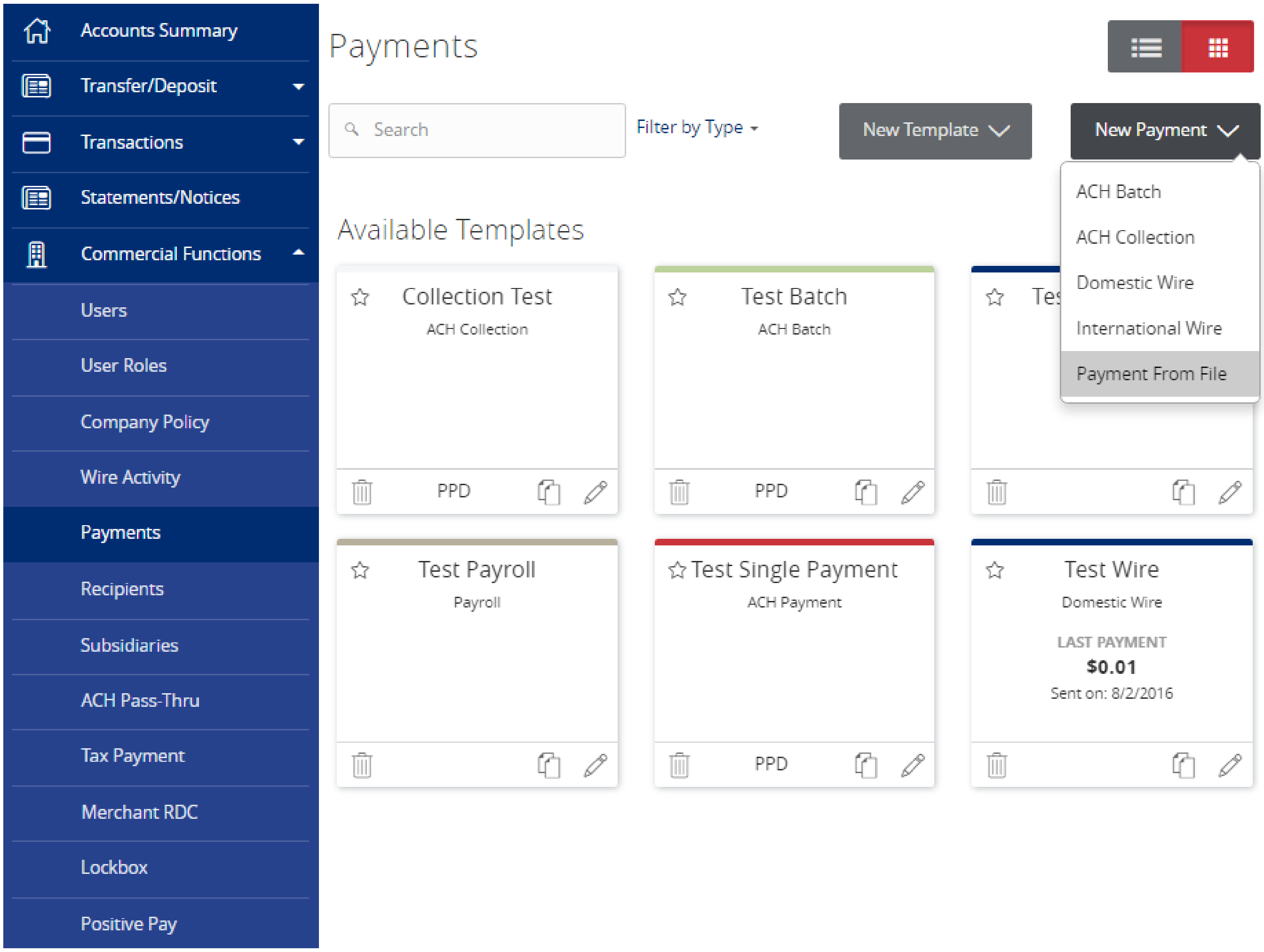
Wire Upload

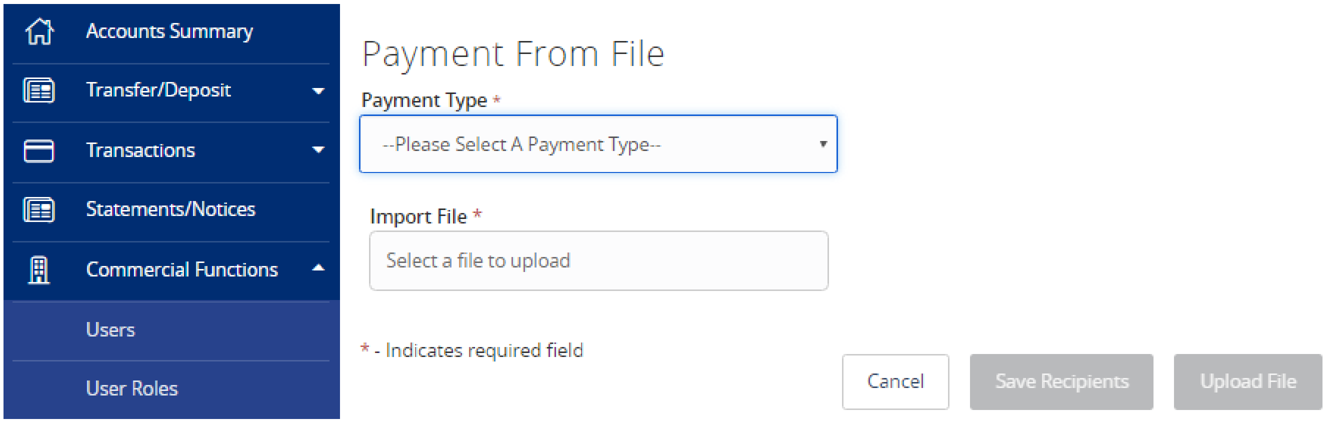
Contents

Payment From File

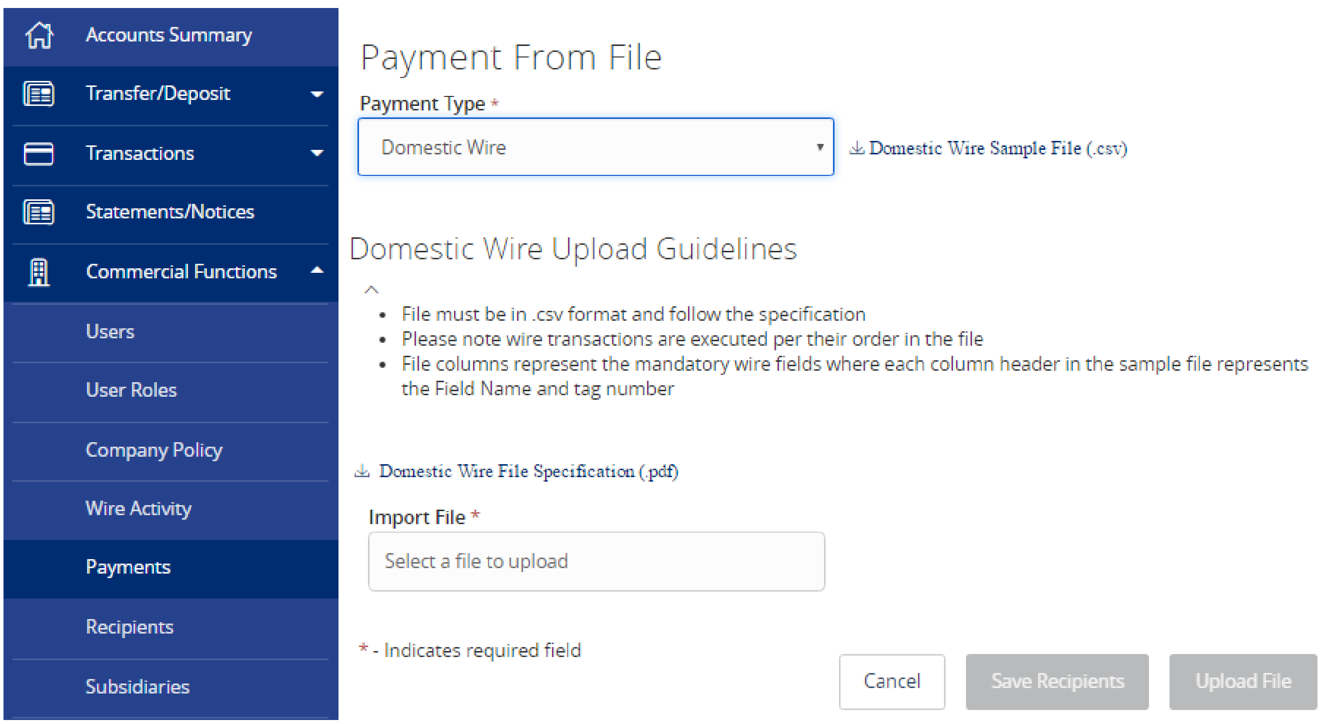
1. Select the 'Payments' option under the 'Commercial Transactions' menu.
2. Select 'Payment from File' within the 'New Payments' drop down menu



