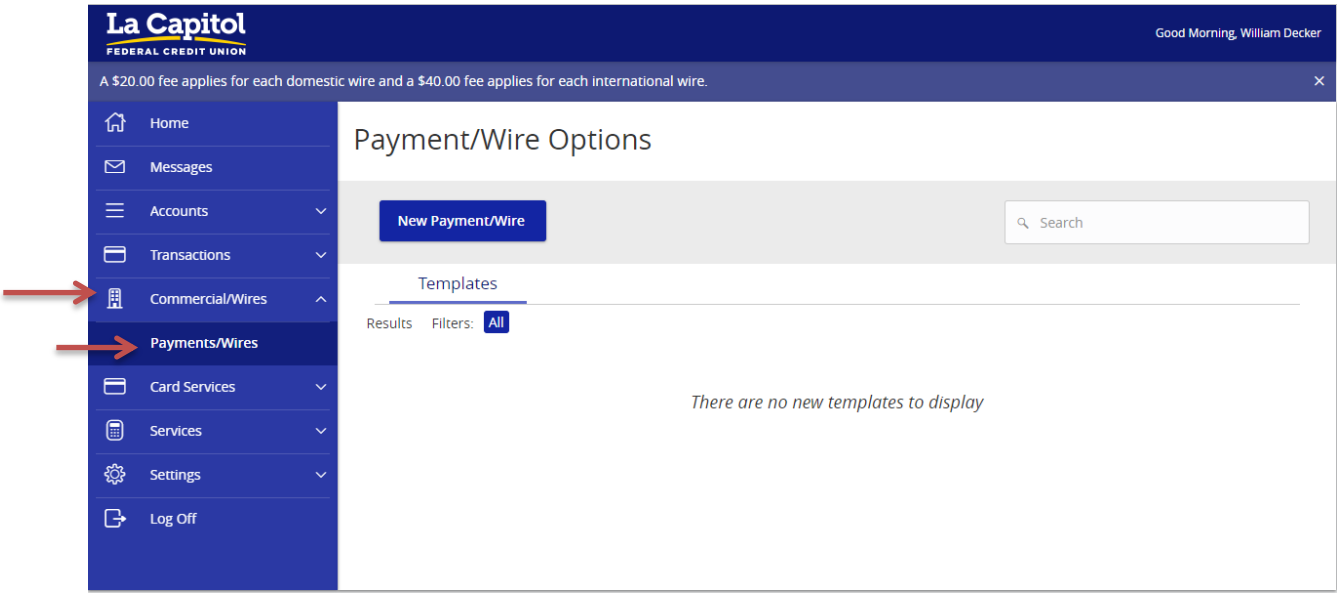
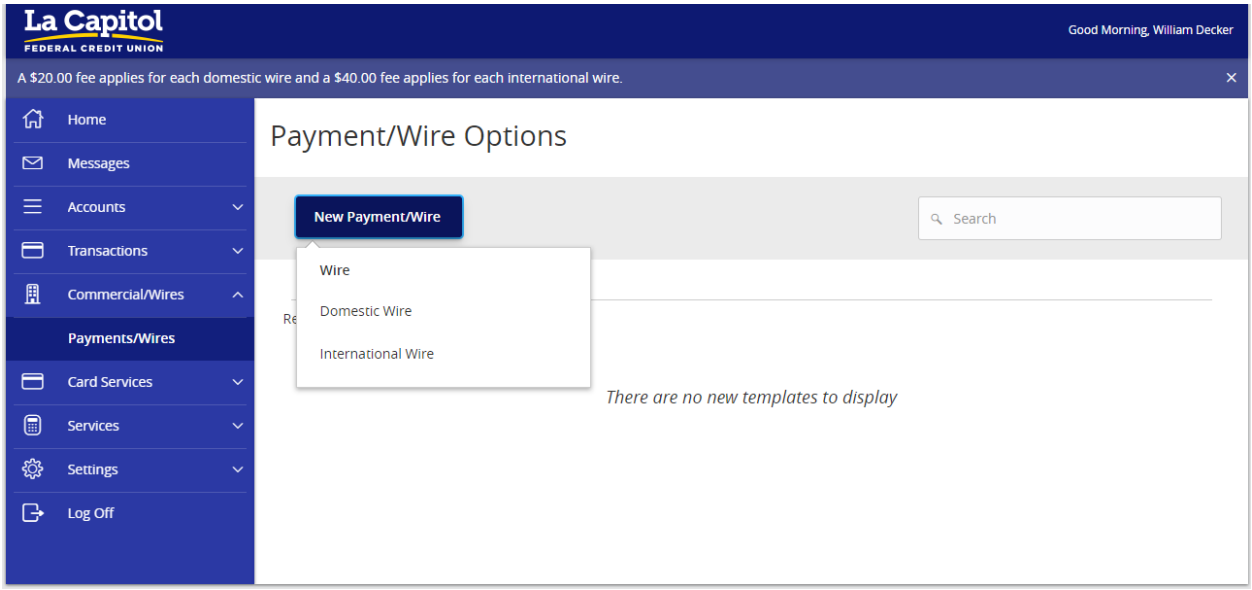
Outgoing Wire Requests

