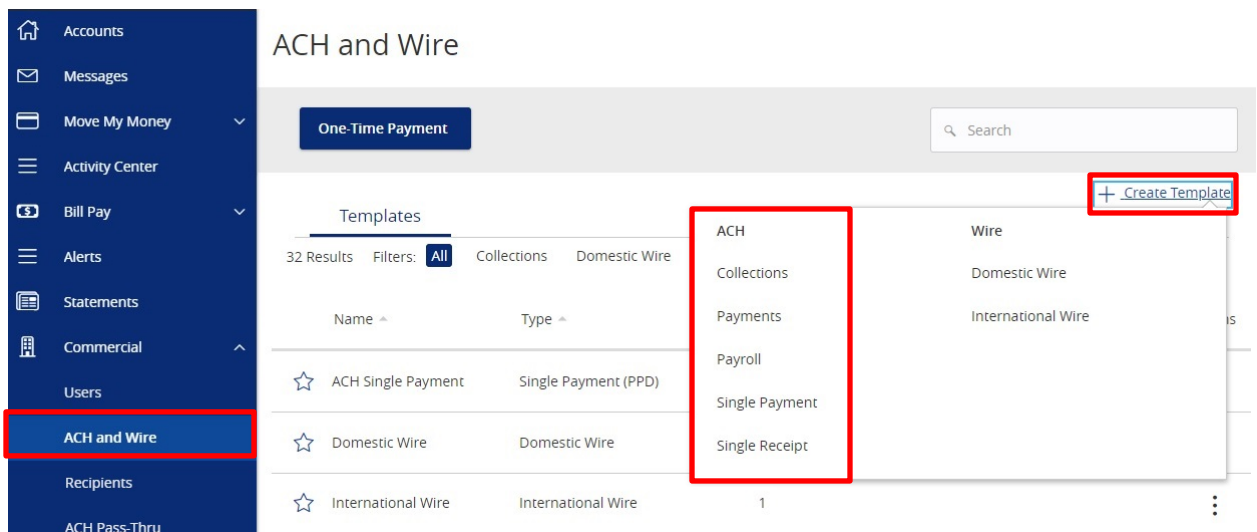


ACH and Wire Template Management

ACH Template Creation

1. Click “ACH and Wire” under the *Commercial* menu. Click “+ Create Template” and choose the *ACH Template* you would like to create.



2. You will be presented with a screen asking for the *Template Properties*. You can name the template and determine who else at the company is allowed to access the template.

Payments [Change Type](#)

Template Properties

Template Name

Template Access Rights

1 of 1 users selected

NOTE: The example above is for *Payments*, but you can always change the ACH type by clicking “Change Type” to the right of the title.

3. For the *Origination Details* section, fill in the following:
 - a. *SEC Code* – not applicable for *Payroll*
 - b. *Company Entry Description* – optional field used to enter in the file type
 - c. *To/From Subsidiary* – the company initiating the payment
 - d. *Account* – select the corresponding offset account for the commercial payment

Origination Details

SEC Code ⓘ <input type="text"/>	Company Entry Description <input type="text"/>	From Subsidiary <input type="text"/>
Account <input type="text"/>		

4. For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. To select more than one recipient, click “+Add Another Recipient”.

Recipients (1)

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
<div> <div>✓ This payment is valid.</div> <div> <input type="text"/> <input type="text"/> </div> <div> <input checked="" type="checkbox"/> Notify Recipient <div>Show Details</div> </div> <div>Addendum</div> <div><input type="text"/></div> </div>	

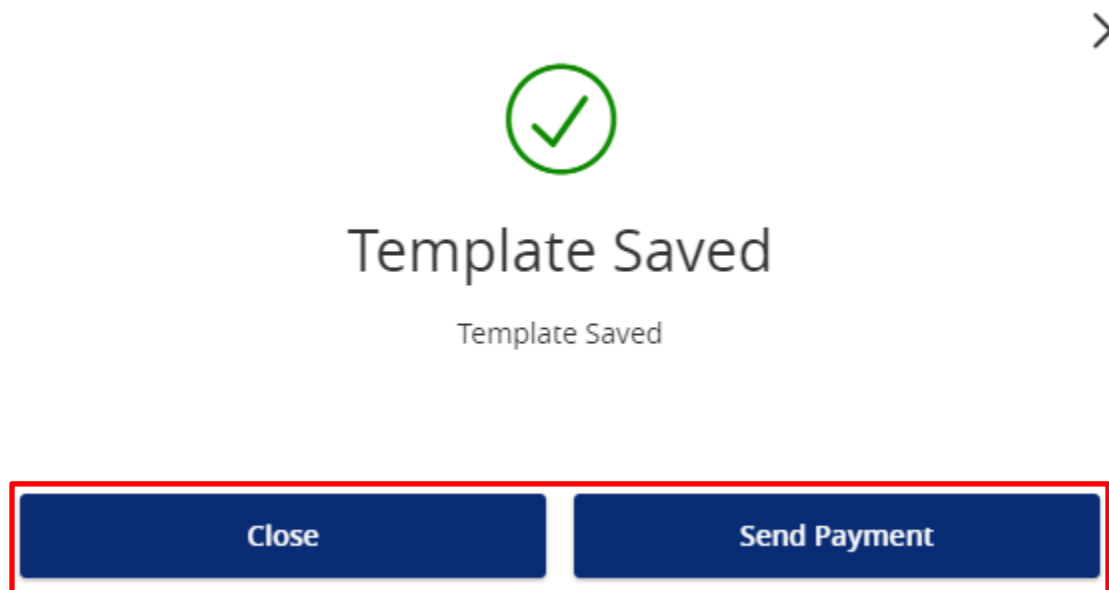
+ Add another recipient

NOTE: You can leave *Amount* blank when creating your template so that each time you use the template, the *Amount* field will be blank and you can enter the *Amount* for that specific transaction.

