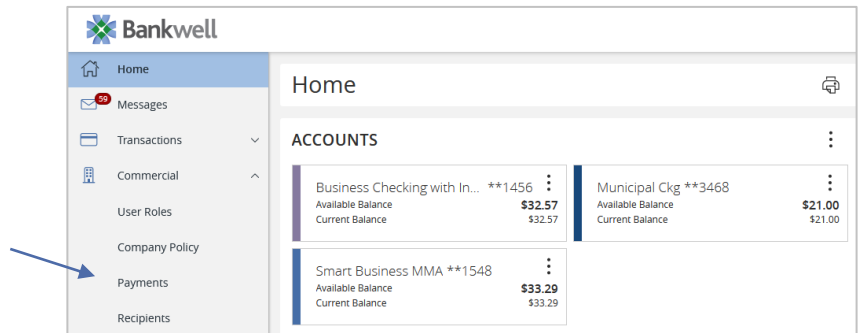
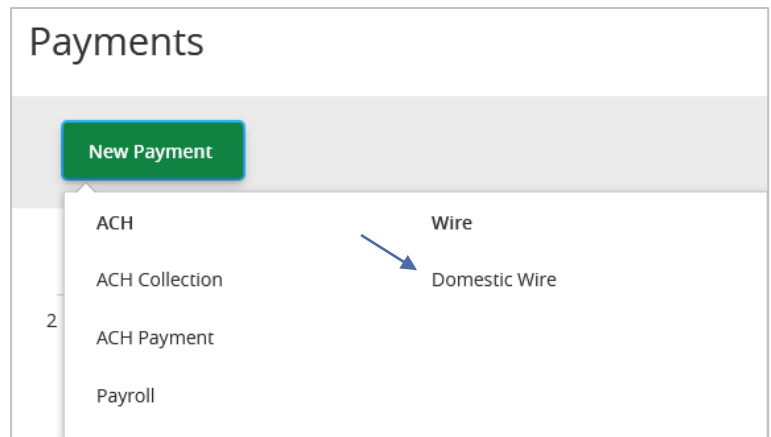


**NOTE:** Wire Upload allows you to upload a formatted CSV file that includes multiple wire transfers instead of inputting the wire information manually.

1. Select the 'Commercial' menu and then select 'Payments'.



2. Select 'New Payment' and then 'Domestic Wire'.

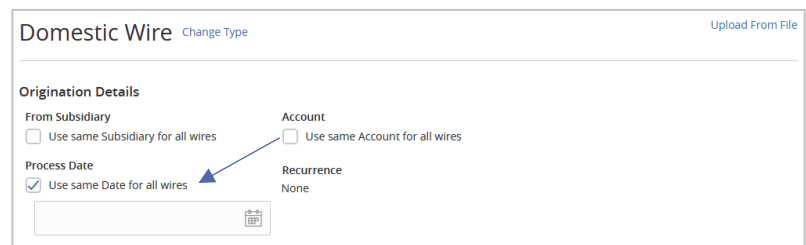
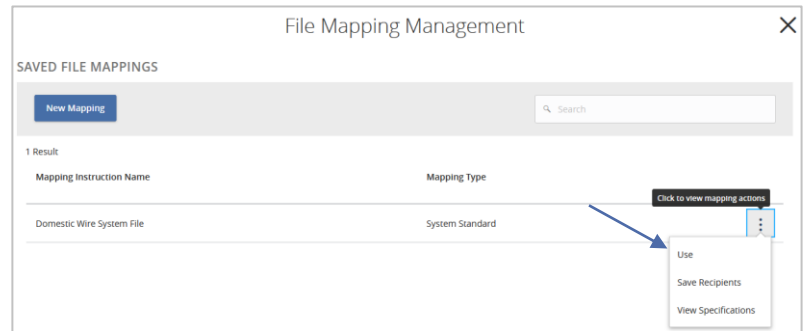


3. Select the 'Upload from File' link in the top right corner.



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4. Select the 'Use' option to upload a CSV formatted file.
5. Click the 'Please select a file to import' box to browse for the file to be uploaded on the computer.
6. Select 'Upload File'.
7. Indicate the Process Date for the wires.
  - a. If all wires need to be processed on the same day, check the 'Use same Date for all wires' box and click on the calendar below to specify the desired Process Date.
  - b. If the wires need to be processed on varied days, leave the 'Use same Date for all wires' box unchecked and indicate the Process Date for each wire individually.



**NOTE:** The fields for each wire will be populated in accordance with the data included in the CSV file being imported.



# Wire Upload

8. Review all information on the screen for accuracy and select 'Approve' or 'Draft' in accordance with user entitlements.

**Domestic Wire** Change Type Upload From File

**Origination Details**

**From Subsidiary**  
 Use same Subsidiary for all wires

**Account**  
 Use same Account for all wires

**Process Date**  
 Use same Date for all wires

**Recurrence**  
None

**Wires (2)**  ⋮

+ Add multiple recipients

Recipient/Account	Amount
Anthony Smith Checking 777777777	\$3.45
<b>From Subsidiary</b> ABC Plumbing ****9999	<b>Account</b> Smart Business MMA *****1548 \$33.29
OPTIONAL WIRE INFORMATION <span>⌵</span>	
Heidi Smith Checking 666666666	\$1.23
<b>From Subsidiary</b> The ABC Corporation *****1111	<b>Account</b> Business Checking with Interest *****1456 \$32.57
OPTIONAL WIRE INFORMATION <span>⌵</span>	

+ Add another wire

\$4.68  
2 wires



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