



## Edit a Wire Transfer

Current-day wires can be edited prior to 12:00:01 A.M. ET on the date on which it is scheduled to be sent. Editing a wire removes all previously applied approvals.

1. Click **Money Movement > Wire**.
2. Click the link in the **Account** column for the wire you want to edit.
3. Click the **Edit request** link.
4. Verify the wire and then click **Edit wire**.
5. Modify the **Debit Information** options as needed and then click **Continue**.
6. Modify the **Recipient Information, First Intermediary, Second Intermediary, and/or Wire Initiator Information** options as needed and then click **Continue**.
7. Review the wire as needed and perform one of the following actions:
  - Click **submit for approval** link to schedule the wire without approving.
  - Click **Approve** to approve and schedule the wire.
  - Click **Transmit** to approve and transmit the wire.
8. If additional authentication is required, you may be prompted to validate your identity through a one-time security code. If you are prompted to complete additional validation, do the following:
  1. On the dialog box, select **Phone** or **Text** message (if applicable).
  2. Click **Continue**.
  3. Do one of the following:
    - If you chose to receive a phone call, speak or enter the displayed one-time security code into your phone. After completing the phone call, click **Phone Call Completed**.
    - If you chose to receive an SMS message, select the appropriate **Country/region**, enter a **Mobile phone number** and then click **Send Text Message**. If the mobile phone number matches a number on record, a text message containing a one-time security code is sent to your phone.
  4. For SMS text messages, enter one-time security code displayed on your mobile device into the **One-time security code** field and then click **Submit**.
9. If your company requires token authentication for transaction approval, type your passcode and then click **Continue**.



## Edit a Scheduled/Future-Dated One-Time Wire Transfer

Requests can be edited prior to 12:00:01 A.M. ET on the date on which it is scheduled to be sent. Editing a wire removes all previously applied approvals.

1. Click **Money Movement > Scheduled Requests > Scheduled Requests**.
2. Click the **Edit request** link beside the transfer you want to edit.
3. Modify the **Debit Information, Recipient Information, First Intermediary, Second Intermediary, or Wire Initiator Information** options as needed and then click **Continue**.
4. Verify the wire as needed and then perform one of the following actions:
  - Click **submit for approval** link to schedule the wire without approving.
  - Click **Approve** to approve and schedule the wire.
  - Click **Transmit** to approve and transmit the wire

A wire cannot be recovered once deleted.

## Delete a Same-day One-Time Wire Transfer

1. Click **Money Movement > Wires > Approvals**.
2. Click the link in the **Account** column for the wire you want to delete.
3. Click the **Delete request** link.
4. Verify the wire and then click **Edit wire**.
5. Verify the wire as needed and then click **Delete**.

## Delete a Scheduled/Future-Dated One-Time Wire Transfer

1. Click **Money Movement > Scheduled Requests > Scheduled Requests**.
2. Click the **Edit request** link beside the transfer you want to delete.
3. Click the **Delete request** link.
4. Verify the wire as needed and then click **Delete**.