5. Once completed, click “Save”.

\$00.00 1 payment	<div>Cancel</div> <div>Save</div>
----------------------	-----------------------------------

6. To go back to the ACH and Wire section, click “Close”. To move forward with the payment, click “Send Payment”.



7. If you clicked “Send Payment” you will be taken to a screen to review your ACH. Here you can also set a date to send the payment, input an amount (if needed), and *Draft* or *Approve* based on your user rights.

Example (Payments) Edit Template

Origination Details

SEC Code ⓘ SEC Code will display here	Company Entry Description <input type="text"/>	From Subsidiary Subsidiary will display here *****6789
Account Account name will display here DDA-XXXXX1234	Effective Date <input type="text"/>	Recurrence None

Recipients (1) Find recipients in payment ⋮

Recipient/Account	Amount
<div>Recipient name will appear here</div> <div>Checking 123456789</div>	<input type="text" value="\$0.00"/>

\$0.00
1 payments

Cancel Draft Approve

NOTE: Click the three dots to *Expand Row* and add an *Addendum*.

Editing Existing ACH Templates

1. Click “ACH and Wire” under the *Commercial* menu. Click on the three dots of the template you would like to *Edit*.

The screenshot shows the 'ACH and Wire' section of a financial management system. On the left is a dark blue sidebar with a menu. The 'ACH and Wire' option is highlighted with a red box. The main area is titled 'ACH and Wire' and contains a 'One-Time Payment' button and a search bar. Below this is a 'Templates' section with a tab for 'All' showing 32 results. A table lists three templates: 'ACH Single Payment', 'Domestic Wire', and 'International Wire'. Each row has a star icon and an 'Actions' column with a three-dot menu. The 'Edit' option in the dropdown menu for the 'Domestic Wire' template is highlighted with a red box.

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
ACH Single Payment	Single Payment (PPD)	1			Click to view template actions
Domestic Wire	Domestic Wire	1			Pay Edit Copy Delete
International Wire	International Wire	1			

2. The information from the last payment will autofill in the boxes, you will need to update the applicable information for your new ACH payment. Click “Save” when complete.

Single Payment

Template Properties

Template Name

Template Access Rights

1 of 1 users selected

Origination Details

SEC Code ⓘ

Company Entry Description

From Subsidiary

Account

Recipient/Account


Amount




Cancel

Save

3. To go back to the ACH and Wire section, click “Close”. To move forward with the payment, click “Send Payment”.





Template Saved

Template Saved

Close

Send Payment

4. If you clicked “Send Payment” you will be taken to a screen to review your ACH. Here you can also set a date to send the payment, input an amount (if needed), and *Draft* or *Approve* based on your user rights.

Example (Payments) [Edit Template](#)

Origination Details

SEC Code ⓘ
SEC Code will display here

Company Entry Description

From Subsidiary
Subsidiary will display here
*****6789

Account
Account name will display here
DDA-XXXXX1234

Effective Date

Recurrence
None

\$800.00


Recipients (1)

Recipient/Account

Amount

Recipient name will appear here
Checking 123456789

\$0.00



\$0.00
1 payments

Cancel

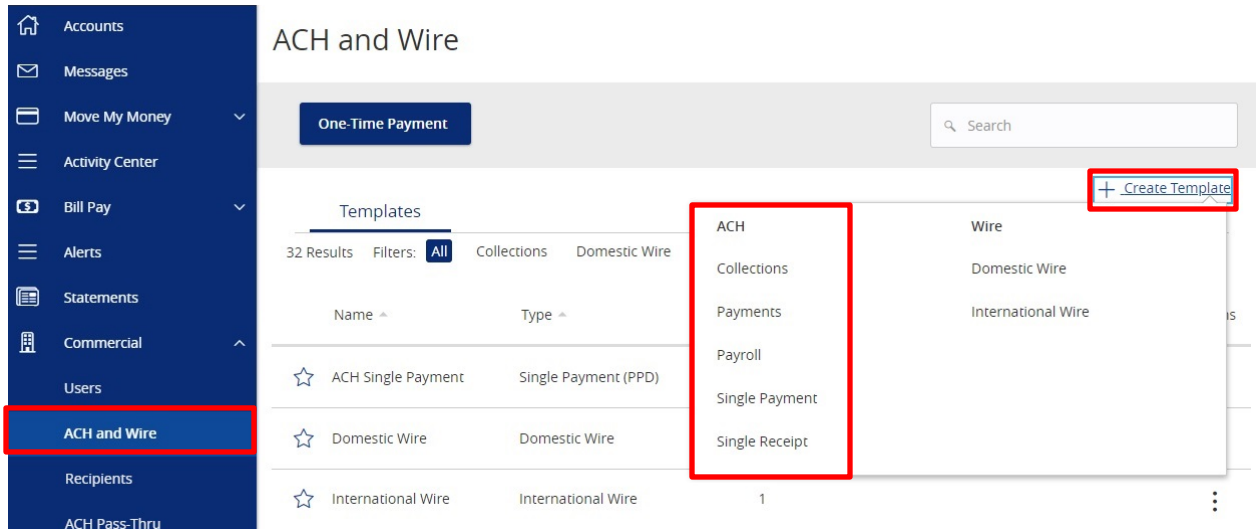
Draft

Approve

NOTE: Click the three dots to *Expand Row* and add an *Addendum*.

Recurring ACH Transaction Set-Up

1. Click “ACH and Wire” under the *Commercial* menu. Click “+ Create Template” and choose the *ACH Template* you would like to create.



2. You will be presented with a screen asking for the *Template Properties*. You can name the template and determine who else at the company is allowed to access the template.

Payments [Change Type](#)

Template Properties

Template Name	Template Access Rights
<input type="text"/>	1 of 1 users selected

NOTE: The example above is for *Payments*, but you can always change the ACH type by clicking “Change Type” to the right of the title.

