



Business eBanking

Wire User Guide

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If you need support, please contact Corporate Services at 877.920.6888, Monday – Friday 8 am – 5pm.

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WIRE TRANSFERS

Processing deadline for wire transactions is 5:00pm ET

Outgoing Domestic and International Wires

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to implement a system of internal controls to include monitoring transactions and activity for money laundering, terrorist financing, and sanctions risks. Atlantic Union bank reserves the right to hold wires for processing if information provided is incomplete, missing, or otherwise negatively impacts our ability to comply with federal law.

Dual approval is strongly recommended. We recommend you segregate wire transfer duties whereby one person issues the instruction to create the wire transfer and another person issues the instruction to transmit the wire transfer.

Dedicated computer is strongly recommended. We recommend you initiate all wire transfers on a computer that is accessed only by authorized personnel and not used for other internet access.

Token approval is required for all outgoing wire transactions.

Wire amount limits may be established by bank and recommended by user within Business eBanking.

Outgoing Domestic Wires

All domestic wires will be processed on the same business day providing bank receives complete information to allow processing by 5:00 pm ET.

Wires submitted to bank without complete information, including complete beneficiary address information may cause delays in processing or may require complete information to process.

In the rare and unlikely event that excessive amounts of large dollar wires are received for processing after 4:00pm ET, bank reserves the right to hold wires for processing on the next business day in order to comply with Daily Federal Funds Limit requirements.

Outgoing International Wires

Atlantic Union Bank sends international wire transfers through Wells Fargo. If correct information for an intermediary bank, other than Wells Fargo, is provided in the wire instructions, we will include this intermediary bank and their charges may be assessed from the wire proceeds.

International wires may require extended time frames for processing. Please contact our Wire Team at WireTransfers@AtlanticUnionBank.com for questions or additional information.

When provided with an IBAN (International Bank Account Number) for an outgoing international wire, the IBAN is the information needed in the Beneficiary Account Number field in the outgoing wire.

Wires submitted to bank without complete information, including complete beneficiary address information may cause delays in processing or may require complete information to process.

Incoming Wires

Incoming wires are posted to our client accounts throughout the business day and are included in the BeB transaction activity. Our BeB online banking clients are able to receive an Incoming Wire Report alert to access their online banking Incoming Wire Report for additional wire details. An incoming wire report is standard within Business eBanking and features various search criteria.

Incoming Domestic Wire Instructions to provide to parties wiring funds to your account from a US originating bank:

Receiving Bank:	Atlantic Union Bank 24010 Partnership Blvd. Ruther Glen, VA 22546
ABA/Routing Number:	051403164
Credit Beneficiary Name, Address:	provide Atlantic Union Bank customer account name and address
Credit Beneficiary Account:	provide Atlantic Union Bank customer account Number

Incoming International Wire Instructions to provide to parties wiring funds to your account from a Non-US originating bank:

Intermediary Bank:	Wells Fargo Bank Intl San Francisco
SWIFT Code:	WFBIUS6S (WFBIUS are all letters)
Beneficiary Bank:	Atlantic Union Bank 24010 Partnership Blvd. Ruther Glen, VA 22546
Beneficiary Bank ABA/Routing Number:	//FW051403164
Credit Beneficiary Name, Address: and	provide Atlantic Union Bank customer account name address
Credit Beneficiary Account:	provide Atlantic Union Bank customer account number
Additional Reference Information:	add information as needed, such as invoice #

ONE-TIME WIRES

About One-time Wires

The one-time wire services (domestic, USD international, or foreign currency) allow company users to electronically transfer money between accounts on an as-needed basis without templates.

The Manage Alerts page includes many alerts to which company users can subscribe to be notified automatically about various wire-related events.

Transmitted wire transactions include a 16-character sequence number comprised of the following elements:

Element	Description
YY	Year. Includes leading zeroes up to two digits.
DDD	Day of the year. Includes leading zeroes up to three digits. For example, January 1 would appear as 001 and February 9 would appear as 040.
XXXXXX	Bank ID. Includes leading zeroes up to six characters.
99999	Wire sequence counter. Sequential order of transactions sent by companies under the Bank ID ; includes leading zeroes up to five digits.

For wire transactions uploaded to Business eBanking through a file, a unique sequence number is generated for each transaction in the file. Sequence numbers are visible on the **User Activity Report - Detail** page (**Administration > View user activity report**).

Wiring Money

1.	Click Transfers and Payments > Wire money .	
2.	Select or fill in the Debit Information options:	
	Wire (Required field)	Domestic wire, Foreign currency wire, or USD (U.S. Dollar) international wire. A company user's enabled wire services determine the wire types available.
	Template name	Type a name (up to 50 characters) to save the wire transfer as a template for future use. This option only appears to company users who are enabled to a template-based wire service
	Account (Required field)	The account from which funds are drawn.
	Send on date (Required field)	The date the transfer is effective. Type a date or click the calendar icon and select a date. A date up to 180 days into the future can be entered.
	Amount (Required field)	The dollar amount of the transfer. Commas and decimals can be used when typing the amount of your transfer. If decimals are used, two digits to the right of the decimal are required. If decimals are not used, the system defaults to whole dollars.
	Currency	The type of currency. For example, U.S. Dollar. This field defaults to

