



Edit a Wire Transfer Template

Changes to a template affect the template's associated scheduled wires once all approvals are received. Wires with a *Transmit* status are unaffected by template changes.

1. Click **Money Movement > Wire**.
2. Click the link in the **Template Name** column for the template that you want to edit.
3. Click the **Edit template** link.
4. Modify the **Debit Information, Recipient Information, First Intermediary, Second Intermediary**, and/or **Wire Initiator Information** options as needed and then click **Save changes**.

If multiple approvals are required when editing a template, the template is submitted for approval. The template changes are not applied until the final approval is received and the current version of the template will be used until that time. Further changes cannot be made to the template until all approvals have been received or the template change request is canceled.

Edit a Template-Based Wire

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 > Approvals**.
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 **Template Based Wire Transfer Information** options as needed and then click **Continue**.
6. 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.
7. 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**.
8. If your company requires token authentication for transaction approval, type your passcode and then click **Continue**.

Delete a Wire Transfer Template

A template cannot be recovered once deleted

1. Click **Money Movement > Wire > Manage Wire Templates**.
2. Click the **Delete** link next to the template you want to delete.
3. Review the information as needed and then click **Delete**. If multiple approvals are required when deleting a template, the template is not removed until all approvals have been received and the template remains available for use until the final approval is received. Wire transfer requests previously entered using the template are not affected by the template deletion request.

Delete a Template Based Wire Transfer

A wire cannot be recovered once deleted.

1. Click **Money Movement > Wire > Approvals**.
2. Click the **Delete** link beside the wire you want to delete.
3. Verify the wire as needed and then click **Delete**.