Business Banking Wire Templates and Initiation Instructions

Navigant CREDIT UNION®

Templates can be for a Domestic or International wire using a US Intermediary Bank and sent in US dollars.
• Select the ACH/Wire Payments tab, go to "Manage Payment Templates" from the drop-down menu.
• Choose the Add a Template tab .

Manage payment templates   **+ Add a template**

Hint for clients using both ACH & Wire Services:
When naming wire templates start with WIRE- so it will display all template types together in the menu.
For example: Wire-Sunrise Title Company.

Domestic Wire Template Creation
• Enter a Template Name, which must be unique from other templates.
• Choose the Funding Account from the drop-down list.
• Select and choose from the drop down the "Template Type" Domestic Wire.

Template information

Name

NCU Test Wire

Funding account

Ester checking ****1306 ▼

Template type

Domestic Wire ▼

Domestic Template Beneficiary Information
• Enter the complete Beneficiary information- Who is getting the funds.

Beneficiary information

Who do you want to pay

Enter beneficiary name as it appears on the beneficiary account

Address line 1
e.g. 124 Main Street

Address line 2
Optional

Zip/Postal Code
Enter zip code

City/Town

State/Province/Region
Optional

Country
Select ▼

Bank account number
Beneficiary account number

Retype account number

Beneficiary Bank Information:
• Enter the Beneficiary Bank Routing number.

Beneficiary bank information

Wire routing number
Routing number

For further credit to
Enter a 6 line message to beneficiary financial institution (optional)

Intermediary bank information
• This section is not applicable for most domestic wires.

Intermediary bank information

While not common, beneficiary's bank may not receive wires directly and require you to enter the intermediary bank information. If unsure, refer to the wire instructions provided by the beneficiary and please enter the information below.

Bank routing number
Routing number

Intermediary bank account number
Account number (if applicable)
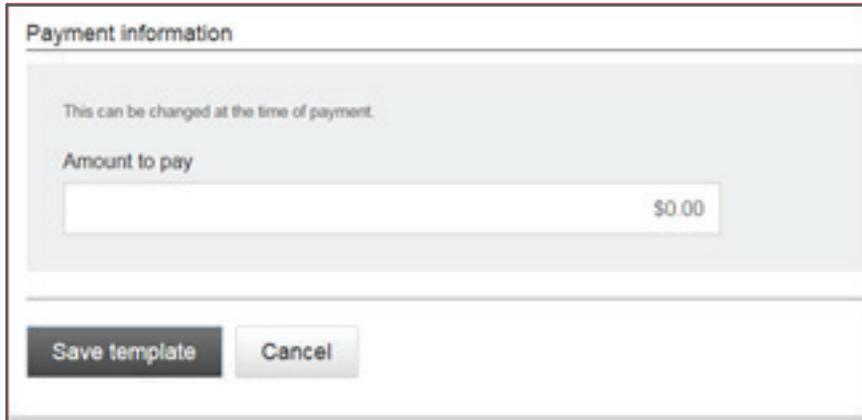
Retype Account number

Payment Information:
• Enter Payment Amount.

Payment information

This can be changed at the time of payment.

Amount to pay

$0.00

Save template   Cancel

• Once the complete information is keyed in click Save template.

International Wire Template Creation

Create the templates first, and then initiate transactions quickly with no need to re-enter details such as account number and routing number. Templates can be for a domestic and/or International wire using a US Intermediary Bank and US dollars.

• Select the ACH/Wire Payments tab, go to "Manage Payment Templates" from the drop-down menu.
• Choose the Add a Template tab.

Manage payment templates   + Add a template

Hint for clients using both ACH & Wire Services:
When naming wire templates start with WIRE- so it will display all template types together in the menu.
For example: Wire-Sunrise Title Company.

International Template Information
• Enter a Template Name, which must be unique from other templates.
• Choose the Funding Account from the drop-down list.
• Select and choose from the drop down, the "Template Type" of International.
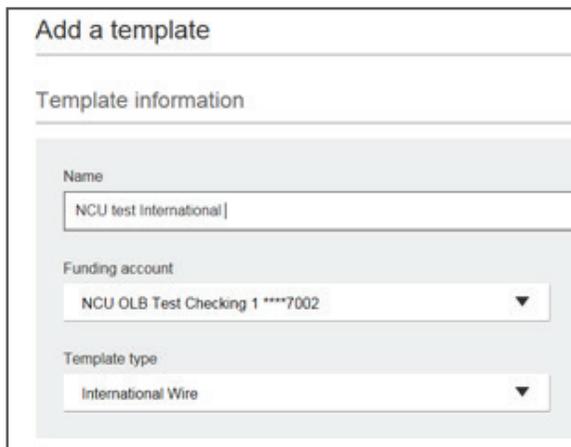
Add a template

Template information

Name

NCU test International

Funding account

NCU OLB Test Checking 1 ****7002

Template type

International Wire

• Complete all Beneficiary information, aka to whom the funds are being wired.