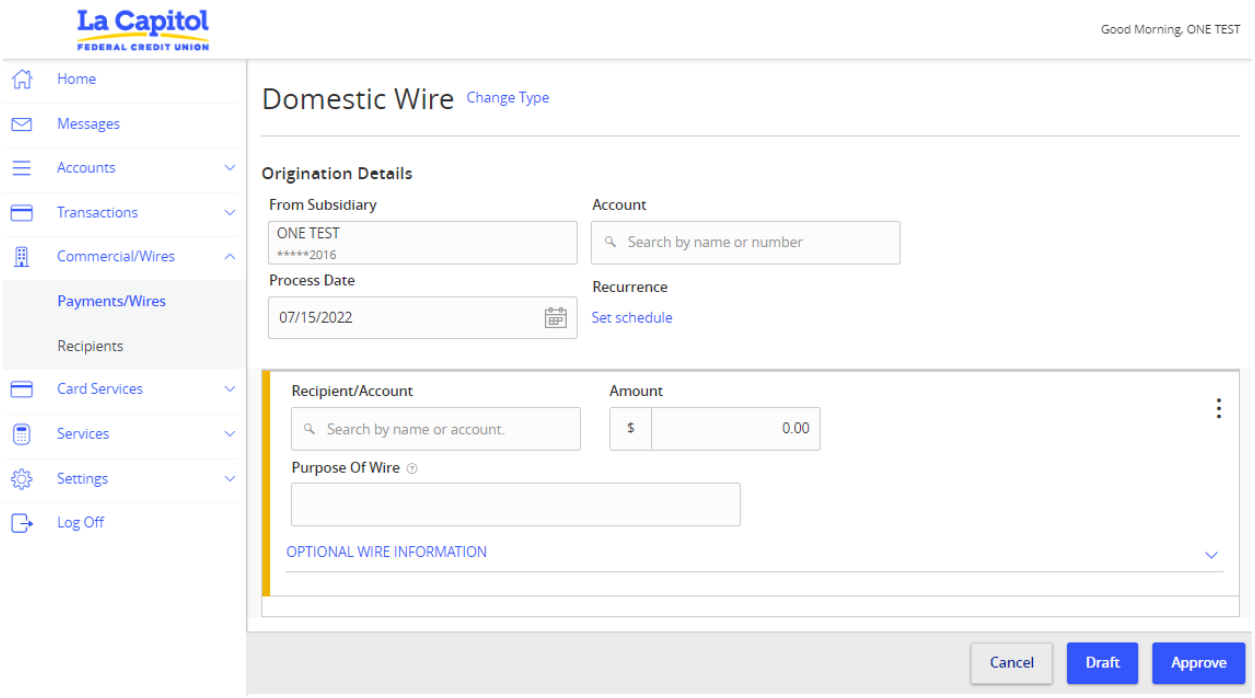
To initiate an outgoing wire from home banking, you will need to select **Commercial/Wires** from left- hand menu. Then **select Payment/Wires.** This will bring up the page below.



