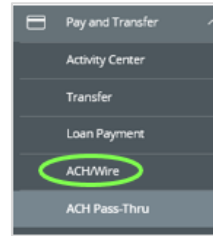


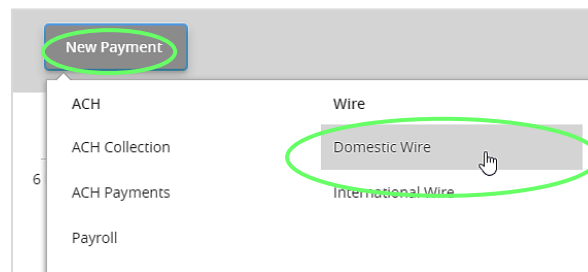
## Payment from File

NOTE: Must have Multi Wire Origination

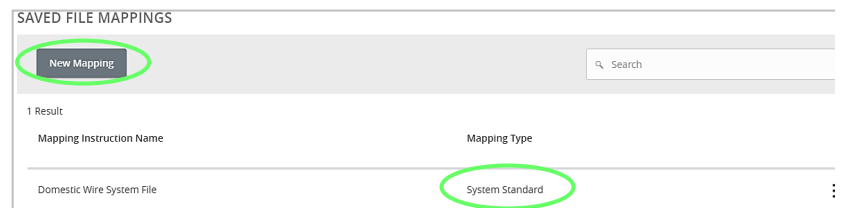
1. Select **Pay and Transfer** and then select **ACH/Wire**.



2. Select **New Payment** and then **Domestic Wire** or **International Wire**. Then select **Upload From File**.

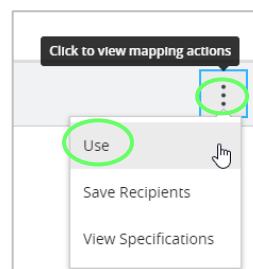


3. The **System Standard** mapping is provided, or the User can create **a New Mapping** by uploading their file type.



4. Select the **kebab** next to the appropriate mapping and select **Use**. Browse for the file to be uploaded.

NOTE: Selecting **Save Recipients** here will save the recipients in the file into the Recipients service for you.



5. Data should prefill the fields from the uploaded file.

NOTE: If all wires will be sent from the same subsidiary and same account, select **Use same From for all wires** and **Use same Account for all wires**. This will remove those options from the workflow below.

6. Enter the process date

NOTE: Select **Same Date** if the Process Date entered will be the same date for all wires.

7. Review the information on the screen and the subtotals within the footer for accuracy and select **Approve**. If changes are needed, select **Cancel**.

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

Wire cutoff time is 4:00 pm CST, Monday – Friday. If the wire is entered after 4:00 pm, it will be processed the following business day.