3. For the *Origination Details* section, fill in the following:
 - a. *SEC Code* – not applicable for *Payroll*
 - b. *Company Entry Description* – optional field used to enter in the file type
 - c. *To/From Subsidiary* – the company initiating the payment
 - d. *Account* – select the corresponding offset account for the commercial payment

Origination Details

SEC Code ⓘ <input type="text"/>	Company Entry Description <input type="text"/>	From Subsidiary <input type="text"/>
Account <input type="text"/>		

- For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. To select more than one recipient, click “+Add Another Recipient”.

The screenshot shows the 'Recipients (1)' section of a payment interface. At the top, there is a search bar labeled 'Find recipients in payment' and a '+ Add multiple recipients' link. Below this is a table with two columns: 'Recipient/Account' and 'Amount'. The first row in the table has a green checkmark and the text 'This payment is valid.' in the 'Recipient/Account' column, and an empty input field in the 'Amount' column. Below the table, there is a checkbox labeled 'Notify Recipient' which is checked, and a 'Show Details' link. At the bottom of the table, there is a '+ Add another recipient' button. The entire interface is enclosed in a light gray border.

NOTE: You can leave *Amount* blank when creating your template so that each time you use the template, the *Amount* field will be blank and you can enter the *Amount* for that specific transaction.

- Once completed, click “Save”.

The screenshot shows the bottom summary bar of the payment interface. It displays '\$00.00' and '1 payment' on the left. On the right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box.

- To go back to the ACH and Wire section, click “Close”. To move forward with the payment, click “Send Payment”.

The screenshot shows a confirmation screen with a large green checkmark icon at the top. Below the icon, the text 'Template Saved' is displayed in a large font, and 'Template Saved' is repeated in a smaller font below it. At the bottom, there are two buttons: 'Close' and 'Send Payment'. Both buttons are highlighted with a red box. A close button (X) is visible in the top right corner.

7. If you clicked “Send Payment” you will be taken to a screen to review your ACH.
8. Select your initial “Effective Date” for the payment and under *Recurrence*, click “Set Schedule”.

Origination Details

SEC Code ⓘ

SEC Code will display here

Account

Account name will display here
DDA-XXXXX3580

\$800.00

Company Entry Description

Effective Date

From Subsidiary

Subsidiary will display here
*****6789

Recurrence

[Set schedule](#)

9. Select the frequency and end date. After this, click “Save”

Schedule Recurring Transaction

How often should this transaction repeat?

☐ 1st of the month ☐ Last day of the month


☐ 1st & 15th of the month ☐ 15th & last day of the month

☐ Weekly ☐ Every other week

☐ Monthly ☐ Quarterly

☐ Semi-annually ☐ Yearly

When should this transaction stop?

 ☐ Forever (Until I cancel)

[Save](#)

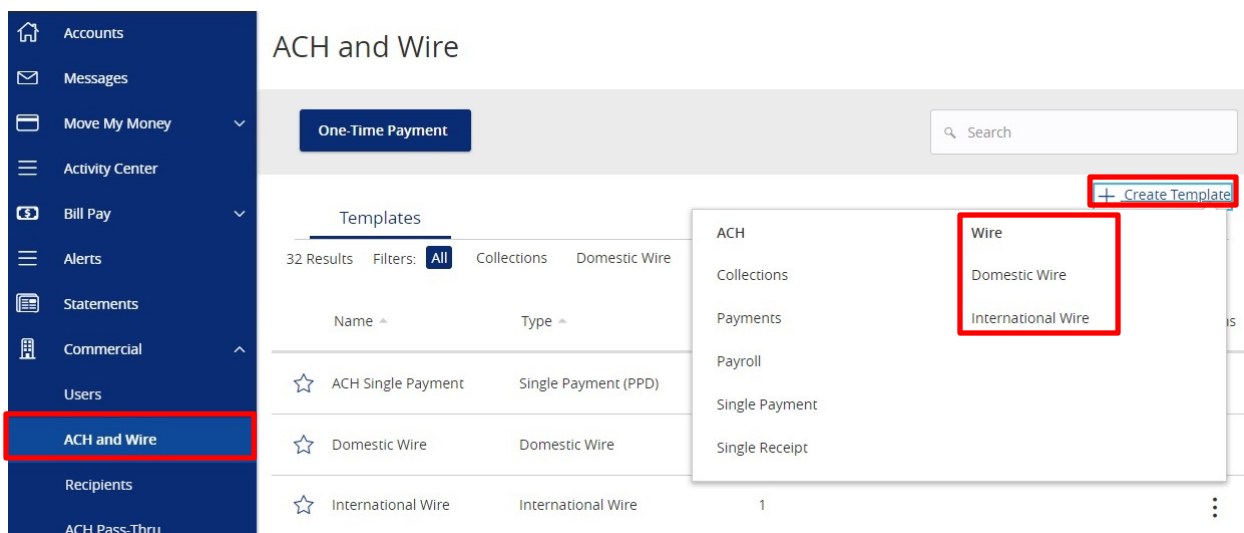
10. Back on the ACH review screen, click “Draft” or “Approve” based on your user rights.

\$0.00
1 payments

[Cancel](#) [Draft](#) [Approve](#)

Domestic/International Wire Template Creation

1. Click “ACH and Wire” under the *Commercial* menu. Click “+ Create Template” and choose the *Wire Template* you would like to create.



2. You will be presented with a screen asking for *Template Properties*. You can name the template and determine who else at the company is allowed to access the template.

Domestic Wire [Change Type](#)

Template Properties

Template Name

Template Access Rights

1 of 1 users selected

NOTE: The example above is for a *Domestic Wire*, but you can always change the Wire type by clicking “Change Type” to the right of the title.