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	(Required field)	USD - US Dollars for domestic and USD international wire requests.
3.	Click Continue .	
4.	Select or fill in the Recipient Information options:	
	Bank ID type	ABA, SWIFT, or CHIPS, based on the recipient bank identification.
	Bank ID (Required field)	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.
	Bank name (Required field)	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
	Bank address 1	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
	Bank address 2	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
	Bank address 3	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
	Recipient account (Required field)	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.
	Recipient name (Required field)	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
	Recipient address 1 (Required field)	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
	Recipient address 2 (Required field)	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
	Recipient address 3	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
	Additional information for recipient	Information you want to appear with the transfer (this text is included in your wire transfer history). Up to 140 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis,

		close parenthesis, plus sign, comma, short dash, period, forward slash, colon, question mark, apostrophe, dollar sign, and percent sign.
5.	<p>Do not fill in the First Intermediary Information. We will use Wells Fargo as the First Intermediary.</p> <p>Bank ID type Leave blank</p> <p>Bank ID Leave blank</p> <p>Intermediary account Leave blank</p> <p>Bank name Leave blank</p> <p>Bank address 1 Leave blank</p> <p>Bank address 2 Leave blank</p> <p>Bank address 3 Leave blank</p>	
6.	<p>If applicable, select or fill in the Secondary Intermediary Information options:</p> <p>Bank ID type ABA, SWIFT, or CHIPS, based on the recipient bank identification.</p> <p>Bank ID A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.</p> <p>Intermediary account Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.</p> <p>Bank name Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and</p>	

	<p>question mark.</p> <p>Bank address 1 Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</p> <p>Bank address 2 Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</p> <p>Bank address 3 Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</p>				
7.	<p>If applicable, fill in or change the Wire Initiator Information options:</p> <p>Wire initiator name This field is pre-filled with your company name. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</p> <p>Wire initiator address1 This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</p> <p>Wire initiator address2 This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</p> <p>Wire initiator address3 This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</p> <p>Security code The code provided to you by the bank for security purposes.</p>				
8.	Click Continue .				
9.	<p>Verify the wire as needed and then click one of the following options:</p> <table> <tr> <th>Option</th><th>Description</th></tr> <tr> <td>Submit for approval</td><td>Approve the transfer later or allow other users in the company to approve it.</td></tr> </table>	Option	Description	Submit for approval	Approve the transfer later or allow other users in the company to approve it.
Option	Description				
Submit for approval	Approve the transfer later or allow other users in the company to approve it.				

	<div>Transmit</div> <div>Approve</div>	<div>Approve and transmit the transfer.</div> <div>Approve the transfer now.</div>
10.	<p>If required, type your token passcode and then click Continue.</p> <p><i>Verify Wire Page Sample</i></p> <div> <div>Verify Wire</div> <div> New transaction without using a template View your wire limits </div> <div> <div>Debit Information</div> <div> <div>Wire type: Domestic wire</div> <div>Account: ABC Savings - *3456</div> <div>Security code:</div> <div>Send on date: 09/05/2014</div> <div>Amount: 78.99</div> <div>Currency: USD</div> </div> <div> <div>Recipient Information</div> <div> <div>Bank ID type: ABA</div> <div>Bank ID: 075902308</div> <div>Recipient account: (If appropriate enter the IBAN) 1234567890</div> <div>Bank name: SAMPLE BANK</div> <div>Bank address 1: WAUPUN</div> <div>Bank address 2: WI</div> <div>Bank address 3:</div> <div>Recipient name: John Customer</div> <div>Recipient address 1: 12345 Sample Street</div> <div>Recipient address 2: Wauwatosa, WI</div> <div>Recipient address 3:</div> <div>Additional information for recipient: Sample</div> </div> <div> <div>First Intermediary Information</div> <div> <div>Bank ID type:</div> <div>Bank ID:</div> <div>Intermediary account: (If appropriate enter the IBAN)</div> <div>Bank name:</div> <div>Bank address 1:</div> <div>Bank address 2:</div> <div>Bank address 3:</div> </div> <div> <div>Second Intermediary Information</div> <div> <div>Bank ID type:</div> <div>Bank ID:</div> <div>Intermediary account: (If appropriate enter the IBAN)</div> <div>Bank name:</div> <div>Bank address 1:</div> <div>Bank address 2:</div> <div>Bank address 3:</div> </div> <div> <div>Wire Initiator Information</div> <div> <div>Wire initiator name: Bleuer First Company</div> <div>Wire initiator address 1: 5430 Data Court</div> <div>Wire initiator address 2: Suite 101</div> <div>Wire initiator address 3: Ann Arbor, MI 48108</div> </div> </div> <div> <div>To submit this request without approving, click submit for approval.</div> <div>Approve</div> </div> </div> </div> </div></div></div>	

Scheduled Wires

Approving a Scheduled Transaction

1.	Click Transfers and Payments > Manage next scheduled requests .
2.	Click the link in the Approval Status column for the transaction you want to approve.
3.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.
4.	Click Approve .
6.	If required, type your token passcode and then click Continue .

Approving Multiple Scheduled Transactions

1.	Click Transfers and Payments > Manage next scheduled requests .
2.	Click the Approval Multiple Wires link.
3.	Select the transactions you want to approve.
4.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.
5.	Click Approve .
6.	If required, type your token passcode and then click Continue .

Deleting a Scheduled Transaction

A scheduled transaction can be deleted by the company user who created it. When a scheduled transaction is deleted remaining transactions in the schedule are not affected.

1.	Click Transfers and Payments > Manage next scheduled requests .
2.	Click the Edit request link beside the transaction you want to delete.
3.	Click the Delete request link.
4.	Verify the transaction as needed and then click Delete .

Editing a Scheduled Transaction

A scheduled transaction can be edited by the company user who created it. When changes are made to a scheduled transaction, any previous approvals it received are removed and the transaction must be re-approved.

1.	Click Transfers and Payments > Manage next scheduled requests .								
2.	Click the Edit request link beside the transaction you want to edit.								
3.	Edit the transaction as needed.								
4.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.								
5.	Click Continue								
6.	Verify the transaction as needed and then click one of the following options: <table><thead><tr><th>Option</th><th>Description</th></tr></thead><tbody><tr><td>Submit for approval</td><td>Approve the transaction later or allow other users in the company to approve it.</td></tr><tr><td>Approve</td><td>Approve the transaction now.</td></tr><tr><td>Transmit</td><td>Approve and transmit the transaction.</td></tr></tbody></table>	Option	Description	Submit for approval	Approve the transaction later or allow other users in the company to approve it.	Approve	Approve the transaction now.	Transmit	Approve and transmit the transaction.
Option	Description								
Submit for approval	Approve the transaction later or allow other users in the company to approve it.								
Approve	Approve the transaction now.								
Transmit	Approve and transmit the transaction.								
7.	If required, type your token passcode and then click Continue .								

