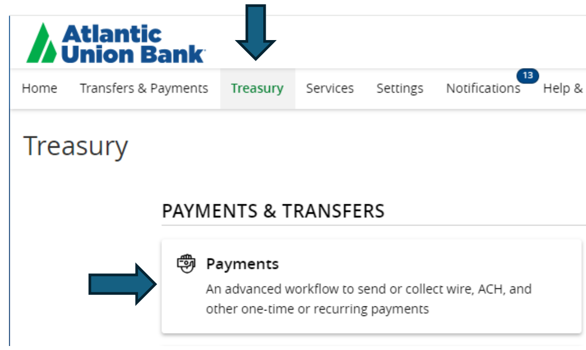
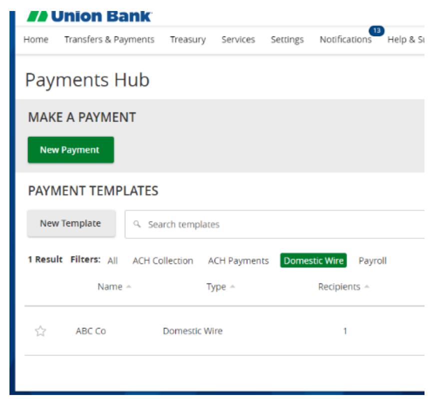
How do I send a Wire Payment?