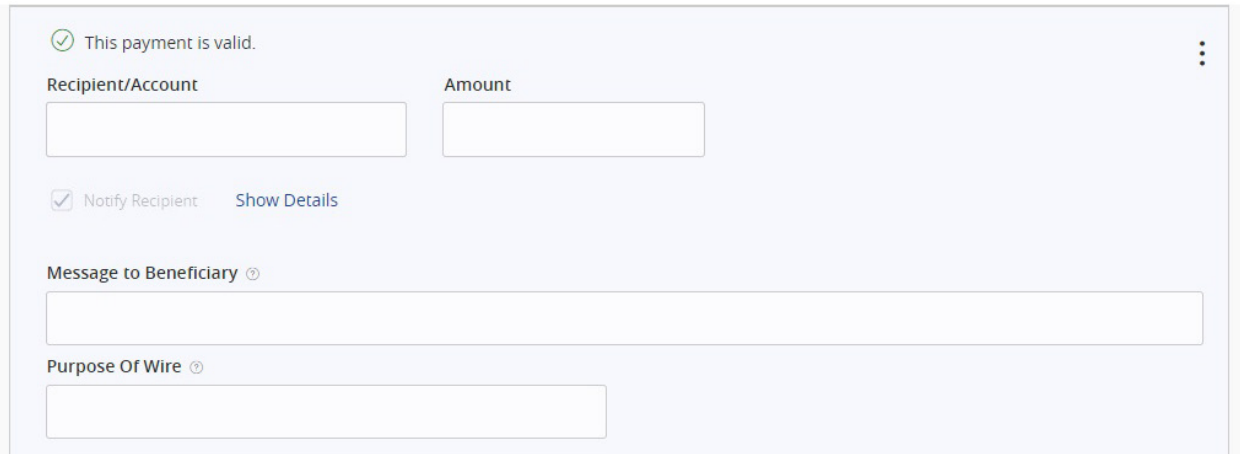
3. For the *Origination Details* section, fill in the following:
 - a. *From Subsidiary* – the company initiating the payment
 - b. *Account* – select the corresponding offset account for the commercial payment

Origination Details

From Subsidiary

Account

- For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. You will also need to fill out a *Message to Beneficiary* and the *Purpose of Wire*.

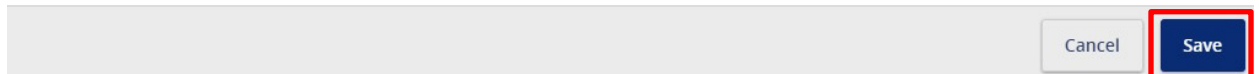


The form is titled "This payment is valid." with a green checkmark icon. It contains several input fields: "Recipient/Account" and "Amount" (both empty text boxes), "Message to Beneficiary" (a large text area), and "Purpose Of Wire" (a text box). There are also checkboxes for "Notify Recipient" (checked) and "Show Details" (unchecked). A vertical ellipsis menu is located in the top right corner.

NOTE: You can leave *Amount* blank when creating your template so that each time you use the template, the *Amount* field will be blank and you can enter the *Amount* for that specific transaction.

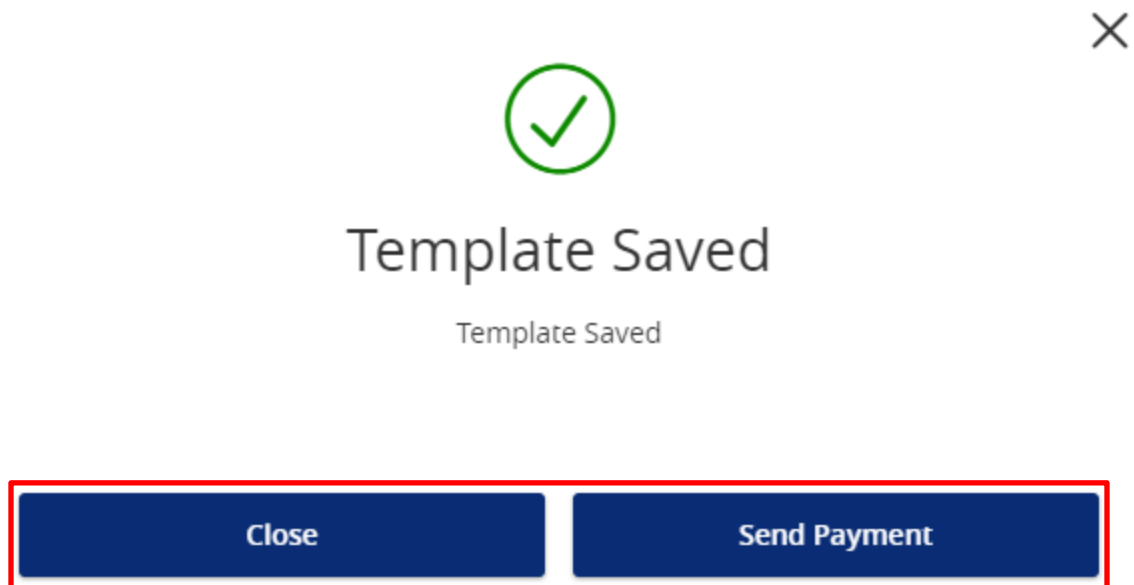
NOTE: For *International Wires*, you will need to select the *Currency*.

- Once completed, click "Save".



A horizontal bar containing two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.

- To go back to the ACH and Wire section, click "Close". To move forward with the payment, click "Send Payment".



The screen displays a large green checkmark icon, the text "Template Saved", and a smaller "Template Saved" message below it. At the bottom, there are two buttons: "Close" and "Send Payment", both highlighted with a red border. A close button (X) is located in the top right corner.

7. If you clicked “Send Payment” you will be taken to a screen to review your Wire. Here you can also set a date to send the payment, input an amount (if needed), and *Draft* or *Approve* based on your user rights and your Wire Transfer Agreement.

Example (Domestic Wire)

[Edit Template](#)

Origination Details

From Subsidiary

Subsidiary will display here
*****6789

Account

Account name will display here
DDA-XXXXX1234

Process Date



Recurrence

None

Recipient/Account	Amount
Recipient name will appear here Checking 123456789	\$0.00
Message to Beneficiary ⓘ <input type="text"/>	
Purpose Of Wire ⓘ <input type="text"/>	
OPTIONAL WIRE INFORMATION ▼	

NOTE: Click the three dots to *Expand Row* and add a *Description*.