Saved and Returned Wires

Returning a Wire for Corrections

Wires that are pending approval can be returned to another company user for editing.

1.	Click Transfers and Payments > Approve wires .
2.	Click the link in the Account column for the wire you want to return.
3.	Click the Return wire for edit link.
4.	Optional: In the Correction details field, type the reason why the wire is being returned for correction. These details are included in the Wire Transfer Returned for Corrections alert for company users who subscribed to this alert.
5.	Click Return for corrections .

Return Wire for Corrections Page Sample

Transfers and Payments ▾

Account Services ▾

Administration ▾

Return Wire for Corrections

Enter any correction details that you would like to be included in the alert that will be generated when this wire is returned for corrections.

Correction details (optional) :

Return for corrections

Do not return

Amount:

5,000.00

Currency:

USD

Entered by:

ADMIN

Entered date/time:

08/03/2011 03:05:00 PM UTC

Completing a Saved or Returned One-time Wire

1.

Click **Transfers and Payments > Wire money**.

2.

Click the **View saved or returned wires requiring corrections** link.

3.

Click the link in the **Account** column for the wire you want to complete.

4.

Complete the wire as described in the [Wiring Money](#) task.

Complete Saved and Returned Wires Page Sample

Complete Saved and Returned Wires

To complete a wire request, or to correct a wire returned for corrections, click the account number.

[New transaction without using a template](#) | [Approve wire transactions](#) | [View your wire limits](#)

Saved and Returned Wire Requests

These are the requests that have been saved prior to approval/transmit submittal, or that have been returned for correction.

	Account	Template Name	Recipient Name	Amount	Currency	Effective Date	Saved/Returned By	Date Saved/Returned
Delete request	*3456 - ABC Savings		092901340	778.00	USD	09/03/2014	JANE	09/03/2014
Delete request	1701 - Acct - Rel Avail		254075441	77.00	USD	05/09/2014	JANE	09/03/2014

Deleting a Saved or Returned One-time Wire

1.	Click Transfers and Payments > Wire money .
2.	Click the View saved or returned wires requiring corrections link.
3.	Click the Delete request link.
4.	Verify the wire as needed and then click Delete request .

TEMPLATE-BASED WIRES

About Template-based Wires

The template-based wire services (domestic, USD international, or foreign currency) allow company users to electronically transfer money between accounts using pre-defined templates.

A template is a preset format that defines the recipient, first (Wells Fargo) and second intermediary (if applicable), and wire initiator information and is intended for repetitive use.

If your company requires multiple approvals for template setup; template adds, changes, and deletes must receive all approvals before the changes to the template can be used.

The Manage Alerts page includes many alerts to which company users can subscribe to be notified automatically about various wire-related events.

Transmitted wire transactions include a 16-character sequence number comprised of the following elements:

Element	Description
YY	Year. Includes leading zeroes up to two digits.
DDD	Day of the year. Includes leading zeroes up to three digits. For example, January 1 would appear as 001 and February 9 would appear as 040.
XXXXXX	Bank ID. Includes leading zeroes up to six characters.
99999	Wire sequence counter. Sequential order of transactions sent by companies under the Bank ID ; includes leading zeroes up to five digits.

For wire transactions uploaded to Business eBanking through a file, a unique sequence number is generated for each transaction in the file. Sequence numbers are visible on the **User Activity Report - Detail** page (**Administration > View user activity report**).

Templates

Creating a Template - Wire

1.	Click Transfers and Payments > Manage wire templates .												
2.	Click the Add a template link.												
3.	<p>Select or fill in the Debit Information options:</p> <table><tr><td>Template name</td><td>Type a name (up to 50 characters) to save the wire transfer as a template for future use. This option only appears to company users who are enabled to a template-based wire service.</td></tr><tr><td>Wire type</td><td>Domestic wire, Foreign currency wire, or USD (U.S. Dollar) international wire. A company user's enabled wire services determine the wire types available.</td></tr><tr><td>Account</td><td>The account from which funds are drawn.</td></tr><tr><td>Currency</td><td>The type of currency. For example, U.S. Dollar. This field defaults to USD - US Dollars for domestic transfer requests.</td></tr></table>	Template name	Type a name (up to 50 characters) to save the wire transfer as a template for future use. This option only appears to company users who are enabled to a template-based wire service.	Wire type	Domestic wire, Foreign currency wire, or USD (U.S. Dollar) international wire. A company user's enabled wire services determine the wire types available.	Account	The account from which funds are drawn.	Currency	The type of currency. For example, U.S. Dollar. This field defaults to USD - US Dollars for domestic transfer requests.				
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Currency	The type of currency. For example, U.S. Dollar. This field defaults to USD - US Dollars for domestic transfer requests.												
4.	Click Continue .												
5.	<p>Select or fill in the Recipient Information options:</p> <table><tr><td>Bank ID type</td><td>ABA, SWIFT, or CHIPS, based on the recipient bank identification.</td></tr><tr><td>Bank ID</td><td>A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.</td></tr><tr><td>Recipient account</td><td>Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.</td></tr><tr><td>Bank name</td><td>Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</td></tr><tr><td>Bank address 1</td><td>Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</td></tr><tr><td>Bank address 2</td><td>Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus</td></tr></table>	Bank ID type	ABA, SWIFT, or CHIPS, based on the recipient bank identification.	Bank ID	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.	Recipient account	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.	Bank name	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.	Bank address 1	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.	Bank address 2	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus
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Recipient account	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.												
Bank name	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.												
Bank address 1	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.												
Bank address 2	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus												

	sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
Bank address 3	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
Recipient name	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
Recipient address 1	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
Recipient address 2	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
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Additional information for recipient	Information you want to appear with the transfer (this text is included in your wire transfer history). Up to 140 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, question mark, apostrophe, dollar sign, and percent sign.
6.	<p>Wells Fargo will be used as the First Intermediary Information/Bank:</p> <p>Bank ID type Leave blank</p> <p>Bank ID Leave blank</p> <p>Intermediary account Leave blank</p> <p>Bank name Leave blank</p> <p>Bank address 1 Leave blank</p> <p>Bank address 2 Leave blank</p> <p>Bank address 3 Leave blank</p>

