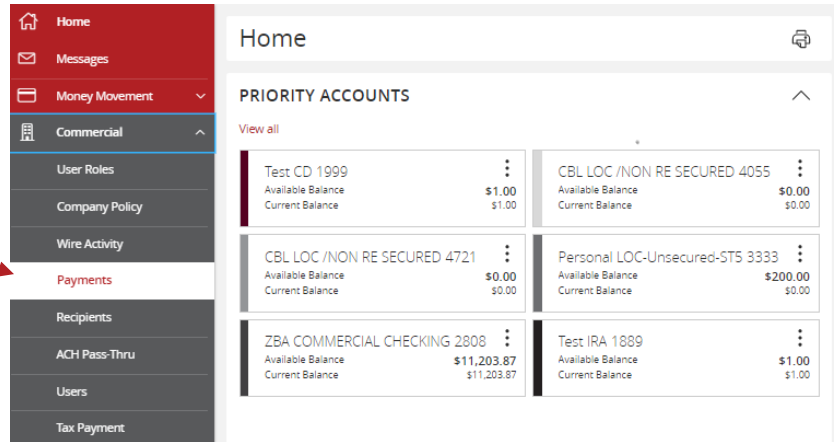
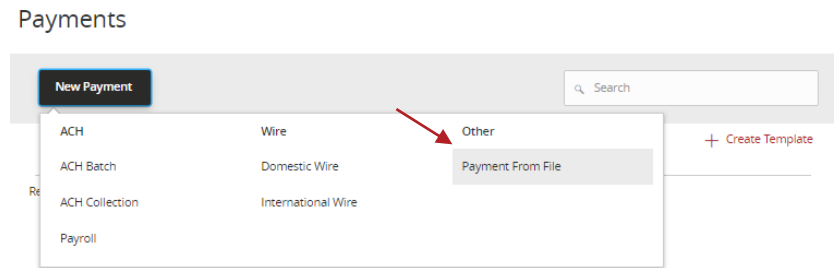


NOTE: Wire Upload allows you to upload a formatted CSV file to the online banking system instead of inputting the wire information manually.

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



2. Select 'New Payments' and then 'Payment from File'.



- Choose the wire transaction type from the 'Payment Type' drop-down menu.
- Select the 'Select file to upload' box to browse for the file to be uploaded on the computer.
- Select 'Upload File'.

Payment From File

Payment Type *

[Domestic Wire Sample File \(.csv\)](#)

DOMESTIC WIRE UPLOAD GUIDELINES

- File must be in .csv format and follow the specification
- Please note wire transactions are executed per their order in the file
- File columns represent the mandatory wire fields where each column header in the sample file represents the Field Name and tag number
- File must contain no more than 20 wire transactions to be executed

[Domestic Wire File Specification \(.pdf\)](#)

Import File *

* - Indicates required field

- Select the Subsidiary and From Account for each wire.
- Enter a message to the beneficiary. To include, purpose for the payment and any additional payment instructions.
- Enter the Description

NOTE: The Recipient and Amount will already be filled in for each wire in accordance with the data in the CSV file that was imported.

NOTE: Reference the 'Funds Transfers' User Guide for instructions on how to set up or remove the recurring transaction option from this payment before it is drafted or approved. If the transaction has already been drafted or approved reference the 'Activity Center' Guide on how to cancel the transaction.

Domestic Wire Change Type Upload From File

Origination Details

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

Wires (2) Find recipients in payment

[+ Add multiple recipients](#)

<p>Recipient/Account</p> <p>Acme Products Ltd LLC Checking 123456789</p>	<p>Amount</p> <p>\$3.45</p>
<p>From Subsidiary</p> <p>Business Test *****4567</p>	<p>Account</p> <p>ZBA COMMERCIAL CHECKING 3000002808 \$11,203.87</p>

OPTIONAL WIRE INFORMATION

Message to Beneficiary

Description

<p>Recipient/Account</p> <p>ZZZ Goods and Services Checking 123456789</p>	<p>Amount</p> <p>\$1.23</p>
<p>From Subsidiary</p> <p>Business Test *****4567</p>	<p>Account</p> <p>ZBA COMMERCIAL CHECKING 3000002808 \$11,203.87</p>

OPTIONAL WIRE INFORMATION

Message to Beneficiary

Description

\$4.68
2 wires

- 9. Review all information and select 'Approve' or 'Draft'.

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
Acme Products Ltd LLC Checking 123456789	\$3.45
From Subsidiary Business Test *****4567	Account ZBA COMMERCIAL CHECKING XXXXXXXX2808 \$11,203.87
OPTIONAL WIRE INFORMATION	

Recipient/Account	Amount
ZZZ Goods and Services Checking 123456789	\$1.23
From Subsidiary Business Test *****4567	Account ZBA COMMERCIAL CHECKING XXXXXXXX2808 \$11,203.87
OPTIONAL WIRE INFORMATION	

\$4.68
2 wires