



## Make Multiple Template-Based Wires

1. Click **Money Movement > Wire > Via Multiple Templates**.
2. Click the **Template Name** drop-down and select a template for each wire you want to make.
3. In the **Amount** field, type the amount of money you want to transfer. Commas and decimals can be used when typing the amount of the transfer. If decimals are used, then two digits to the right of the decimal must be entered. If decimals are not used, the system defaults to whole dollars.
4. If desired, change the **Send On Date**.
5. **Optional:** In the **Additional information for recipient** field, type in text that will accompany the wire. Up to 120 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, and question mark.
6. If required, type the **Security Code**.
7. Click **Continue**.
8. Review the wires and then perform one of the following actions:
  - Click **submit for approval** to submit the wire into the approve/transmit queue.
  - Click **Approve** to approve and schedule the wire.
  - Click **Transmit** to approve and transmit the wire.
9. 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 Tell us where to reach you dialog, select **Phone** or **Text** message (if applicable).
  2. Click **Continue**.  
Result: If you selected to be contacted by phone, the **Security Code Dialog** is displayed with the one-time security code you should enter or speak into the phone once you receive your phone call. If you selected to be contacted by SMS text, the **Enter your mobile phone number** dialog is displayed.
  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 and the **Enter the Security Code** dialog is displayed.
  4. For SMS text messages, enter one-time security code displayed on your mobile device into the One-time security code field on the **Enter the Security Code** dialog and then click **Submit**.
10. If your company requires token authentication for transaction approval, a **Secure Token – Passcode** page is displayed on top of the verification page. Type your passcode and then click **Continue**.