7.	<p>If applicable, select or fill in the Secondary Intermediary Information options:</p> <table border="0"> <tr> <td data-bbox="310 310 553 338">Bank ID type</td> <td data-bbox="597 310 1300 338">ABA, SWIFT, or CHIPS, based on the recipient bank identification.</td> </tr> <tr> <td data-bbox="310 380 399 407">Bank ID</td> <td data-bbox="597 380 1414 506">A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.</td> </tr> <tr> <td data-bbox="310 541 553 569">Intermediary account</td> <td data-bbox="597 541 1409 604">Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.</td> </tr> <tr> <td data-bbox="310 640 435 667">Bank name</td> <td data-bbox="597 640 1382 766">Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</td> </tr> <tr> <td data-bbox="310 802 480 829">Bank address 1</td> <td data-bbox="597 802 1382 928">Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</td> </tr> <tr> <td data-bbox="310 963 480 991">Bank address 2</td> <td data-bbox="597 963 1382 1089">Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</td> </tr> <tr> <td data-bbox="310 1125 480 1152">Bank address 3</td> <td data-bbox="597 1125 1382 1251">Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</td> </tr> </table>	Bank ID type	ABA, SWIFT, or CHIPS, based on the recipient bank identification.	Bank ID	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.	Intermediary account	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.	Bank name	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.	Bank address 1	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.	Bank address 2	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.	Bank address 3	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
Bank ID type	ABA, SWIFT, or CHIPS, based on the recipient bank identification.														
Bank ID	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.														
Intermediary account	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.														
Bank name	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.														
Bank address 1	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.														
Bank address 2	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.														
Bank address 3	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.														
8.	<p>If applicable, fill in or change the Wire Initiator Information options:</p> <table border="0"> <tr> <td data-bbox="310 1348 529 1375">Wire initiator name</td> <td data-bbox="597 1348 1414 1474">This field is pre-filled with your company name. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</td> </tr> <tr> <td data-bbox="310 1509 553 1572">Wire initiator address 1</td> <td data-bbox="597 1509 1414 1635">This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</td> </tr> <tr> <td data-bbox="310 1671 553 1734">Wire initiator address 2</td> <td data-bbox="597 1671 1414 1797">This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</td> </tr> <tr> <td data-bbox="310 1833 553 1860">Wire initiator address</td> <td data-bbox="597 1833 1382 1860">This field is pre-filled with your company address. Up to 35 alphanumeric</td> </tr> </table>	Wire initiator name	This field is pre-filled with your company name. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.	Wire initiator address 1	This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.	Wire initiator address 2	This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.	Wire initiator address	This field is pre-filled with your company address. Up to 35 alphanumeric						
Wire initiator name	This field is pre-filled with your company name. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.														
Wire initiator address 1	This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.														
Wire initiator address 2	This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.														
Wire initiator address	This field is pre-filled with your company address. Up to 35 alphanumeric														

	<p>3</p> <p>characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</p> <p>Security code The code provided to you by the bank for security purposes.</p>
9.	Click Add template .

Wire Template Confirmation Page Sample

Wire Template Confirmation

[Print this page](#)

The following wire transfer template has been submitted for approval. The template will not be available for use until the final approval is received.

[Add another template](#)

Debit Information

Template name: Sample
Wire type: Domestic wire
Account: Inc Wire Rept Acct - *4567
Currency: USD

Recipient Information

Bank ID type: ABA
Bank ID: 000000000
Recipient account: (If appropriate enter the IBAN) 1234567890
Bank name: SAMPLE SAVINGS BANK
Bank address 1: CHICOPEE
Bank address 2: MA
Bank address 3:
Recipient name: George Customer
Recipient address 1: 54321 Faux Way
Recipient address 2: Ann Arbor, MI
Recipient address 3:
Additional information for recipient: Sample example

First Intermediary Information

Bank ID type:
Bank ID:
Intermediary account: (If appropriate enter the IBAN)
Bank name:
Bank address 1:
Bank address 2:
Bank address 3:

Second Intermediary Information

Bank ID type:
Bank ID:
Intermediary account: (If appropriate enter the IBAN)
Bank name:
Bank address 1:
Bank address 2:
Bank address 3:

Wire Initiator Information

Wire initiator name: Sample Company
Wire initiator address 1: 5430 Data Court
Wire initiator address 2: Suite 101
Wire initiator address 3: Ann Arbor, MI 48108

Copying a Template - Wire

1.	Click Transfers and Payments > Manage wire templates .
2.	Click the link in the Template Name column for the template you want to copy.
3.	Click the Copy template link.
4.	In the Template name field, type a unique name (up to 50 characters).

5.	Change the options in the following sections as needed: Debit Information , Recipient Information , First Intermediary Information (optional) , Second Intermediary Information (optional) , and Wire Initiator Information (optional)
6.	Click Add template .

Editing a Template - Wire

1.	Click Transfers and Payments > Manage wire templates .
2.	Click the link in the Template Name column for the template you want to edit.
3.	Click the Edit template link.
4.	Change the options in the following sections as needed: Debit Information , Recipient Information , First Intermediary Information (optional) , Second Intermediary Information (optional) , and Wire Initiator Information (optional)
5.	Click Save changes .

