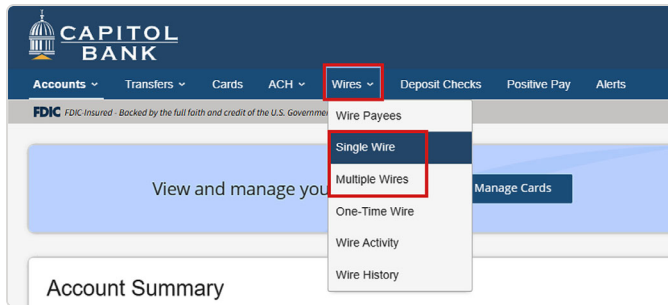


Send a wire from a template

Send a single wire to a payee you've saved as a template.

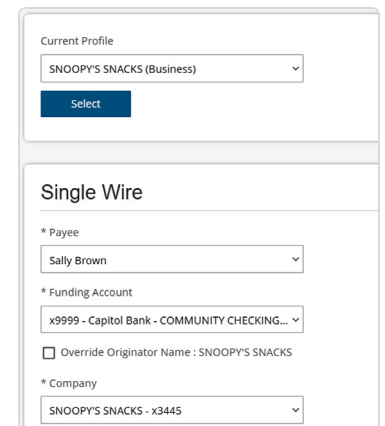
- 1 Go to **Wires** and select **Single Wire**. To send several template wires at once, select **Multiple Wires** instead.



- 2 Choose the appropriate **Profile** if more than one exists.

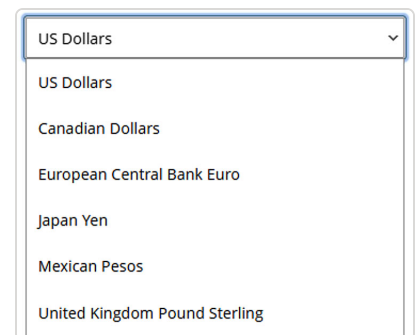
In **Payee**, select the saved template.

Choose the **Funding Account**. Don't see it? Go back and check the Profile.


 A screenshot of the 'Single Wire' form. The 'Current Profile' dropdown is set to 'SNOOPY'S SNACKS (Business)'. Below it is a 'Select' button. The 'Payee' dropdown is set to 'Sally Brown'. The 'Funding Account' dropdown is set to 'x9999 - Capitol Bank - COMMUNITY CHECKING...'. There is a checkbox for 'Override Originator Name : SNOOPY'S SNACKS'. The 'Company' dropdown is set to 'SNOOPY'S SNACKS - x3445'.

- 3 Enter the **Amount**.

For international payees, you can send US Dollars, Canadian Dollars, Euros, Japanese Yen, Mexican Pesos or British Pounds Sterling.


 A screenshot of a currency selection dropdown menu. The dropdown is open, showing a list of currencies: 'US Dollars', 'Canadian Dollars', 'European Central Bank Euro', 'Japan Yen', 'Mexican Pesos', and 'United Kingdom Pound Sterling'. The 'US Dollars' option is currently selected.

4 In **Scheduling Option**, select **Future (One Time)**, then choose today or a future date.

Tip Foreign currency wires default to today's date and can't be scheduled in advance.

Complete any remaining fields and select **Submit**.

* Amount

1.00

Canadian Dollars

* Wire Date

10/09/2026

Beneficiary Reference

* Message to Beneficiary

Payment

Cancel

Submit

5 You'll be prompted for a one-time passcode. Enter the code from the **Digipass** app or your hard token, then select **Submit**.

Identity Verification

Please use the DIGIPASS app on your registered mobile device or your registered token device to obtain a one-time passcode. Enter the passcode to continue.

78765720

Cancel

Submit

Why am I being asked this?

DIGIPASS

ACTIONS FOR FEC0045098

Scan request code

Generate one-time password

787 657 20



6 A message confirms the wire was successfully initiated.

✓ Wire Successfully Initiated

Reference Number: 2

Payee: Charlie Brown

Funding Account: x9999

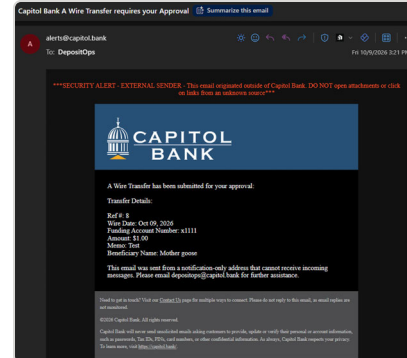
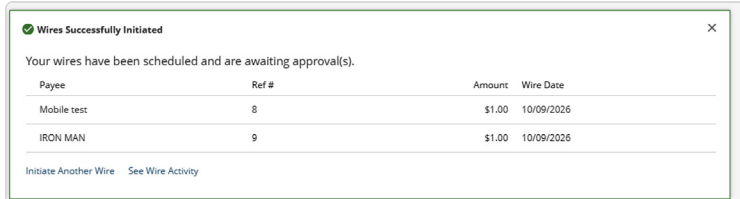
Amount: 1.00

Wire Date: 10/09/2026

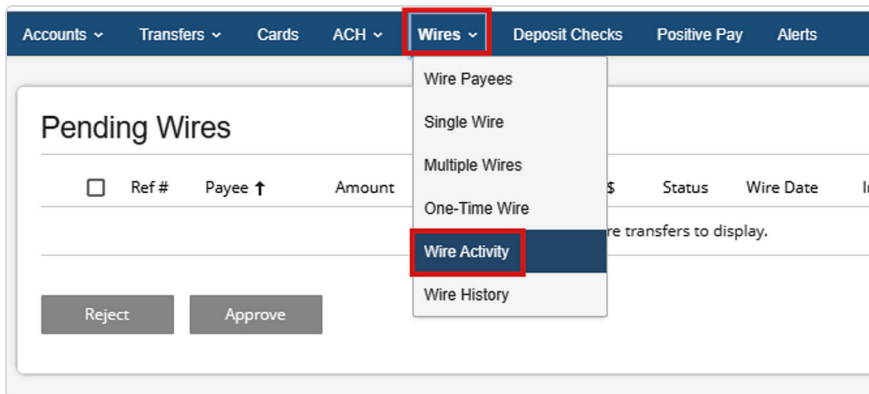
Initiate Another Wire

See Wire Activity

- If the wire needs approval from another user, everyone with approval access receives a notification email.



8 To approve, the approver goes to **Wires** › **Wire Activity**. Under **Pending Wires**, select the magnifying glass to view the wire, or check the box next to it and select **Approve** or **Reject**.



9 Once the wire is submitted and approved (if applicable), everyone with wire access receives a notification email.