recipient** in the **Search by name or account box**.



When adding a recipient not saved in the system, you will need:

- a) **Display Name** (Beneficiary Name), and **International Account Type** (**Account** and **SWIFT/BIC** or **Account, IBAN** and **SWIFT/BIC**).
- b) Under **Beneficiary FI**, fill out all the required information with an asterisk (*)

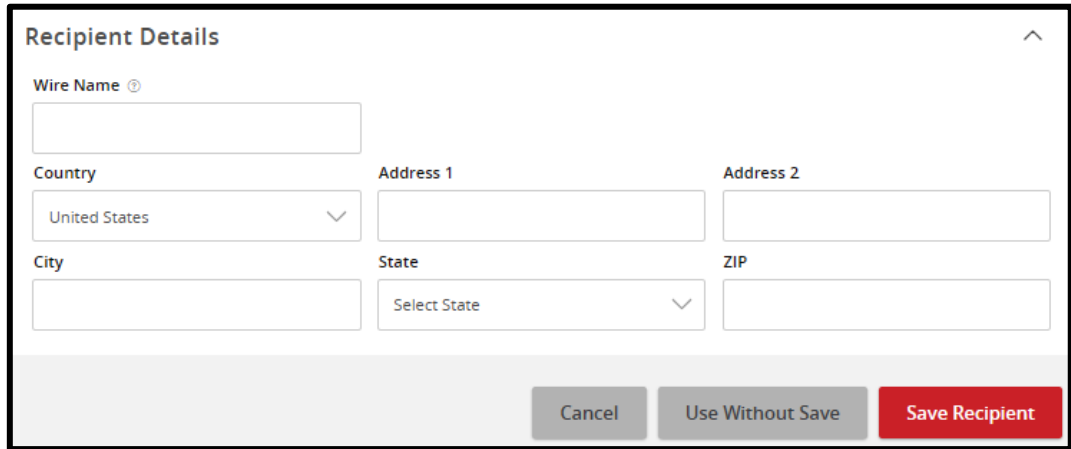
The screenshot shows the 'International Account Type' form section. At the top, there is a dropdown menu labeled 'International Account Type' with the selected option 'Account and SWIFT/BIC'. Below this, there are two main input areas. The first is for 'Account *', which includes a text input field and a search box labeled 'Financial Institution (FI)' with the placeholder 'Search by name or SWIFT/BIC:'. Below the search box are two buttons: 'IBAN' and 'Other'. The second main input area is for 'Beneficiary FI', which includes three columns of fields: 'Name *' (text input), 'Country *' (dropdown menu with 'Select Country' selected), and 'SWIFT/BIC *' (text input). Below these are three columns of address fields: 'Address 1 *', 'Address 2 *', and 'Address 3'.

- c) If the beneficiary bank uses a third-party institution to facilitate the wires, enter their information under **Intermediary FI**, then click the red checkmark.

The screenshot shows the 'Intermediary FI' form section. It includes several input fields: 'Name' (text input), 'Country' (dropdown menu with 'United States' selected), 'Wire Routing Number' (text input), 'Address 1' (text input), 'Address 2' (text input), 'City' (text input), 'State' (dropdown menu with 'Select State' selected), and 'Postal Code' (text input). At the bottom right of the form, there are two buttons: a red 'X' button and a red checkmark button.

- d) Under **Recipient Details**, enter the wire name (Beneficiary's name) and address.

- e) Click **Use Without Save**, if this is a one-time payment or **Save Recipient**, if you will be sending additional wires to this Recipient.



The 'Recipient Details' form contains the following fields:

- Wire Name (text input)
- Country (dropdown menu, currently showing 'United States')
- Address 1 (text input)
- Address 2 (text input)
- City (text input)
- State (dropdown menu, currently showing 'Select State')
- ZIP (text input)

At the bottom right, there are three buttons: 'Cancel' (grey), 'Use Without Save' (grey), and 'Save Recipient' (red).

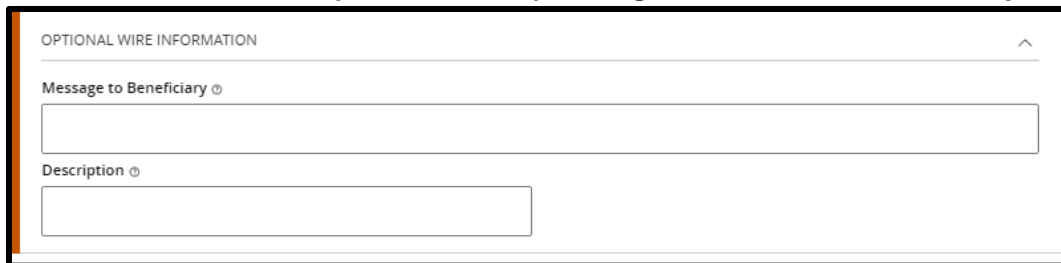
5. Enter the dollar amount and fill out any additional details if required.



The 'Wire Details' form includes:

- Recipient/Account (search input: 'Search by name or account.')
- Amount (input with '\$' symbol and '0.00' value, highlighted by a red arrow)
- Account (search input: 'Search by name or number.')
- OPTIONAL WIRE INFORMATION (expandable section)
- + Add another wire (button)

- 6. Click **Optional Wire Information** to add:
 - A message that travels with the wire under **Message to Beneficiary**
 - Internal comments for your records by adding information under **Description**.



The 'OPTIONAL WIRE INFORMATION' section contains two text input fields:

- Message to Beneficiary
- Description

- 7. Click Approve
(If dual control is enabled, the payment must be approved by an additional user).

8. Enter the token on your **VIP App** or the **Hard Token** provided by a Business Banker.
(The internal wire department will review and send the wire).