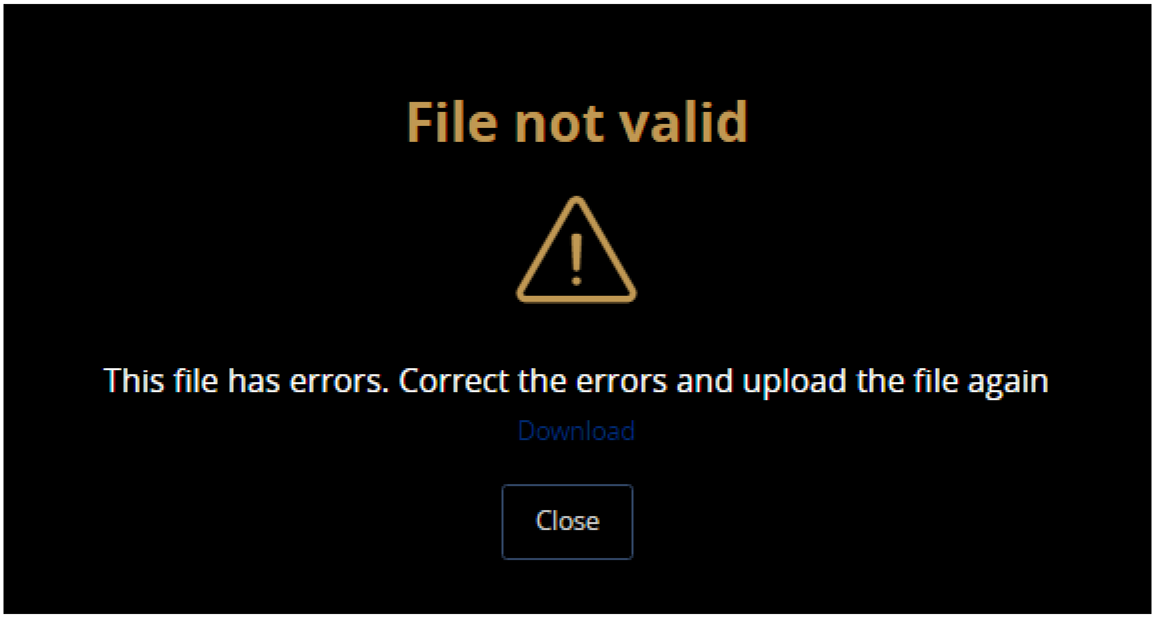
3. Choose the wire transaction type (where red arrow is pointing).