NOTE: If you have any questions or issues, you may contact our Wire Department during business hours at 781.982.6888.

Editing Existing Domestic/International Wire Templates

1. Click “ACH and Wire” under the *Commercial* menu. Click on the three dots of the template you would like to *Edit*.

The screenshot shows the 'ACH and Wire' section of a financial application. On the left is a dark blue sidebar with a menu. The 'ACH and Wire' option is highlighted with a red rectangle. The main area is titled 'ACH and Wire' and contains a 'One-Time Payment' button and a search bar. Below this is a 'Templates' section with tabs for 'Collections', 'Domestic Wire', 'International Wire', 'Payments', 'Payroll', and 'Single Payment'. The 'Domestic Wire' tab is active, showing 32 results. A table lists three templates: 'ACH Single Payment', 'Domestic Wire', and 'International Wire'. The 'Domestic Wire' template is selected, and a context menu is open, showing options: 'Pay', 'Edit' (highlighted with a red rectangle), 'Copy', and 'Delete'. A button 'Click to view template actions' is also visible.

ACH and Wire

One-Time Payment

Search

Templates

32 Results Filters: All Collections Domestic Wire International Wire Payments Payroll Single Payment

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
☆ ACH Single Payment	Single Payment (PPD)	1			⋮
☆ Domestic Wire	Domestic Wire	1			⋮
☆ International Wire	International Wire	1			⋮

Click to view template actions

- Pay
- Edit
- Copy
- Delete

2. The information from the last payment will autofill in the boxes, you will need to update the applicable information for your new Wire payment. Click “Save” when complete.

The screenshot shows the 'Domestic Wire' form. It has a title 'Domestic Wire' and a section 'Template Properties' with fields for 'Template Name' and 'Template Access Rights' (1 of 1 users selected). Below this is the 'Origination Details' section with fields for 'From Subsidiary' and 'Account'. The main section is 'Recipient/Account' with a table for 'Amount'. Below the table are fields for 'Message to Beneficiary' and 'Purpose Of Wire'. At the bottom is a section for 'OPTIONAL WIRE INFORMATION'. At the bottom right are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red rectangle.

Domestic Wire

Template Properties

Template Name

Template Access Rights

1 of 1 users selected

Origination Details

From Subsidiary

Account

Recipient/Account	Amount


Message to Beneficiary


Purpose Of Wire

OPTIONAL WIRE INFORMATION

Cancel Save

- To go back to the ACH and Wire section, click "Close". To move forward with the payment, click "Send Payment".





Template Saved

Template Saved

Close

Send Payment

- If you clicked "Send Payment" you will be taken to a screen to review your Wire. Here you can also set a date to send the payment, input an amount (if needed), and *Draft* or *Approve* based on your user rights and your Wire Transfer Agreement.

Example (Domestic Wire)

[Edit Template](#)

Origination Details

From Subsidiary

Subsidiary will display here
*****6789

Account

Account name will display here
DDA-XXXXX1234

Process Date

Recurrence

None

Recipient/Account	Amount
<div>Recipient name will appear here</div> <div>Checking 123456789</div>	<div>\$0.00</div>
<div>Message to Beneficiary</div> <div></div>	
<div>Purpose Of Wire</div> <div></div>	
<div>OPTIONAL WIRE INFORMATION</div> <div></div>	

Cancel

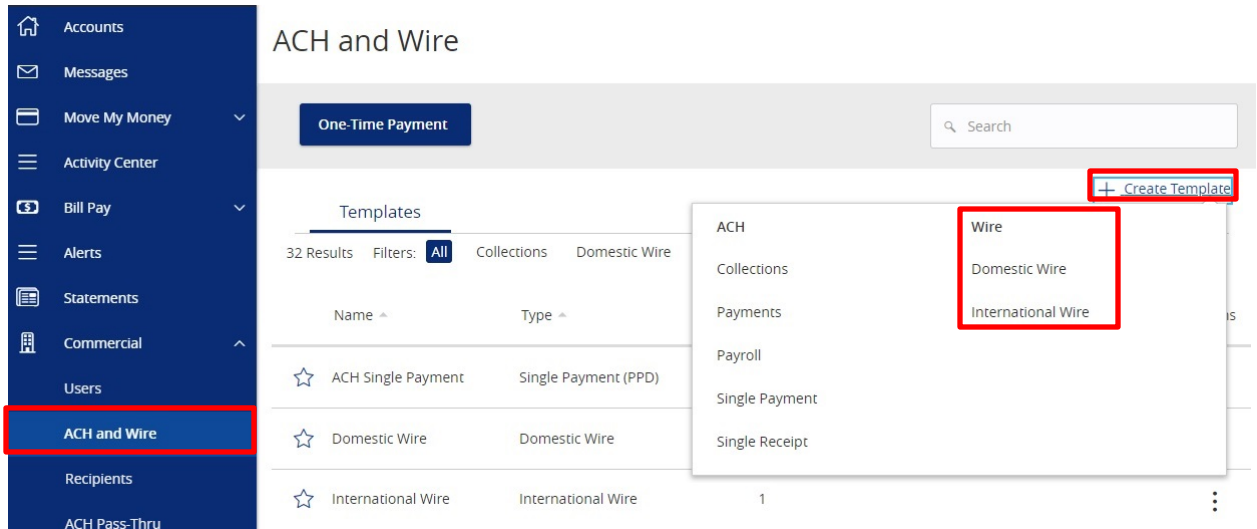
Draft

Approve

NOTE: Click the three dots to *Expand Row* and add a *Description*.

Recurring Wire Transaction Set-Up

1. Click “ACH and Wire” under the *Commercial* menu. Click “+ Create Template” and choose the *Wire Template* you would like to create.



2. You will be presented with a screen asking for *Template Properties*. You can name the template and determine who else at the company is allowed to access the template.

Domestic Wire [Change Type](#)

Template Properties

Template Name

Template Access Rights

1 of 1 users selected

NOTE: The example above is for a *Domestic Wire*, but you can always change the Wire type by clicking “Change Type” to the right of the title.

