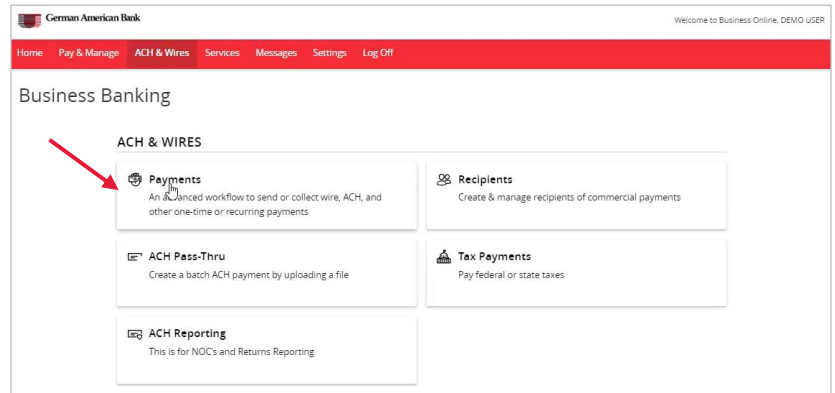


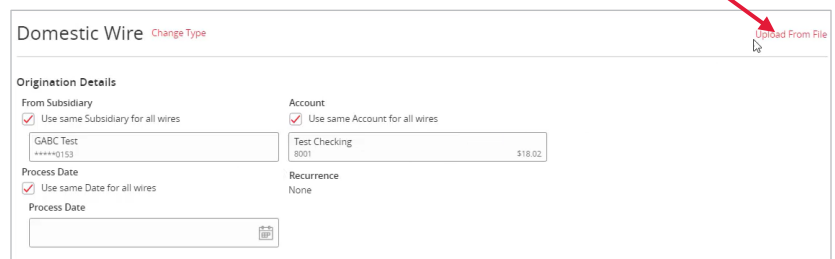
Select the 'ACH & Wires' menu and then select the 'Payments' tile.



1. Select 'New Payment' and then select the desired Payment Type.

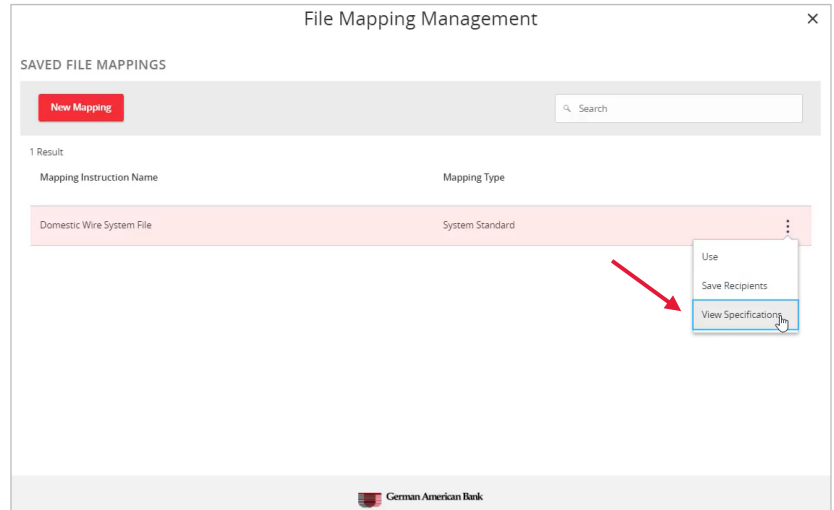


2. Select "Upload From File" in the top right corner of the screen.



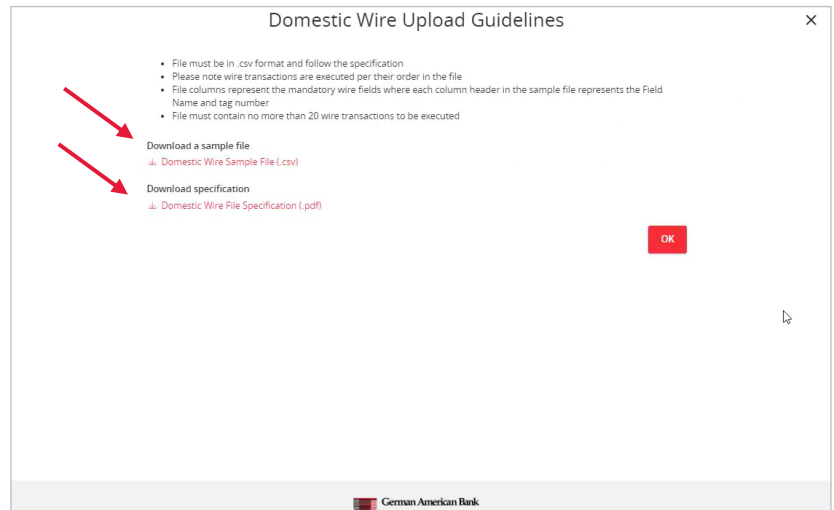


3. Click the three dots and select the 'View Specifications' option in the drop-down menu to go to a page where you can access the details regarding the System Standard format.



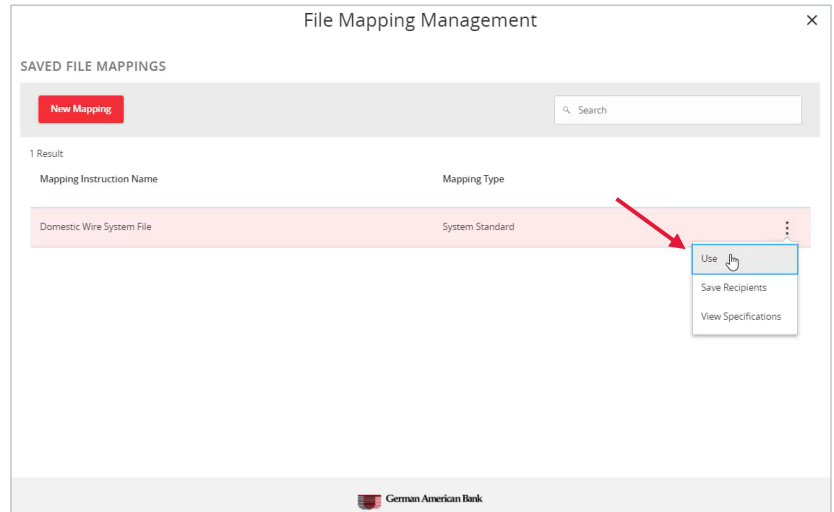
4. Select the option to download a sample file or to download a Domestic Wire Specification if desired.

NOTE: Steps 3 and 4 are optional.





5. Select the 'Use' option to open a browse window to select the wire file to be imported.



6. Review the information on the screen for accuracy and fill in any required fields that were not included in the file that was imported.

7. Select Draft or Approve to complete the process.

