

Wire Money Without a Template

1. Click **Money Movement > Wire > Wire Money**.
2. Complete the **Debit Information** section:

Wire Type	Domestic Wire, Foreign Currency International Wire, or USD International Wire. A company user's enabled wire services determine the wire types available.
Template Name (optional)	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	The account from which funds are drawn.
Send on Date	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	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 USD - US Dollars for domestic and USD international wire requests.
Wire Purpose	If applicable, select a reason for the wire transfer. If the selected Wire Purpose is Other, type the reason for the wire in the Wire Purpose text field (up to 35 alphanumeric characters)

3. Click **Continue**.
4. If applicable, complete the additional **Debit Information** fields:

Conversion Rate (optional)	The rate used to calculate the converted U.S. Dollar equivalent of the entered foreign currency amount.
Contract Number	A contract number representing the rate of exchange quoted to you for a foreign currency wire for today's date.

- a. Click **Calculate Currency** to get the U.S. Dollar equivalent for the currency specified using the current conversion rate.
5. Complete the **Recipient Information** section:

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** is **ABA**, then the recipient **Bank ID** must be for a financial institution authorized for the receipt of electronic wires.

- To search for an ABA or SWIFT Bank ID, click the **Bank ID Search** link, enter at least one search criterion, and then click **Search**. Once the search results are returned, select a bank and then click **Select Bank**. The **Bank ID**, **Bank Name**, and address fields are pre-filled. For SWIFT, the branch name and address are automatically added to the **Bank Address 2** and **Bank Address 3** fields.
- To validate your entry, click the **Validate** link. The bank name and address fields pre-fill when the ABA or SWIFT number is validated as a financial institution authorized for electronic wires. For SWIFT, the branch name and address are automatically added to the **Bank Address 2** and **Bank Address 3** fields.

Note: For SWIFT, the **Search** and **Validate** links may not be available to all companies.

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 Account	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.
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 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 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.

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.

6. If applicable, click the toggle icon () to add wire intermediary information and then complete the **First Intermediary Information** and/or **Second Intermediary Information** section:

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 institution authorized for the receipt of electronic wires.

- To search for an ABA or SWIFT Bank ID, click the **Bank ID Search** link, enter at least one search criterion, and then click **Search**. Once the search results are returned, select a bank and then click **Select Bank**. The **Bank ID**, **Bank Name**, and address fields are pre-filled. For SWIFT, only codes that correspond to the beneficiary bank are shown for the first intermediary. For the second intermediary, only SWIFT codes that correspond to the beneficiary bank and first intermediary are shown. The branch name and address are automatically added to the **Bank Address 2** and **Bank Address 3** fields.

- To validate your entry, click the **Validate** link. The bank name and address fields pre-fill when the ABA or SWIFT number is validated as a financial institution authorized for electronic wires. For SWIFT, only codes that correspond to the beneficiary bank are shown for the first intermediary. For the second intermediary, only SWIFT codes that correspond to the beneficiary bank and first intermediary are shown. The branch name and address are automatically added to the **Bank Address 2** and **Bank Address 3** fields.

Note: For SWIFT, the **Search** and **Validate** links may not be available to all companies.

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.

7. If applicable, complete or change the **Wire Initiator Information** section:

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 3

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.

Security Code

The code provided to you by your financial institution for security purposes.

8. Click **Continue**.

9. Verify the wire as needed and then click one of the following:

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 send the transaction.

10. If prompted, complete additional user validation:

a. Select **Phone** or **Text Message** (if applicable) and then click **Continue**.

b. Do one of the following: If you selected to be contacted by phone, a one-time security code is displayed; you should enter or speak the code into the phone once you receive your phone call. After completing the phone call, click **Phone Call Completed**. If you selected to be contacted by SMS text, a dialog box is displayed for you to enter your mobile phone number, select the appropriate **Country/Region**, enter a **Mobile Phone Number** and then click **Send Text Message**. If the mobile phone number matches a number on record, a text message containing a one-time security code is sent to your phone and the **Enter the Security Code** dialog appears.

c. For SMS text messages, type the one-time security code displayed on your mobile device into the **One-time Security Code** field on the Enter the Security Code dialog and then click **Submit**.

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

Wire Money via Template

1. Click **Money Movement > Wire > Wire Via Template**.
2. Complete the **Template Based Wire Transfer Information** section:

Template Name	List of pre-defined templates.	
Currency	The currency type associated with the account.	
Conversion Rate (optional)	The rate used to calculate the converted U.S. Dollar equivalent of the entered foreign currency amount, if applicable.	
Contract Number	A contract number representing the rate of exchange quoted to you for a foreign currency wire for today's date, if applicable.	
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. If applicable, click Calculate Currency to get the U.S. Dollar equivalent for the currency specified using the current conversion rate.	
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	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 15th 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.
Next Send On	The start date of the recurring wire.	
End on	Continue indefinitely	The transaction is sent forever.
	Continue until this date	The transaction is sent until the date you specify.
	Continue for this many occurrences	The transaction is sent for a set number of times. For example, if Weekly is the Frequency and the number of occurrences is 4 , the transaction is sent on the same day every week for four weeks.
Processing options	Use the next processing date if a scheduled request falls on a non-processing date	If the send on date for a transaction falls on a non-processing day like a holiday, then the next processing date following the holiday is used.
	Use the previous processing date if a scheduled request falls on a non-processing date	If the send on date for a transaction falls on a non-processing day like a holiday, then the processing date before the holiday is used.
Security Code (optional)	The code provided to you by your financial institution for security purposes.	

Wire Purpose

If applicable, select a reason for the wire transfer. If the selected **Wire Purpose** is **Other**, type the reason for the wire in the **Wire Purpose** text field (up to 35 alphanumeric characters).

3. Verify the information as needed and then click one of the following:

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 send the transaction.

4. If prompted, complete additional user validation:

- a. Select **Phone** or **Text message** (if applicable) and then click **Continue**.

- b. Do one of the following: If you selected to be contacted by phone, a one-time security code is displayed; you should enter or speak the code into the phone once you receive your phone call. After completing the phone call, click **Phone Call Completed**. If you selected to be contacted by SMS text, a dialog box is displayed for you to enter your mobile phone number, select the appropriate **Country/Region**, enter a **Mobile Phone Number** and then click **Send Text Message**. If the mobile phone number matches a number on record, a text message containing a one-time security code is sent to your phone and the Enter the Security Code dialog appears.

- c. For SMS text messages, type the one-time security code displayed on your mobile device into the **One-time security code** field on the Enter the Security Code dialog and then click **Submit**.

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