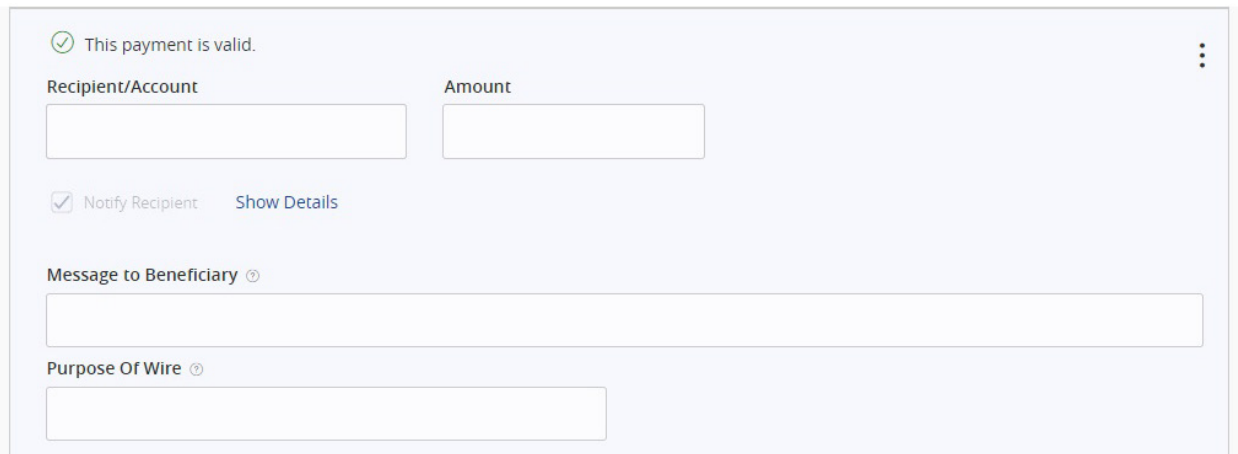
3. For the *Origination Details* section, fill in the following:
 - a. *From Subsidiary* – the company initiating the payment
 - b. *Account* – select the corresponding offset account for the commercial payment

Origination Details

From Subsidiary

Account

4. For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. You will also need to fill out a *Message to Beneficiary* and the *Purpose of Wire*.



The form is titled "This payment is valid." with a green checkmark icon. It contains the following fields and controls:

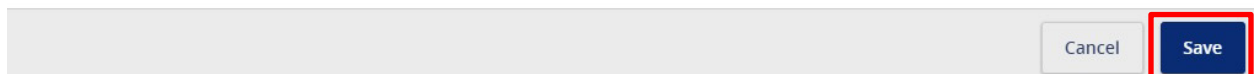
- Recipient/Account**: A text input field.
- Amount**: A text input field.
- Notify Recipient**: A checked checkbox.
- Show Details**: A link.
- Message to Beneficiary**: A text input field with a help icon.
- Purpose Of Wire**: A text input field with a help icon.

NOTE: You can leave *Amount* blank when creating your template so that each time you use the template, the *Amount* field will be blank and you can enter the *Amount* for that specific transaction.

NOTE: Click the three dots to *Expand Row* and add a *Description*.

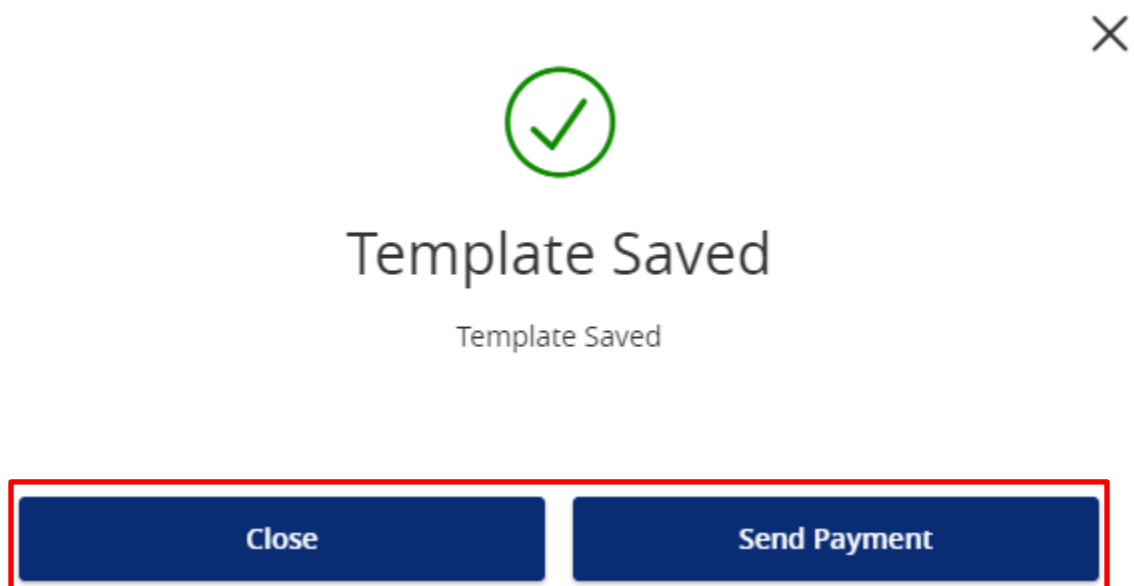
NOTE: For *International Wires*, you will need to select the *Currency*.

5. Once completed, click "Save".



A horizontal bar containing two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.

6. To go back to the ACH and Wire section, click "Close". To move forward with the payment, click "Send Payment".



The confirmation screen features a large green checkmark icon, the text "Template Saved", and a close button (X) in the top right corner. At the bottom, there are two buttons: "Close" and "Send Payment", both highlighted with a red border.

7. If you clicked “Send Payment” you will be taken to a screen to review your Wire.
8. Select your initial “Effective Date” for the payment and under *Recurrence*, click “Set Schedule”.

