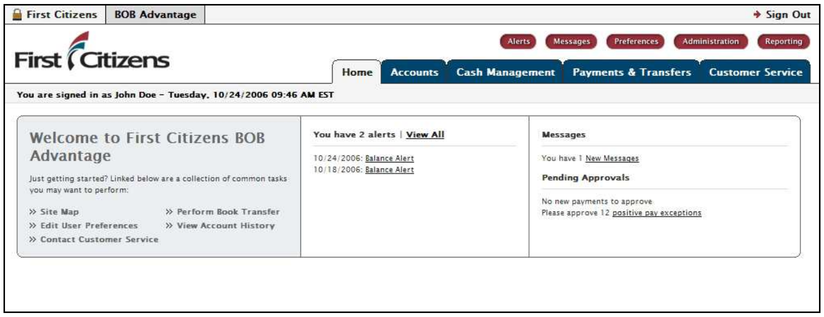
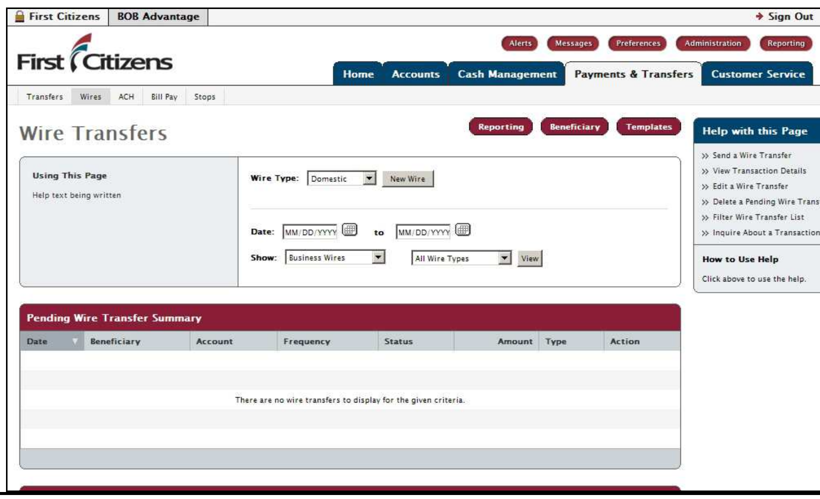
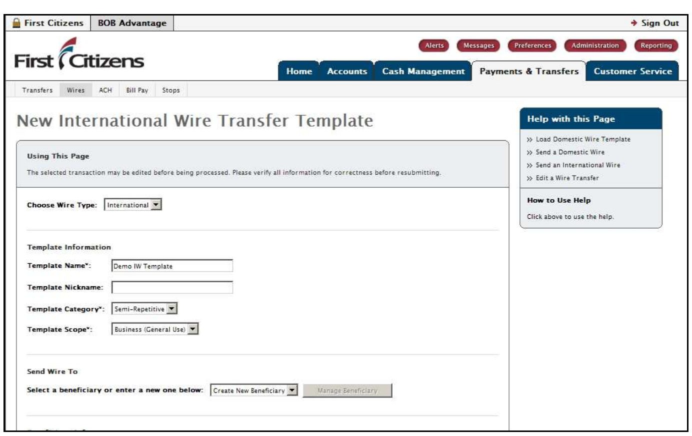
International Wire Templates

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>On the Home Page, click on the Payments & Transfers tab.

</td></tr>
<tr><td>2.</td><td>Click on the Wires tab, enter your PIN and Digital Security Number and the Wire Transfers screen appears.

</td></tr>
<tr><td>3.</td><td>Click on the Templates button.</td></tr>
<tr><td>4.</td><td>Click on the New Template button and select International from the “Choose Wire Type” drop-down box. The New International Wire Transfer Template screen appears.

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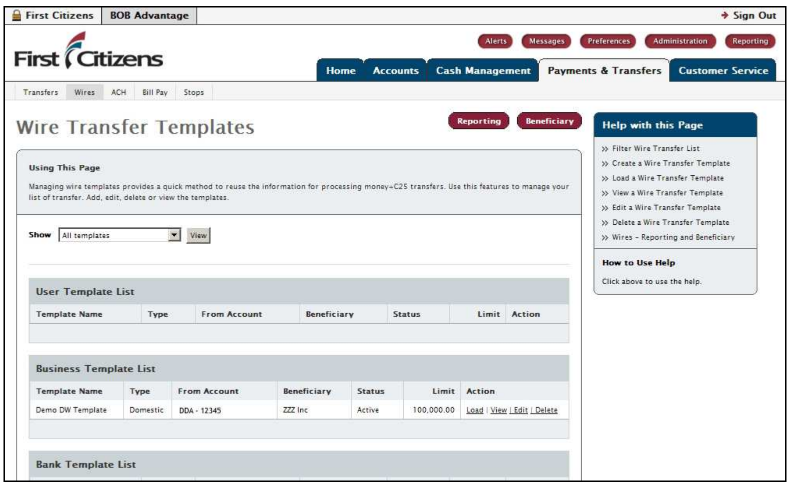
5.	Complete the **Template Information** section by: - Entering a Template Name - Selecting a Template Category (Repetitive, Semi-Repetitive, or Free-Form). The option you choose will determine how much of the wire template information can be changed in the future. - Choosing a Template Scope (User if you are the only user that needs access to the wire template and Business if other users will need access to the wire template)
6.	Complete the **Beneficiary Info** section by: - Entering the Beneficiary Name - Entering the Beneficiary Address - Choosing a Beneficiary Scope (User if you are the only user that will need access to the Beneficiary, Business if other users will need access to the Beneficiary, or One-Off if the Beneficiary only needs to be used for this template) - Enter the Beneficiary Account Number
7.	Complete the **Beneficiary Bank Info** section by: - Entering the Beneficiary Bank Name - Entering the Beneficiary Bank Address - Entering the SWIFT Number (the Beneficiary should provide you with the SWIFT Number)
8.	Complete the **Debit Info** section by: - Selecting a Debit account - Entering a Template Limit if necessary - Selecting a Repeating Frequency if necessary - Selecting a Payment Currency
9.	Complete the **Originator to Beneficiary** and **Bank to Bank Information** fields by: - Entering any information that needs to be sent to the Beneficiary along with the wire transfer

<table>
<tr><td></td><td>- Entering any additional information that the Bank will need for processing the wire transfer</td></tr>
<tr><td>10.</td><td>Click the Save Template button</td></tr>
<tr><td>11.</td><td>Review the Wire Template information for accuracy and click the Confirm/Save Template button</td></tr>
<tr><td>12.</td><td>The Wire Template you added should now show in the appropriate User or Business Template List



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