Deleting a Template - Wire

1.	Click Transfers and Payments > Manage wire templates .
2.	Click the Delete link beside the template to delete.
3.	Verify the template as needed and then click Delete .

Verify Template Deletion Page Sample

Verify Template Deletion

Once deleted, the template cannot be recovered. Requests previously entered using this template will not be affected by the template being deleted.

[Maintain other wire templates](#)

Bank address 2: 111101458
 Bank address 3:
 Recipient name: 111101458
 Recipient address 1: 111101458
 Recipient address 2: 111101458
 Recipient address 3:
 Additional information for recipient: 111101458

Second Intermediary Information

Bank ID type:
 Bank ID:
 Intermediary account: (If appropriate enter the IBAN)
 Bank name:
 Bank address 1:
 Bank address 2:
 Bank address 3:

Wire Initiator Information

Wire initiator name: Bleuer First Company
 Wire initiator address 1: 5430 Data Court
 Wire initiator address 2: Suite 101
 Wire initiator address 3: Ann Arbor, MI 48108

Approving Template Requests - Wire

1.	Click Transfers and Payments > Approve wire templates .
2.	Select the templates to approve and then click Approve . The template changes become effective once the required number of approvals is received.

Template Approval Confirmation Page Sample

Template Approval Confirmation

[Print this page](#)

The templates below have been approved.

All approvals must be received before these template requests will be effective.

[New selection](#)

Wire Transfer Templates Approved

Template Name	Account	Recipient Name	Approval Status
NewDomestic	*2345	255077370	2 of 2 received
TemplateName	*3456	211070227	2 of 2 received

Canceling Template Requests - Wire

1.	Click Transfers and Payments > Approve wire templates.
2.	Click the link in the Template Name column for the template request you want to cancel.
3.	Click the Cancel template request link.
4.	Verify the template as needed and then click Cancel request.

Verify Template Cancellation Page Sample

Verify Template Cancellation

[Print this page](#)

Once completed, the template request cannot be recovered.

The green (●) indicates that a value has changed on the template.

[View template details](#)

Debit Information

Template name: name
Wire type: Domestic wire
● Account: ABC Savings - *3456
Currency: USD

Recipient Information

Bank ID type: ABA
Bank ID: 0000000
Recipient account: 9823904832908
Bank name: SAMPLE BANK
Bank address 1: GAITHERSBURG
Bank address 2: MD
Bank address 3:
● Recipient name: Name
● Recipient address 1: Add 1
● Recipient address 2: Addd 2
Recipient address 3:
Additional information for recipient:

First Intermediary Information

Bank ID type:
Bank ID:
Intermediary account:
Bank name:
Bank address 1:
Bank address 2:
Bank address 3:

Second Intermediary Information

Bank ID type:
Bank ID:
Intermediary account:
Bank name:
Bank address 1:
Bank address 2:
Bank address 3:

Wire Initiator Information

Wire initiator name: Sample Company
Wire initiator address 1: 12345 Sample Way
Wire initiator address 2: Suite 101
Wire initiator address 3: Milwaukee, WI 53225

Approval History Information

Approval Status: 1 of 2 received

Action	User ID	Date	Time
Approve Request	MREES4	02/20/2014	10:09:27 AM (ET)

Wiring Money via Template

1.	Click Transfers and Payments > Wire money .	
2.	Complete the Template Based Wire Transfer Information fields and then click Continue :	
	Template name	List of pre-defined templates.
	Amount	The dollar amount of the transfer. Commas and decimals can be used when typing the amount of your transfer. If decimals are used, two digits to the right of the decimal are required. If decimals are not used, the system defaults to whole dollars.
	Additional information for the recipient	Information you want to appear with the transfer (this text is included in your wire transfer history). Up to 140 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, question mark, apostrophe, dollar sign, and percent sign.
	Frequency	Today only, One time, Weekly, Every other week, Twice a month - the 15th and last day of the month, Monthly, Monthly - last day of the month, Every three months, Every three months - last day of the month, Every six months, Every six months - last day of the month, Yearly, or Custom.
	Next send on	The start date of the recurring wire.
	End on	Continue indefinitely, Continue until this date, or Continue for this many occurrences.
	Processing options	Use the next processing date if a scheduled request falls on a non-processing date or Use the previous processing date if a scheduled request falls on a non-processing date.
	Security code	The code provided to you by the bank for security purposes.
3.	Verify the information as needed and then click one of the following options:	
	Option	Description
	Submit for approval	Approve the wire later or allow other users in the company to approve it.
	Transmit	Approve and transmit the wire.
	Approve	Approve the wire now.
4.	If required, type your token passcode and then click Continue .	

Verify Wire Page Sample

Verify Wire

Note: You may transmit current day wire requests before 03:00 PM ET.

[New transaction using a template](#) | [View your wire limits](#)

Template Based Wire Transfer Information

[Edit request](#)

Template name:

Fedline201204241106501

Currency:

USD

Amount:

2.00

Additional information for recipient:

Sample

Security code:

Frequency:

Every other week

Send first transfer on:

09/04/2014

End on:

Continue for this many occurrences: 4

Processing options:

The next processing date if a scheduled request falls on a non-processing date.

To submit this request without transmitting, click [submit for approval](#).

Approve

Wiring Money via Multiple Templates

1.	Click Transfers and Payments > Wire money via multiple templates .				
2.	Select a Template name option.				
3.	In the Amount field, type the amount of money you want to transfer. Commas and decimals can be used when typing the amount of the transfer. If decimals are used, then two digits to the right of the decimal must be entered. If decimals are not used, the system defaults to whole dollars.				
4.	If desired, change the Send On Date .				
5.	Optional: In the Additional information for recipient field, type in text that will accompany the wire. Up to 140 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, and question mark.				
6.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.				
7.	Click Continue .				
8.	<p>Verify the wires as needed and then click one of the following options:</p> <table> <tr> <th>Option</th><th>Description</th></tr> <tr> <td>Submit for approval</td><td>Approve the wires later or allow other users in the company to approve them.</td></tr> </table>	Option	Description	Submit for approval	Approve the wires later or allow other users in the company to approve them.
Option	Description				
Submit for approval	Approve the wires later or allow other users in the company to approve them.				