Origination Details

From Subsidiary Subsidiary will display here *****6789	Account Account name will display here DDA-XXXXX1234
Process Date <input type="text"/>	Recurrence Set schedule

9. Select the frequency and end date. After this, click “Save”

Schedule Recurring Transaction ×

How often should this transaction repeat?

<input type="radio"/> 1st of the month	<input type="radio"/> Last day of the month
<input type="radio"/> 1st & 15th of the month	<input type="radio"/> 15th & last day of the month
<input type="radio"/> Weekly	<input type="radio"/> Every other week
<input type="radio"/> Monthly	<input type="radio"/> Quarterly
<input type="radio"/> Semi-annually	<input type="radio"/> Yearly

When should this transaction stop?

<input type="text"/>	<input type="radio"/> Forever (Until I cancel)
----------------------	--

Save

10. Back on the Wire review screen, click “Draft” or “Approve” based on your user rights.

\$0.00 1 payments	<input type="button" value="Cancel"/>	<input type="button" value="Draft"/>	<input type="button" value="Approve"/>
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NOTE: If you have any questions or issues, you may contact our Wire Department during business hours at 781.982.6888.

ACH Transactions

Paying Existing ACH Templates

1. Click “ACH and Wire” under the *Commercial* menu. Click on the three dots of the template you would like to *Pay*.

The screenshot shows the 'ACH and Wire' section of a financial system. On the left is a navigation menu with options like Accounts, Messages, Move My Money, Activity Center, Bill Pay, Alerts, Statements, Commercial, Users, ACH and Wire (highlighted with a red box), Recipients, ACH Pass-Thru, and Tax Payment. The main area is titled 'ACH and Wire' and contains a 'One-Time Payment' button and a search bar. Below this is a 'Templates' section with 32 results, filtered by 'All'. A table lists templates: 'ACH Single Payment', 'Domestic Wire', and 'International Wire'. The 'Domestic Wire' row is selected, and a dropdown menu is open, showing options: 'Pay' (highlighted with a red box), 'Edit', 'Copy', and 'Delete'. A button 'Click to view template actions' is also visible.

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
ACH Single Payment	Single Payment (PPD)	1			Click to view template actions
Domestic Wire	Domestic Wire	1			Pay, Edit, Copy, Delete
International Wire	International Wire	1			

2. You will be taken to a screen to review your ACH. Here you can set a date to send the payment, input an *Amount* (if needed), and *Draft* or *Approve* based on your user rights.

The screenshot shows the 'Example (Payments)' review screen. It has a header 'Example (Payments)' and an 'Edit Template' link. The form is divided into sections: 'Origination Details' and 'Recipients (1)'. The 'Origination Details' section includes fields for SEC Code, Company Entry Description, From Subsidiary, Account, Effective Date, and Recurrence. The 'Recipients (1)' section includes a search bar and a table with columns 'Recipient/Account' and 'Amount'. The table has one row with 'Recipient name will appear here' and '\$0.00'. At the bottom, there is a summary bar showing '\$0.00' and '1 payments', and buttons for 'Cancel', 'Draft' (highlighted with a red box), and 'Approve' (highlighted with a red box).

Origination Details

SEC Code: SEC Code will display here

Company Entry Description: [Input Field]

From Subsidiary: Subsidiary will display here *****6789

Account: Account name will display here DDA-XXXXX1234

Effective Date: [Input Field]

Recurrence: None

Recipients (1)

Find recipients in payment

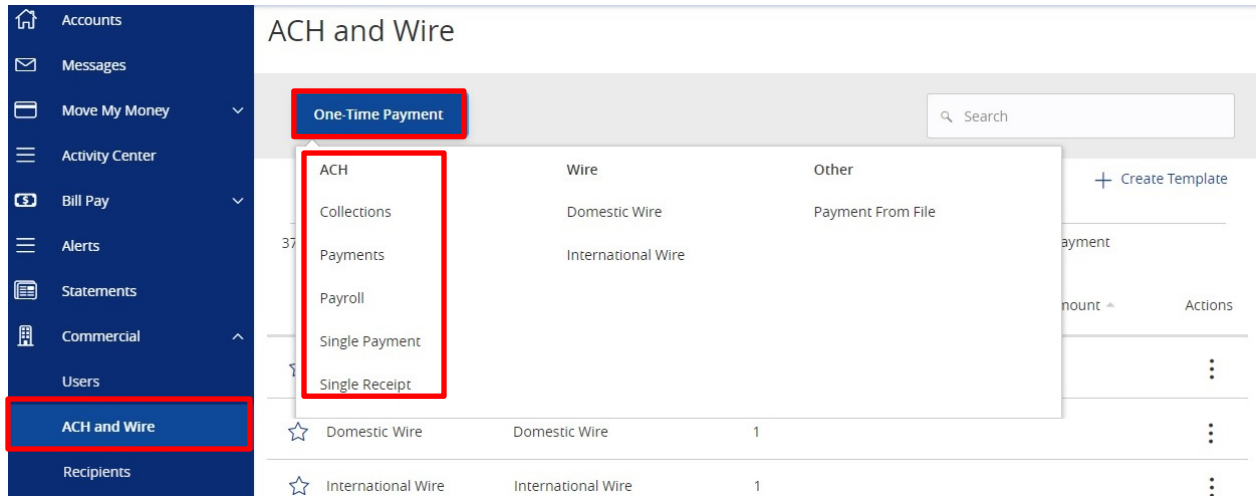
Recipient/Account	Amount
Recipient name will appear here Checking 123456789	\$0.00

\$0.00
1 payments

Cancel Draft Approve

Creating a One-Time ACH Transaction

1. Click “ACH and Wire” under the *Commercial* menu. Click “One-Time Payment” and choose the *One-Time ACH Payment* you would like to make.



