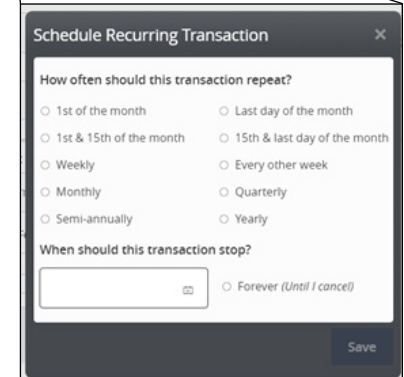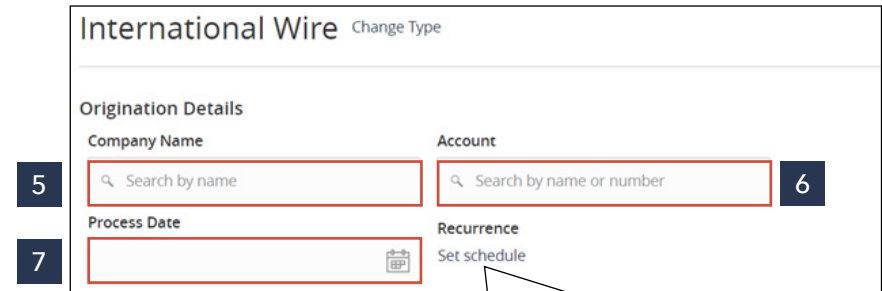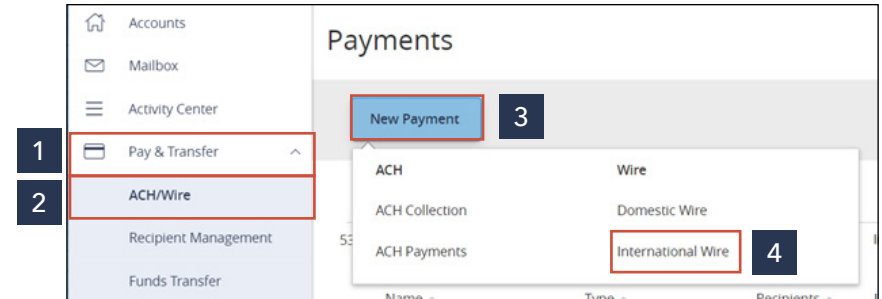**INDEPENDENT**
F I N A N C I A L ™

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

2. Select **ACH/Wire**.

3. Select **New Payment**.

4. Select **International Wire**.

5. Click in the Search by Name dropdown box to select the **Company Name**.

6. Select the **Account**.

7. Click the Calendar Icon 📅 to select the **Process Date**.

   Optional: To setup reoccurring payments, click Set Schedule.

8. Select **Recipient/Account** to search by name or account.

   Note: Wires can only be originated for existing recipients. To create a new recipient, click + New Recipient or create one under the Recipient Management tab on the left hand menu.

   Note: Currency will default to USD – U.S. Dollar. To process a foreign currency wire, please contact your account officer.

9. Enter the wire **Amount**.

   Optional: Check the Notify Recipient box to send an email confirmation to the recipient on the processing date.

   Optional: Enter Message to Beneficiary, Purpose of Wire and/or Description.

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.