Wire Payment Creations

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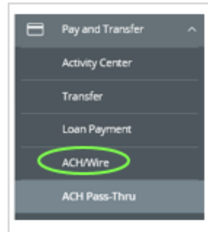
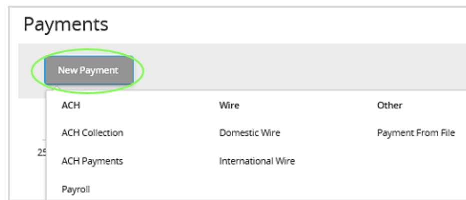
Trustmark

Process Workflow

1. Under the Pay and Transfer tab, select ***ACH/Wire***.



2. Select the corresponding transaction type from the ***New Payment*** drop down menu.

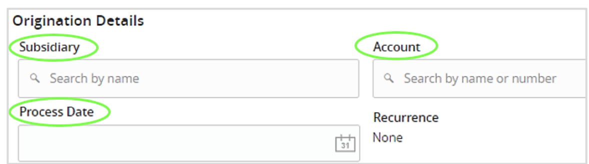


Origination Details

3. Select the ***Subsidiary.***

4. Select the ***Account.***

5. Select the ***Process Date.***



Recipients

6. If the recipient is already setup, search for the recipient in the ***Recipient/Account*** field.

7. If the recipient has not been setup, select the ***+New Recipient*** button. (See Recipient Management Guide)

8. Enter the ***Amount***.

9. Review the information on the screen and the subtotals within the footer for accuracy and select ***Approve.*** If changes are needed, select ***Cancel***. You will receive an access code to your established method of delivery via text or voice call.

NOTES: Select ***Draft*** if another user in the company must approve the transaction.

Cutoff time is 4:00 pm CST, Monday - Friday. Transactions entered after 4:00 pm will be processed the following business day.