2. For the *Origination Details* section, fill in the following:
 - a. *SEC Code* – not applicable for *Payroll*
 - b. *Company Entry Description* – optional field used to enter in the file type
 - c. *To/From Subsidiary* – the company initiating the payment
 - d. *Account* – select the corresponding offset account for the commercial payment
 - e. *Effective Date* – set a date to send the payment

Payments [Change Type](#)

Origination Details

SEC Code ⓘ	Company Entry Description	From Subsidiary
<input type="text"/>	<input type="text"/>	<input type="text"/>
Account	Effective Date	Recurrence
<input type="text"/>	<input type="text"/>	Set schedule

NOTE: The example above is for *Payments*, but you can always change the ACH type by clicking “Change Type” to the right of the title.

- For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. To select more than one recipient, click “+Add Another Recipient”.

Recipients (1)

⋮

+ Add multiple recipients

Recipient/Account	Amount	
<input type="text"/>	<input type="text"/>	⋮
<div>+ Add another recipient</div>		

NOTE: Click the three dots to *Expand Row* and add an *Addendum*.

- Once completed, you can *Draft* or *Approve* based on your user rights.

\$00.00
1 payment

Cancel

Draft

Approve

Wire Transactions

Paying Existing Domestic/International Wire Templates

1. Click “ACH and Wire” under the *Commercial* menu. Click on the three dots of the template you would like to *Pay*.

The screenshot shows the 'ACH and Wire' interface. On the left is a dark blue sidebar with a menu. The 'Commercial' menu item is expanded, and 'ACH and Wire' is highlighted with a red box. The main content area is titled 'ACH and Wire' and features a 'One-Time Payment' button and a search bar. Below this is a 'Templates' section with a tab for 'All' showing 32 results. A table lists three templates: 'ACH Single Payment', 'Domestic Wire', and 'International Wire'. The 'Domestic Wire' row has a three-dot menu icon, and a dropdown menu is open, showing 'Pay' (highlighted with a red box), 'Edit', 'Copy', and 'Delete'.

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
ACH Single Payment	Single Payment (PPD)	1			⋮
Domestic Wire	Domestic Wire	1			⋮
International Wire	International Wire	1			⋮

2. You will be taken to a screen to review your Wire. Here you can set a date to send the payment, input an *Amount* (if needed), and *Draft* or *Approve* based on your user rights and your Wire Transfer Agreement.

Origination Details

From Subsidiary	Account
Subsidiary will display here *****6789	Account name will display here DDA-XXXXX1234
Process Date	Recurrence
<input type="text"/>	None

Recipient/Account	Amount
Recipient name will appear here Checking 123456789	<input type="text" value="\$0.00"/>
Message to Beneficiary	
<input type="text"/>	
Purpose Of Wire	
<input type="text"/>	
OPTIONAL WIRE INFORMATION	
<input type="text"/>	

Creating a One-Time Domestic/International Wire Transfer

1. Click “ACH and Wire” under the *Commercial* menu. Click “One-Time Payment” and choose the *One-Time Wire Payment* you would like to make.



2. For the *Origination Details* section, fill in the following:
 - a. *From Subsidiary* – the company initiating the payment
 - b. *Account* – select the corresponding offset account for the commercial payment
 - c. *Process Date* – set a date to send the payment

Domestic Wire [Change Type](#)

Origination Details

From Subsidiary

Account

Process Date




Recurrence

None

NOTE: The example above is for a *Domestic Wire*, but you can always change the Wire type by clicking “Change Type” to the right of the title.

3. For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. You will also need to fill out the *Amount* field, a *Message to Beneficiary*, and the *Purpose of Wire*.

Recipient/Account	Amount	
<input type="text" value="Search by name or account."/>	<input type="text" value="\$0.00"/>	
Message to Beneficiary ⓘ <input type="text"/>		
Purpose Of Wire ⓘ <input type="text"/>		

NOTE: Click the three dots to *Expand Row* and add a *Description*.

4. Once completed, you can Draft or Approve based on your user rights and your Wire Transfer Agreement.

<input type="button" value="Cancel"/>	<input type="button" value="Draft"/>	<input type="button" value="Approve"/>
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NOTE: If you have any questions or issues, you may contact our Wire Department during business hours at 781.982.6888.

Creating a One-Time Domestic/International Multiple Wire Transaction

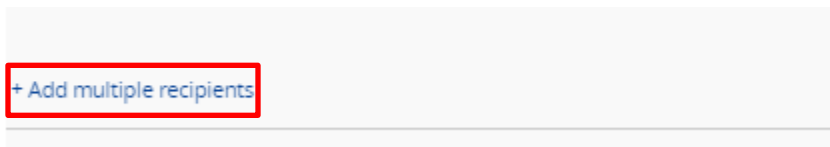
1. Click “ACH and Wire” under the *Commercial* menu. Click “One-Time Payment” and choose the *One-Time Wire Payment* you would like to make.



2. If you're using the same *Subsidiary*, *Account*, and *Process Date* check the respective box for each one that is applicable. If not, leave the box unchecked and you can input the information for each individual Wire separately.

Origination Details	
From Subsidiary <input checked="" type="checkbox"/> Use same Subsidiary for all wires <input type="text"/>	Account <input checked="" type="checkbox"/> Use same Account for all wires <input type="text"/>
Process Date <input checked="" type="checkbox"/> Use same Date for all wires <input type="text"/>	Recurrence None

3. Click “+ Add Multiple Recipients”.



4. Check the box next to the *Recipients* you would like to pay. Click “Add” when done.

SELECT MULTIPLE RECIPIENT ACCOUNTS

[Select All](#) | [Clear All](#)

☐ Company 1
Checking 123456789

☐ Company 2
Checking 987654321

☐ Company 3
Checking 111111111

< 1 of 2 >

Cancel Add

5. For each *Recipient*, you will also need to fill out the *Amount* field, a *Message to Beneficiary*, and the *Purpose of Wire*.
6. Once completed, you can Draft or Approve based on your user rights and your Wire Transfer Agreement.

Cancel Draft Approve

NOTE: If you have any questions or issues, you may contact our Wire Department during business hours at 781.982.6888.