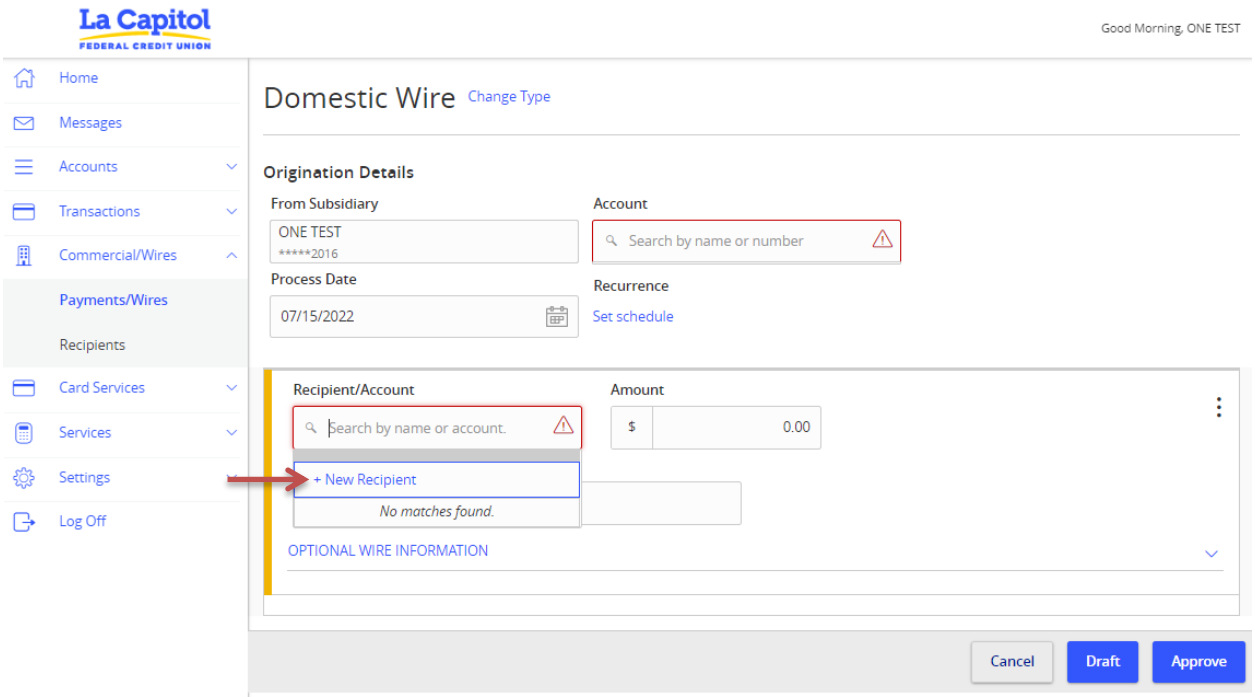
From here, click on the **New Payment/Wire** button. This will allow you to select either a domestic or international wire.