Transmit

Approve

Approve and transmit the wires.

Approve the wires now.

9.

If required, type your token passcode and then click **Continue**

Verify Wires Page Sample

Verify Wires

[Multiple new transactions](#) | [View your wire limits](#)

[Edit request](#)

Account	Template Name	Recipient Name	Amount	Currency	Effective Date	Approval Status
CSB Inc - *1111	Fedline201204241129481	CBME	9.99	USD	09/10/2014	0 of 1 received
Additional information: Sample						
CSB Inc - *1111	Fedline201204241106501	CBME	8.99	USD	09/08/2014	0 of 1 received
Additional information: More samples						

To schedule this request without approving it, click [submit for approval](#)

Approve

Scheduled Wires

About Transaction Schedules

A schedule is a set of rules by which a transaction is systematically created at regular intervals or one time in the future. Company users specify the frequency, start and end date, or the number of transactions to make.

User Roles and Entitlements Required for Managing Scheduled Transactions

Task	Required Role	Required Account Entitlement
Scheduling a transaction	N/A	Entitled Account (for the account used in the scheduled transaction)
Approving a scheduled transaction or schedule	Approval	Allow Transmit (for the account used in the scheduled transaction)
Viewing a scheduled transaction	N/A	Entitled Account (for the account used in the scheduled transaction)

Note: In the table it is assumed the company user is enabled to the appropriate service.

A schedule can only be edited by the company user who created it. When a schedule is edited, the changes are applied to all transactions governed by it. Any approvals previously applied to all transactions governed by the schedule are removed and the transactions must be re-approved. Edits cannot be completed or saved after 12:00:01 a.m. Eastern Time on the "Send on" date.

A schedule can only be deleted by the company user who created it. When a schedule is deleted, all transactions associated with it are deleted.

Approvals for Schedules and Scheduled Transactions

Each transaction governed by a schedule requires approval even if a company only has one user or does not require multiple approvals.

Transactions can be approved individually or collectively by approving the schedule. Schedules can be approved by the company user who created them provided they have the appropriate role and entitlements. Advance approval can be provided for a scheduled transaction including requests scheduled by other company users. Once a scheduled transaction has received all required approvals it is transmitted on the specified send on date.

If a transaction or schedule is modified, any approvals previously applied are removed and the transaction or schedule must be re-approved.

Scheduled Transaction Frequency Definitions

Frequency	Definition
Today only	Sends the transaction once on today's date.
One time	Sends the transaction once on a date in the future.
Weekly	Sends the transaction on the same day each week.
Every other week	Sends the transaction on the same day every other week.
Twice a month - the 15 th and last day of the month	Sends the transaction on the 15 th and last day of the month unless those dates fall on a day when transactions are not processed, such as a holiday.
Monthly	Sends the transaction on the same date every month.
Monthly - last day of the month	Sends the transaction on the last day of each month unless those dates fall on a day when transactions are not processed, such as a holiday.
Every three months	Sends the transaction on the same day every three months.
Every three months - last day of the month	Sends the transaction on the last day of the month, every three months.
Every six months	Sends the transaction on same day every six months.
Every six months - last day of the month	Sends the transaction on the last day of the month, every six months; unless those dates fall on a day when transactions are not processed, such as a holiday.
Yearly	Sends the transaction on the same date every year.
Custom	Sends the transaction on dates of your choosing. Up to 25 dates are supported. When Custom is selected, a table appears next to the Send on field that allows you to select different send on dates.

Note: Some frequencies may not be available for all services.

Approving a Scheduled Transaction

1.	Click Transfers and Payments > Manage next scheduled requests .
2.	Click the link in the Approval Status column for the transaction you want to approve.
3.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.
4.	Click Approve .
5.	If required, type your token passcode and then click Continue .

Approving Multiple Scheduled Transactions

1.	Click Transfers and Payments > Manage next scheduled requests .
2.	Click the Approval Multiple Wires link.
3.	Select the transactions you want to approve.
4.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.
5.	Click Approve .
6.	If required, type your token passcode and then click Continue .

Editing a Scheduled Transaction

A scheduled transaction can be edited by the company user who created it. When changes are made to a scheduled transaction, any previous approvals it received are removed and the transaction must be re-approved.

1.	Click Transfers and Payments > Manage next scheduled requests .								
2.	Click the Edit request link beside the transaction you want to edit.								
3.	Edit the transaction as needed.								
4.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.								
5.	Click Continue								
6.	Verify the transaction as needed and then click one of the following options: <table><tr><th>Option</th><th>Description</th></tr><tr><td>Submit for approval</td><td>Approve the transaction later or allow other users in the company to approve it.</td></tr><tr><td>Approve</td><td>Approve the transaction now.</td></tr><tr><td>Transmit</td><td>Approve and transmit the transaction.</td></tr></table>	Option	Description	Submit for approval	Approve the transaction later or allow other users in the company to approve it.	Approve	Approve the transaction now.	Transmit	Approve and transmit the transaction.
Option	Description								
Submit for approval	Approve the transaction later or allow other users in the company to approve it.								
Approve	Approve the transaction now.								
Transmit	Approve and transmit the transaction.								
7.	If required, type your token passcode and then click Continue .								

Deleting a Scheduled Transaction

A scheduled transaction can be deleted by the company user who created it. When a scheduled transaction is deleted remaining transactions in the schedule are not affected.

1.	Click Transfers and Payments > Manage next scheduled requests .
2.	Click the Edit request link beside the transaction you want to delete.
3.	Click the Delete request link.
4.	Verify the transaction as needed and then click Delete .

Approving a Schedule

Approving a schedule applies your approval to all transactions governed by the schedule.