Beneficiary information

Who do you want to pay

> Enter beneficiary name as it appears on the beneficiary account

Address line 1

> e.g. 124 Main Street

Address line 2

> Optional

City/Town

State/Province/Region

> Optional

Zip/Postal Code

> Optional

Country

> Select ▼

Bank account number

> Beneficiary IBAN/account number

> Retype IBAN/account number

Reference information/Additional instructions

> Enter a 4 line message to beneficiary (optional)

• Complete all of Beneficiary International Bank information.

Beneficiary bank information

Bank Name

> Beneficiary bank name

Please enter Bank Code and Bank account number provided with your wiring instructions.

Bank Code (SWIFT/BIC)

> XXXX XX XX XXX

Bank account number

> IBAN/Account number (optional)

> Retype IBAN/Account number

Address line 1

> e.g. 124 Main Street

Address line 2

> Optional

City/Town

State/Province/Region

> Optional

Zip/Postal Code

> Optional

Country

> Select ▼

Wiring instructions

> Wiring instructions (optional)

• Enter the US receiving/Intermediary Bank Routing number.
Note: Be sure to choose "Domestic Bank" tab.

Intermediary bank information (Optional)

If intermediary bank information has been provided with your wiring instructions, the bank and account information can be entered in this section. Otherwise, this section can be left blank.

Intermediary bank is   ● Domestic Bank   ○ International Bank

Bank routing number

Routing number

Bank account number

Account number (if applicable)   Retype Account number

Payment Information:
• Enter Payment Amount.
• Once the complete information is keyed in, click "Save template".

Payment information

This can be changed at the time of payment.

Amount to pay

$0.00

Save template   Cancel

Initiate and Approval of Payments
• Select ACH/Wire Payments tab, go to Make/Collect a payment from the drop-down menu.
Note: Make Payments is the only Option pertaining to wires.

Payments

What do you want to do?
● Make payments   ○ Collect payments   ○ Upload pass through file

How do you want to pay?

Use a template   ▼

Enter a template name

- Select "Make Payments" and then from the drop-down menu choose.
  - Make a one-time payment OR
  - Select "Use a template" from the drop-down and choose previously created template name.

Template information

Name

International Wire - Henan Kangdi Medical Devices Co

Funding account

Ester checking ****1306 ▼

Template type

International Wire

- Key in the wire amount.
- Verify the "send on "date.
- Click Continue to review tab.
- Once reviewed, Click the "Pay" Tab.

Make payments

International Wire - Henan Kangdi Medical Devices Co   Edit template

Funding account   Checking *1306   Template type   International Wire
                   Current: $7,224.88
                   Available: $7,224.88

Henan Kangdi Medical Devices Co   *9178

Send exact amount in US dollars $1.00

Reference information/Additional instructions

Invoice # QS201909

test

Beneficiary bank   Bank of China   Intermediary bank   HSBC BANK USA,
                        Zhoukou Branch   NA

Wiring instructions

Wiring instructions (optional)

Send On   02/13/2020   📅   Repeats   Never

Paying 1 customer   Total $1.00

Fees $12.00

Continue to review   Cancel

ℹ Once scheduled, you can cancel until it processes.

Pay   Go back

- Enter the VIP Security Code.
- Click Continue to process and it will display in the "scheduled payments" tab.

Is this really you?

For your protection, the action you are trying to perform requires that we verify your identity

☑ **Wait for the access code to change on your VIP Access token, then enter it here**

929429

Continue

Scheduled Payment Activity
All wire activity is displayed under the Scheduled, Approved and Declined tabs.

Payments

What do you want to do?
○ Make payments ○ Collect payments ○ Upload pass through file

| Scheduled payments | Approved payments | Declined/Failed payments |

Showing all payments ▼

Scheduled payments

There are no payments.

Additional Steps for Businesses using "Dual Control" Approval Processing

- Go to the "My Accounts" screen.
- Select "My Approvals" Widget.
- Select the Payment Name to view the wire details.
- Click Decline or Approve.

My Approvals

All requests ▼

✓

You have no approval requests