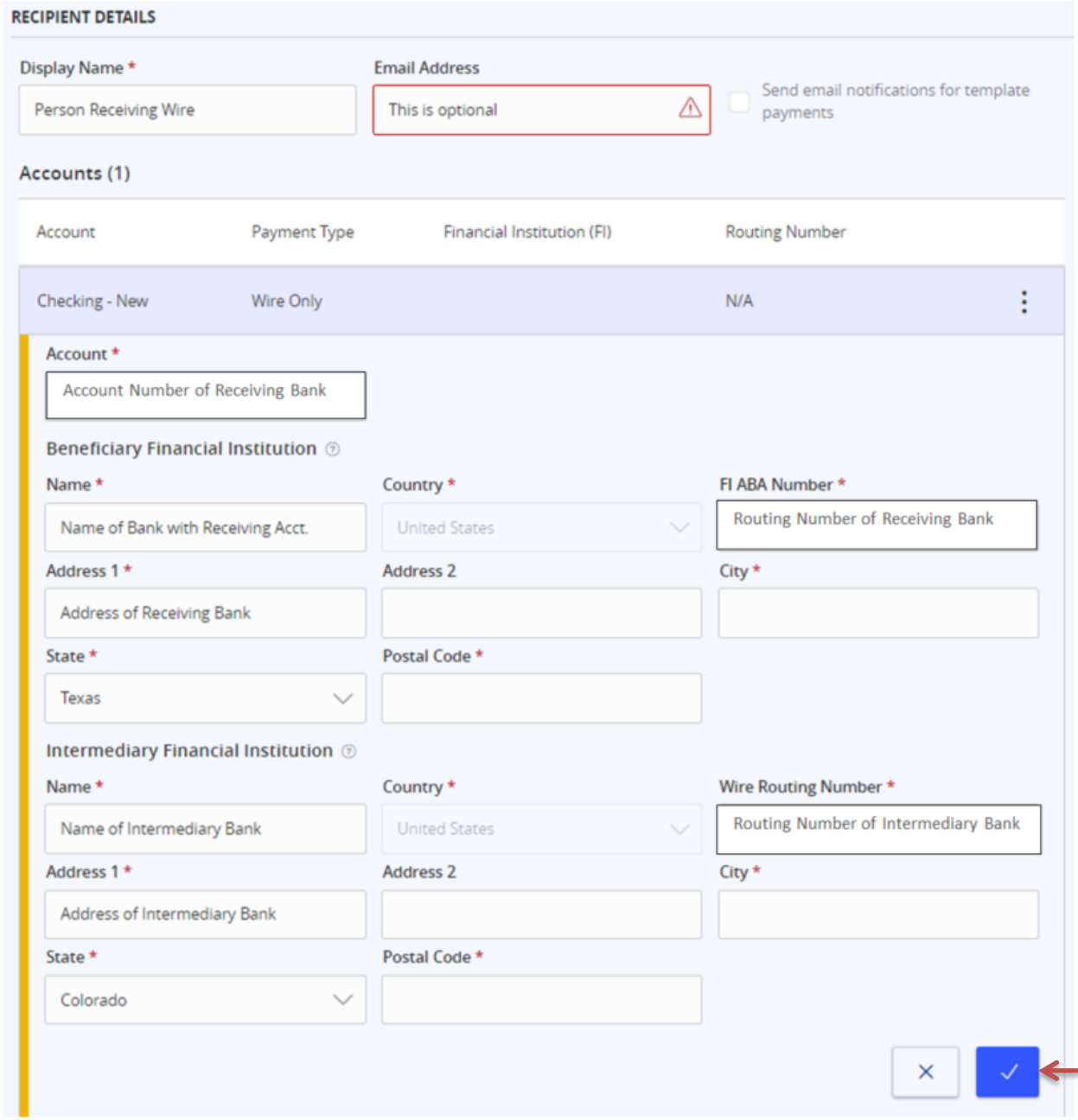
Next, the screen below will appear. The orgination details will appear first. Your member number will automatically appear in the **From Subsidiary** field. In the **Account** field, you will need to select which suffix you would like the wire to be pulled from. Lastly, in the **Process Date** field, enter the date you would like the wire to be processed.



Next, you will need to enter the information of the recipient of the wire. Click in the **Recipient/Account** field and choose **+New Recipient.**



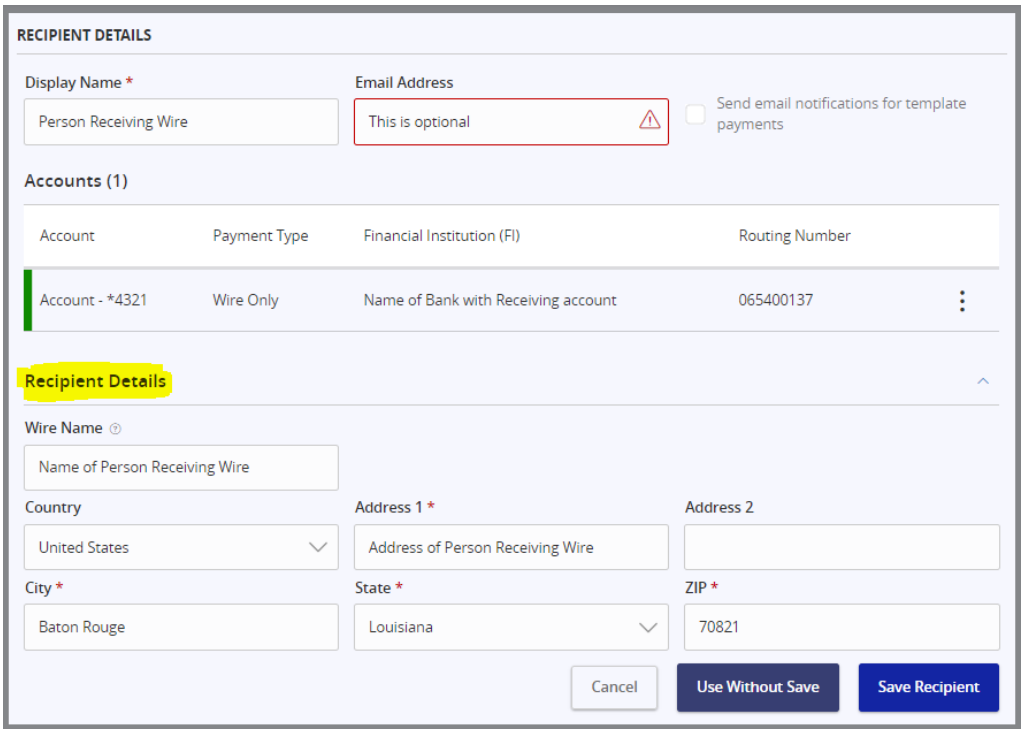
Here, make sure you add the account details of the receiving financial institution. Once completed, click on the blue and white check to save.