1.	Click Transfers and Payments > Manage next scheduled requests .
2.	Click Edit schedule link for the schedule you want to approve.
3.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.
4.	Click Continue .
5.	Verify the schedule as needed and then click Approve .
6.	If required, type your token passcode and then click Continue .

Editing a Schedule

1.	Click Transfers and Payments > Manage next scheduled requests .						
2.	Click Edit schedule link for the schedule you want to edit.						
3.	Edit the schedule as needed.						
4.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.						
5.	Click Continue .						
6.	<div>Verify the schedule as needed and then click one of the following options:</div> <table><tr><th>Option</th><th>Description</th></tr><tr><td>Approve</td><td>Approve the schedule now.</td></tr><tr><td>Submit schedule</td><td>Approve the schedule later or allow other users in the company to approve it.</td></tr></table>	Option	Description	Approve	Approve the schedule now.	Submit schedule	Approve the schedule later or allow other users in the company to approve it.
Option	Description						
Approve	Approve the schedule now.						
Submit schedule	Approve the schedule later or allow other users in the company to approve it.						
7.	If required, type your token passcode and then click Continue .						

Deleting a Schedule

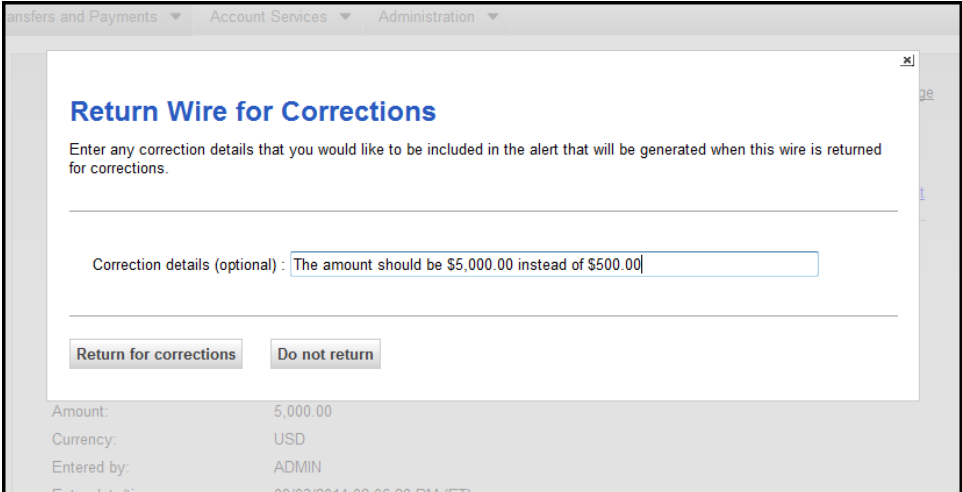
A schedule can only be deleted by the company user who created it.

1.	Click Transfers and Payments > Manage next scheduled requests.
2.	Click the Edit schedule link.
3.	Click the Delete schedule link.
4.	Verify the schedule as needed and then click Delete .

Saved and Returned Wires

Returning a Wire for Corrections

Wires that are pending approval can be returned to another company user for editing.

1.	Click Transfers and Payments > Approve wires .
2.	Click the link in the Account column for the wire you want to return.
3.	Click the Return wire for edit link.
4.	Optional: In the Correction details field, type the reason why the wire is being returned for correction. These details are included in the Wire Transfer Returned for Corrections alert for company users who subscribed to this alert.
5.	<p>Click Return for corrections.</p> <p><i>Return Wire for Corrections Page Sample</i></p> 

Completing a Saved or Returned Template-based Wire

1.

Click **Transfers and Payments > Wire money - via template**.

2.

Click the **View saved or returned wires requiring corrections** link.

3.

Click the link in the **Account** column for the wire you want to complete.

4.

Complete the wire as described in the [Wiring Money via Template](#) task.

Complete Saved and Returned Wires Page Sample

Complete Saved and Returned Wires

To complete a wire request, or to correct a wire returned for corrections, click the account number.

[New transaction without using a template](#) | [Approve wire transactions](#) | [View your wire limits](#)

Saved and Returned Wire Requests

These are the requests that have been saved prior to approval/transmit submittal, or that have been returned for correction.

	Account	Template Name	Recipient Name	Amount	Currency	Effective Date	Saved/Returned By	Date Saved/Returned
Delete request	*3456 - ABC Savings		092901340	778.00	USD	09/03/2014	JANE	09/03/2014
Delete request	1701 - Acct - Rel Avail		254075441	77.00	USD	05/09/2014	JANE	09/03/2014

Deleting a Saved or Returned Template-based Wire

1.	Click Transfers and Payments > Wire money via template.
2.	Click the View saved or returned wires requiring corrections link.
3.	Click the Delete request link.
4.	Verify the wire as needed and then click Delete request.

CURRENT-DAY WIRES

Approving Current-day Wires

Approve wires that have a current-day transmit date or scheduled wires that were not approved prior to the transmit date.

1.	Click Transfers and Payments > Approve wires .								
2.	Select the wires to approve.								
3.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.								
4.	Click Continue .								
5.	<div>Verify the wires and then click one of the following options:</div> <table><tr><th>Option</th><th>Description</th></tr><tr><td>Approve</td><td>Approve the wires now.</td></tr><tr><td>Transmit</td><td>Approve and transmit the wires.</td></tr><tr><td>Approve/Transmit</td><td>Approve the wires now. Wires that have received all required approvals are transmitted.</td></tr></table> <p>Note: The number of approvals required and approval settings for the service determine the options available to you.</p>	Option	Description	Approve	Approve the wires now.	Transmit	Approve and transmit the wires.	Approve/Transmit	Approve the wires now. Wires that have received all required approvals are transmitted.
Option	Description								
Approve	Approve the wires now.								
Transmit	Approve and transmit the wires.								
Approve/Transmit	Approve the wires now. Wires that have received all required approvals are transmitted.								
6.	If required, type your token passcode and then click Continue .								