1.Click Treasury – Click Payments

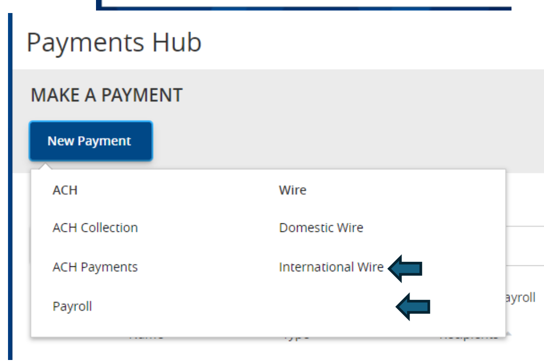


2. Choose New Payment, New Template or existing template.

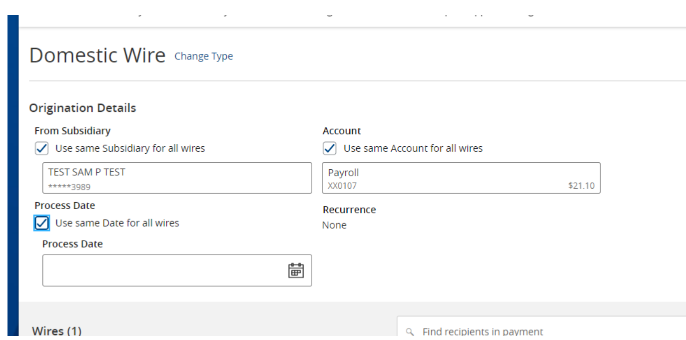


New Payment

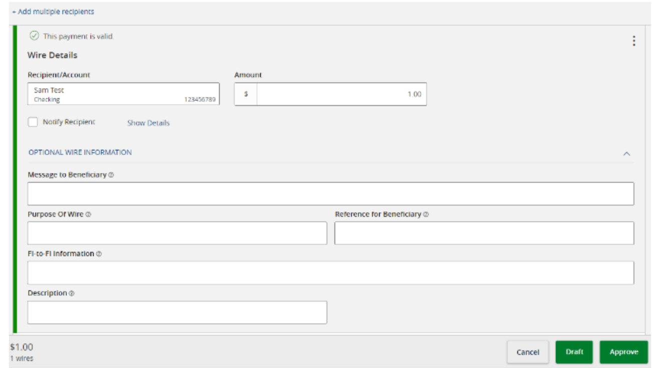
1. Choose type of Wire



2. Enter Subsidiary, Account and Process Date

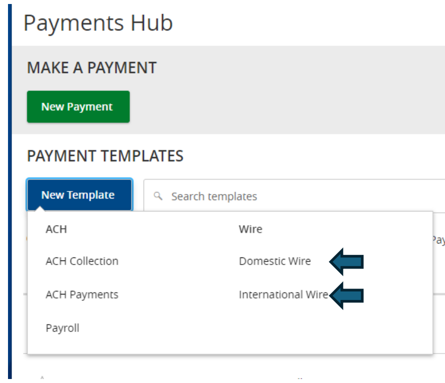


3. Add Recipient from Recipient list or Add new recipient. Add amount and Draft or Approve.

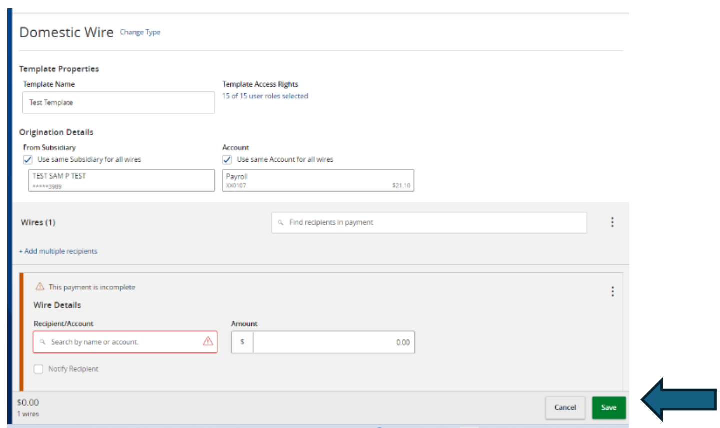


New Template

1. Choose type of wire.

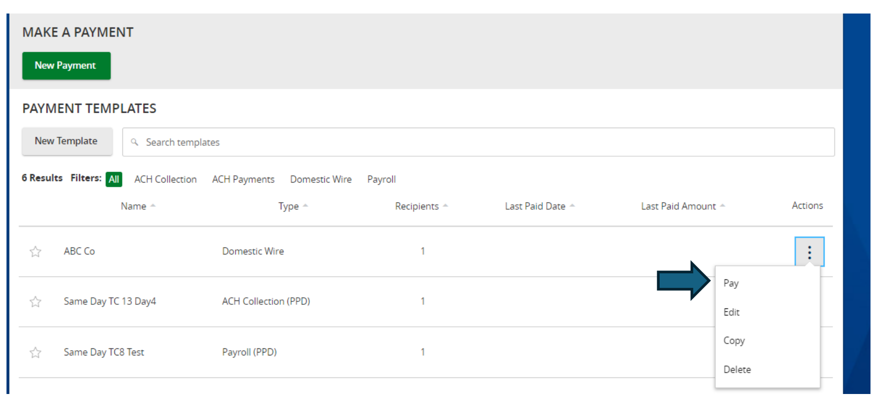


2. Name template and add Subsidiary, Account and Recipient(s). Save.

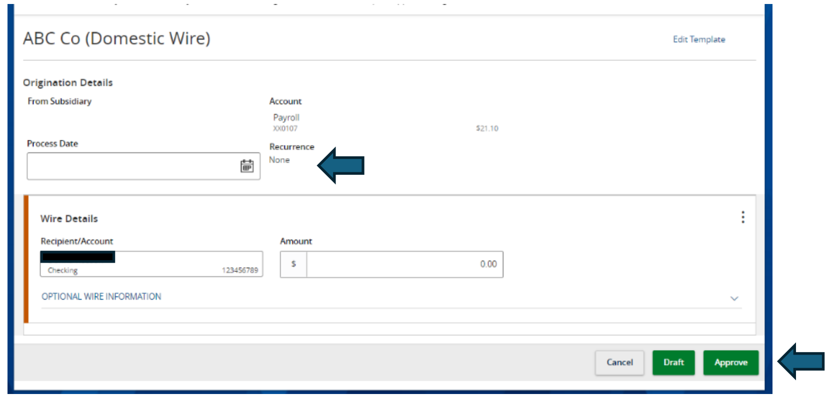


Existing template

1. Click elipses on template – Click pay.



2. Enter Process Date, amount and Draft or Approve.



All approvals require a token code approval .