INDEPENDENT
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STARTING A NEW PAYMENT

The system defaults to Single Wire Access. Please contact Treasury Management Support at 833.635.9291 or treasury.support@ifinancial.com to enable the Multi-Wire functionality.

1. On the left hand menu, select **Pay & Transfer** to expand the dropdown menu.

2. Select **ACH/Wire**.

3. Select **New Payment**.

4. Choose **Domestic Wire**.

Note: For the purpose of this guide, we have selected Domestic Wires, but International Multi Wire access is available.

5. Enter Origination Details.

    Note: For the purposes of this guide, we will leave the boxes unchecked.

    • **Company Name:** Optional

        • Select if the same Subsidiary should be used for all wires.

    • **Account:** Optional

        • Select if the same account should be used for all wires.

    • **Process Date** box will be auto-checked. To select different processing dates for each transaction uncheck the box.

        • Click the calendar icon to select a processing date.

    • **Recurrence:** Optional

        • Click Set Schedule to setup recurring payments. A pop up will appear and once you select how often and when to stop options, click Save.
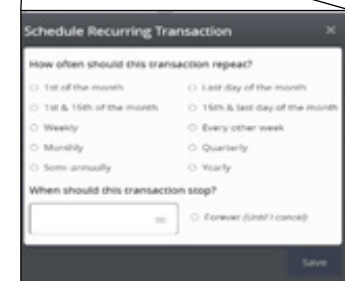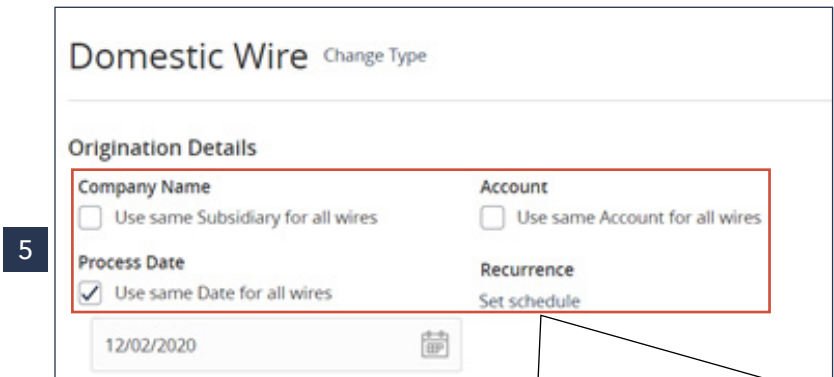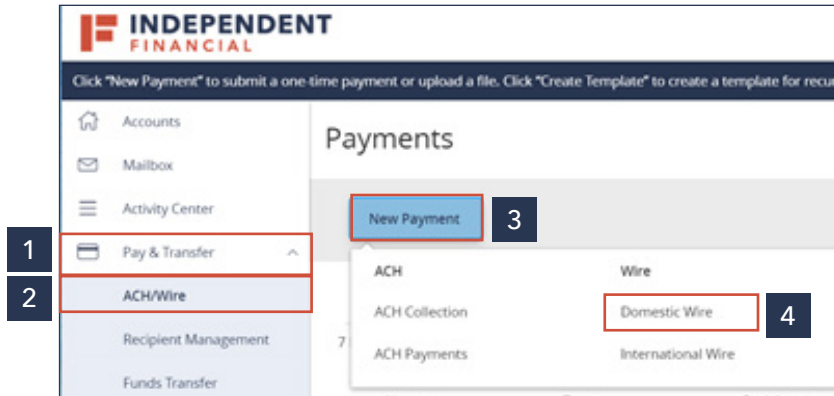
6. Search by name or account to populate **Recipient/Account** information.

   • Note: The recipient must already exist to proceed. If they have not previously been created, click + New Recipient or create one under the Recipient Management tab on the left hand menu.

7. Enter the wire **Amount**.

   • Optional: Select the Notify box to send an email confirmation to the recipient on the processing date.

8. Select **Company Name** using Search by name if company has multiple subsidiaries.

9. Select **Account** using Search by name or number.

Note: Enter Message to Beneficiary, Purpose of Wire and/or Description in Optional Wire Information section if desired.

Users also have the option to Add another wire. Follow steps 6-9 to add multiple wires to a single batch.

10. Click **Draft** to submit the transaction for approval.

    Note: Click Approve if you do not require dual approve. You will then be prompted to enter your secure token. Key in your Token and then click the Verify button.

All wires can be viewed in the Activity Center.