Verify Wire Approval Page Sample

Verify Wire Approval

[New selection](#) | [View your wire limits](#)

Account	Recipient	Amount	Currency	Effective	Entered By	Approval Status
Acct - Rel Avail - 1701	254075441	77.00	USD	05/09/2014	MREES2	0 of 1 received Ready to transmit
Additional information for recipient: 254075441						
Total: 1 items for		77.00	USD			

Transmit

Editing Current-day Wires

An un-approved wire that has a current-day transmit date or a scheduled wire that was not approved prior to the transmit date can be edited. Editing a wire removes any approvals it received previously and the wire must be re-approved.

1.	Click Transfers and Payments > Approve wires .								
2.	Click the link in the Account column for the wire you want to edit.								
3.	Click the Edit request link.								
4.	Click Edit wire .								
5.	Edit the Debit Information options as needed and then click Continue .								
6.	Edit the options in the following sections as needed: Recipient Information , First Intermediary Information (optional) , Second Intermediary Information (optional) , and Wire Initiator Information (optional) .								
7.	If applicable, in the Security code field, type the code provided to you by the bank for security purposes.								
8.	Click Continue .								
9.	<p>Verify the wires and then click one of the following options:</p> <table> <thead> <tr> <th>Option</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Submit for approval</td><td>Approve the wire later or allow other users in the company to approve it.</td></tr> <tr> <td>Approve</td><td>Approve the wire now.</td></tr> <tr> <td>Transmit</td><td>Approve and transmit the wire.</td></tr> </tbody> </table> <p>Note: The number of approvals required and approval settings for the service determine the options available to you.</p>	Option	Description	Submit for approval	Approve the wire later or allow other users in the company to approve it.	Approve	Approve the wire now.	Transmit	Approve and transmit the wire.
Option	Description								
Submit for approval	Approve the wire later or allow other users in the company to approve it.								
Approve	Approve the wire now.								
Transmit	Approve and transmit the wire.								
10.	If required, type your token passcode and then click Continue .								

Verify Wire Approval Page Sample

Verify Wire Approval

[New selection](#) | [View your wire limits](#)

Account	Recipient	Amount	Currency	Effective	Entered By	Approval Status
Acct - Rel Avail - 1701	254075441	77.00	USD	05/09/2014	MREES2	0 of 1 received Ready to transmit

Additional information for recipient: 254075441

Total: 1 items for 77.00 USD

Transmit

Deleting Current-day Wires

Delete un-approved wires that have a current-day transmit date or scheduled wires that were not approved prior to the transmit date

1.	Click Transfers and Payments > Approve wires .
2.	Click the Delete link beside the wire you want to delete.
3.	Verify the wire as needed and then click Delete .

Verify Wire Deletion Page Sample

Verify Wire Deletion

Once completed, the request cannot be recovered.

Bank address 1:
Bank address 2:
Bank address 3:

Second Intermediary Information

Bank ID type:
Bank ID:
Intermediary account:
Bank name:
Bank address 1:
Bank address 2:
Bank address 3:

Wire Initiator Information

Wire initiator name: First Company
Wire initiator address 1: 5430 Data Court
Wire initiator address 2: Suite 101
Wire initiator address 3: Ann Arbor, MI 48108

Approval History Information

Approval status: 0 of 1 received - Ready to transmit

Action	User ID	Date	Time
Enter Request	MREES4	05/09/2014	10:10:36 AM (ET)

Delete **Do not delete**

SEARCHING COMPLETED WIRES

1.	Click Transfers and Payments > View completed wires
2.	Select an Output to option: <ul style="list-style-type: none">• Screen• CSV file• PDF
3.	Select one or more Account options.
4.	Select a Date range option: <ul style="list-style-type: none">• Specific date• From/To
5.	Select a Status option: <ul style="list-style-type: none">• All• TRANSMITTED• PROCESSED• CONFIRMED• REJECTED• IN PROCESS (the transaction is pending validation from the bank)
6.	Select a Wire type option: <ul style="list-style-type: none">• Domestic wire• Foreign currency international wire• USD international wire• Wires uploaded via file
7.	Click Generate report .

Completed Wires Page Sample

Completed Wires

[Print this page](#)

To print details of wires, check the checkbox and click "Print details of selected wires." A maximum of ten wires may be printed at a time.

[New search](#)

Download this report as: CSV file Go

<input type="checkbox"/>	Account	Template	Wire Type	Recipient	Amount	Currency	Effective	Uploaded in file	Status	Entered By	Approval Status
<input checked="" type="checkbox"/>	PRESTIGE OPERATING ACCOUNT - *4511	Prestige Monthly	Domestic wire	Prestige Design	5000.00	USD	09/03/2014	wire_file1.txt	Transmitted	ADMIN	2 of 2 received
<input type="checkbox"/>	PRESTIGE HEALTH ACCOUNT - *2470		USD international wire	Prestige Design	750.00	USD	09/01/2014		Transmitted	PAT004	2 of 2 received
<input type="checkbox"/>	PRESTIGE OPERATING ACCOUNT - *4511		USD international wire	Banker Design	15,000.00	USD	08/30/2014		Transmitted	ADMIN	3 of 3 received
<input type="checkbox"/>	PRESTIGE OPERATING ACCOUNT - *4511		Domestic wire	Mortgage America	20,000.00	USD	08/30/2014		Transmitted	ADMIN	3 of 3 received
<input type="checkbox"/>	PRESTIGE OPERATING ACCOUNT - *4511		Foreign currency international wire		900.00	EUR	08/30/2014		Transmitted	ADMIN	2 of 2 received
<input type="checkbox"/>	PRESTIGE OPERATING ACCOUNT - *4511	Prestige Quarterly	USD international wire	Prestige Design	50,000.00	USD	08/29/2014		Rejected	DAVID2	3 of 3 received

[Print details of selected wires](#)
