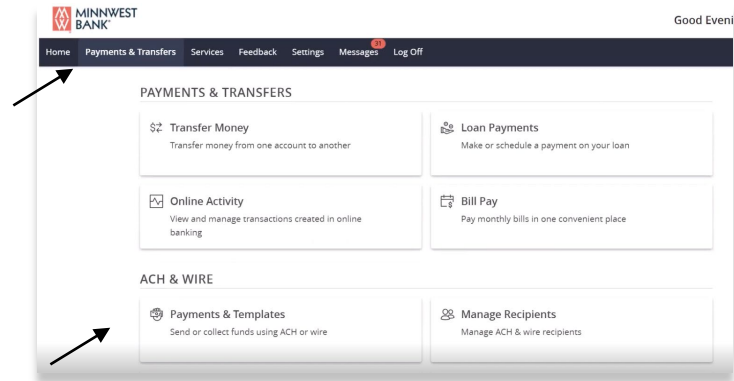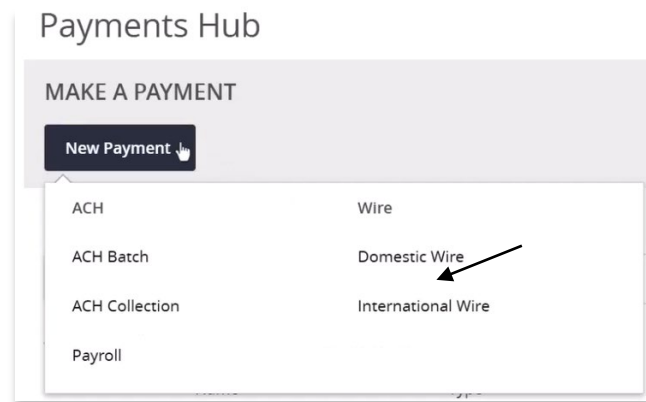# Multi Wire Payment Creation

1. Select the 'Payments & Transfers' menu and then select 'Payments & Templates'.

2. Select 'New Payment' and then 'Domestic' or 'International' Wire from the dropdown.

Questions? Please contact Minnwest Bank toll-free at 1-866-752-8135.

1

3. Select the checkbox next to 'Use same Subsidiary for all wires' if all wires should contain the same subsidiary. Or leave the checkbox empty to specify the subsidiary individually.

    Origination Details

    From Subsidiary
    ☐ Use same Subsidiary for all wires

    Account
    ☐ Use same Account for all wires

    Process Date
    ☐ Use same Date for all wires

    Recurrence
    None

4. Select the checkbox next to 'Use same Account for all wires' if all wires should contain the same Account. Or leave the checkbox empty to specify the subsidiary individually.

5. Select the checkbox next to 'Use Date for all wires' and enter a date if all wires will be processed on the same date. Or leave the checkbox empty to specify each date individually.

6. Select the 'Add multiple recipients' link to setup multiple wires to existing recipients.

    Wires (1)

    🔍 Find recipients in payment

    + Add multiple recipients

7. Select the 'Add another wire' link to add just a single wire to the page.

    Wire Details

    Recipient/Account
    Uncle Joe
    Checking   123456

    Amount
    $ 0.00

    From Subsidiary
    🔍 Search by name

    Account
    🔍 Search by name or number

    Process Date

    OPTIONAL WIRE INFORMATION   ⌄

    + Add another wire

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2

8. Enter the "Recipient/Account', 'Amount', 'From Subsidiary' and 'Account' fields.

9. Review all information for accuracy. Then select 'Draft' or 'Approve' to complete the process.

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3