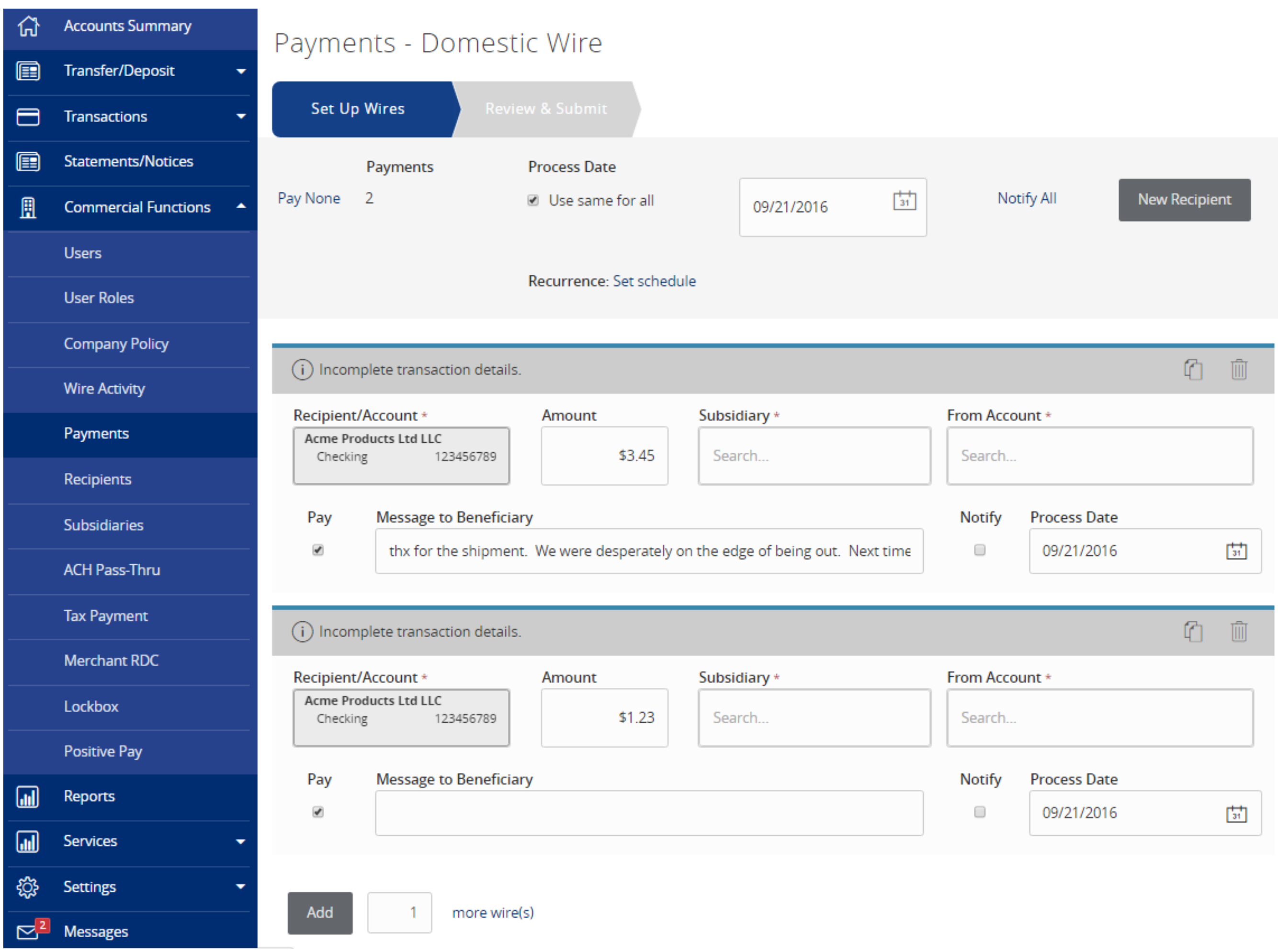
4. Click on the 'Select file to upload' box to browse for the file to be uploaded on the computer and choose Domestic or International Wire.



5. Click 'Upload File'.
6. If the imported file has errors, you will be notified and have the option of downloading the file with the errors noted.



7. If the file uploads successfully, you may be asked to define the ‘Subsidiary’ and ‘From Account’ if the records in the file do not match your Online Banking profile.



8. Once the required fields are satisfied, select ‘Next’ in the bottom right.
9. Review your transaction details and then click ‘Draft’ or ‘Approve’.