

# Make a One-Time Wire Transfer

- 1. Click **Money Movement > Wire > Wire Money**.
- 2. Complete the **Debit Information** fields and then click **Continue**:

<b>Wire type</b>	Domestic wire, Foreign currency wire, or USD (U.S. Dollar) international wire.
<b>Template name</b>	Type a name (up to 50 characters) if you want to save this wire transfer as a template for future use.
<b>Account</b>	The account from which funds are drawn.
<b>Send on date</b>	The date the transfer is effective. Type a date or click the calendar icon and select a date. A date up to 180 days into the future can be entered.
<b>Amount</b>	The dollar amount of the transfer. You can use commas and decimals when typing the amount of your transfer. If you use decimals, two digits to the right of the decimal are required. If you do not use decimals, the system defaults to whole dollars.
<b>Currency</b>	The type of currency. For example, U.S. Dollar. This field defaults to USD - US Dollars for Domestic wire and USD (U.S. Dollar) international wire.

- 3. If applicable, complete the additional **Debit Information** fields:

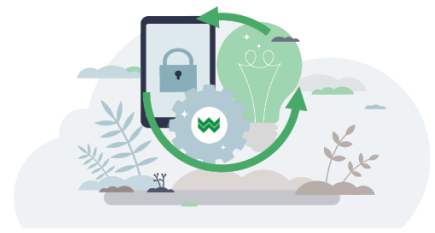
<b>Conversion rate (optional)</b>	The rate used to calculate the converted U.S. Dollar equivalent of the entered foreign currency amount.
<b>Contract number</b>	A contract number representing the rate of exchange quoted to you for a foreign currency wire for today's date.
<b>USD equivalent</b>	Click the <b>Calculate currency equivalent</b> link to get the U.S. Dollar equivalent for the currency specified using the current conversion rate.

- 4. Complete the **Recipient Information** fields:

<b>Bank ID type</b>	ABA, SWIFT, or CHIPS, based on the recipient bank identification.
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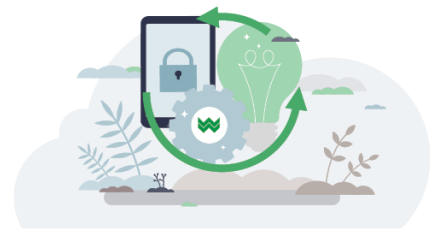
<b>Bank ID</b>	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the <b>Bank ID type</b> is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.
<b>Recipient account</b>	If appropriate, enter the IBAN. Up to 35 alphanumeric characters are allowed.
<b>Bank name</b>	Up to 35 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, apostrophe, and question mark.
<b>Bank address 1</b>	Up to 35 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, apostrophe, and question mark.
<b>Bank address 2</b>	Up to 35 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, apostrophe, and question mark.
<b>Bank address 3</b>	Up to 35 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, apostrophe, and question mark.
<b>Recipient name</b>	Up to 35 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, apostrophe, and question mark.
<b>Recipient address 1</b>	Up to 35 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, apostrophe, and question mark.
<b>Recipient address 2</b>	Up to 35 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, apostrophe, and question mark.



<b>Recipient address 3</b>	Up to 35 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, apostrophe, and question mark.
<b>Additional information for recipient</b>	Information you want to appear with the transfer (this text is included in your wire transfer history). 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, question mark, apostrophe, dollar sign, and percent sign.

5. If applicable, complete the **First Intermediary Information** fields:

<b>Bank ID type</b>	ABA, SWIFT, or CHIPS, based on the recipient bank identification.
<b>Bank ID</b>	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the <b>Bank ID type</b> is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.
<b>Intermediary account</b>	If appropriate, enter the IBAN. Up to 35 alphanumeric characters are allowed.
<b>Bank name</b>	Up to 35 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, apostrophe, and question mark.
<b>Bank address 1</b>	Up to 35 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, apostrophe, and question mark.
<b>Bank address 2</b>	Up to 35 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, apostrophe, and question mark.
<b>Bank address 3</b>	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus



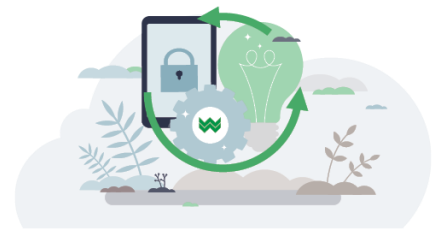
	sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
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6. If applicable, complete the **Secondary Intermediary Information** fields:

<b>Bank ID type</b>	ABA, SWIFT, or CHIPS, based on the recipient bank identification.
<b>Bank ID</b>	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the <b>Bank ID type</b> is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.
<b>Intermediary account</b>	If appropriate, enter the IBAN. Up to 35 alphanumeric characters are allowed.
<b>Bank name</b>	Up to 35 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, apostrophe, and question mark.
<b>Bank address 1</b>	Up to 35 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, apostrophe, and question mark.
<b>Bank address 2</b>	Up to 35 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, apostrophe, and question mark.
<b>Bank address 3</b>	Up to 35 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, apostrophe, and question mark.

7. If applicable, complete or change the **Wire Initiator Information** fields:

<b>Wire initiator name</b>	This field is pre-filled with your company name. Up to 35 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, apostrophe, and question mark.
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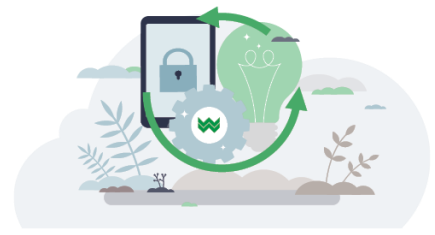


<b>Wire initiator address 1</b>	This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
<b>Wire initiator address 2</b>	This field is pre-filled with your company address. Up to 35 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, apostrophe, and question mark.
<b>Wire initiator address 3</b>	This field is pre-filled with your company address. Up to 35 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, apostrophe, and question mark.
<b>Security code</b>	The code provided to you by your financial organization for security purposes.

8. Click **Continue**.
9. Verify the information as needed and then click one of the following options:

Option	Description
<b>submit for approval</b>	Approve the wire later or allow other users in the company to approve it.
<b>Approve</b>	Approve the wire now.
<b>Transmit</b>	Approve and transmit the wire.

10. 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. Select **Phone** or **Text** message (if applicable).
  2. Click **Continue**. If you selected to be contacted by phone, a one-time security code is displayed; you should enter or speak the code into the phone once you receive your phone call. If you selected to be contacted by SMS text, a dialog box is displayed for you to enter your mobile phone number.
  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**.



11. 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**.