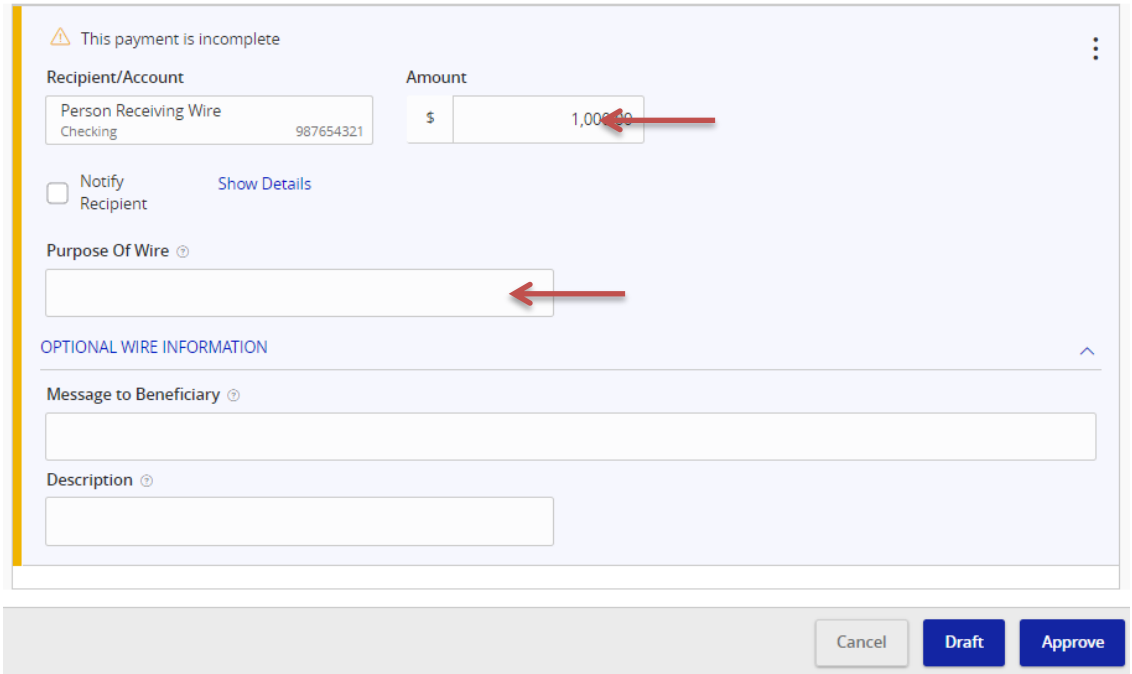
Note: *An intermediary financial institution is an entity that acts as the middleman between two institutions in a financial transaction. Some banks process their wires through a larger bank. Not all wires require this.*

After saving, the screen will look like this. You will need to enter all the Recipient's Details and then click, **Save Recipient**.

***Use Without Save** – This option would only be use if you are completing a one-time wire and you do not want to save the information you have entered for this recipient.*



Lastly, you will need to enter the Amount of the wire and the Purpose of the Wire in the fields. Once completed, click **Approve**. ***The Message to Beneficiary and Description field are optional.*



Note: *All wires are subject to credit union verification. To prevent delays, ensure your contact information is up-to-date.*