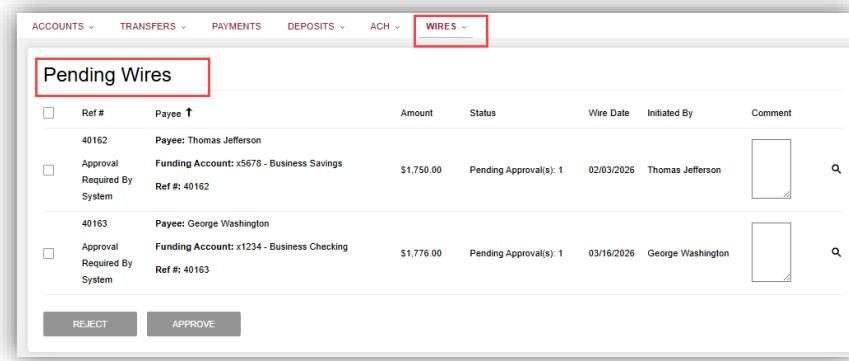


Important Reminders: **Wire Cutoff Time: 1:00pm**

- ⌚ A wire payee must first be set up to complete a Single or Multiple wire transfer.
- ⌚ Foreign currency wires are only available as **single wires**.
- ⌚ Payees must be set up as an International payee for foreign currency transfers.
- ⌚ Multiple wire transfers can only be created as Domestic wires.
- ⌚ A one-time wire is created for a recipient that is not set up as a payee.
- ⌚ One-time wires can only be created as a Domestic wire.

1. Locating Approvals

- a. Login to Digital Banking
- b. Go to Wires menu
- c. Select Wire Activity



The screenshot shows a digital banking interface for wire approvals. The top navigation bar includes 'ACCOUNTS', 'TRANSFERS', 'PAYMENTS', 'DEPOSITS', 'ACH', and 'WIRES'. The 'WIRES' tab is highlighted with a red box. Below the tabs, a sub-menu titled 'Pending Wires' is displayed. The main table lists three pending wire transfers:

Ref #	Payee	Amount	Status	Wire Date	Initiated By	Comment
40162	Payee: Thomas Jefferson	\$1,750.00	Pending Approval(s): 1	02/03/2026	Thomas Jefferson	<input type="text"/>
40163	Payee: George Washington	\$1,776.00	Pending Approval(s): 1	03/16/2026	George Washington	<input type="text"/>

At the bottom of the table are two buttons: 'REJECT' and 'APPROVE'.

2. Approval Guidelines

- a. Designated approvers have access to an “Approve” and “Reject” button in the category for which they have approval rights.
- b. Approvers receive a notification in real time through Notifi when approval activity is required.
- c. Users cannot approve their own transfers.
- d. A checkbox displays next to the wire transfers that can be approved.
- e. The submitter is notified when the wire transfer is approved or rejected.

3. Approve Wire Transfers

- a. Select the “Eyeglass” icon for the desired wire transfer.
- b. Review the “Wire Transfer Details” for accuracy.
- c. Select the “Checkbox” next to the appropriate wire transfer.
- d. Select the “Approve” button.

4. Reject Wire Transfers

- a. Select the “Eyeglass” icon for the desired wire transfer.
- b. Review the “Wire Transfer Details” for accuracy.
- c. Select the “Checkbox” next to the appropriate wire transfer.
- d. Select the “Reject” button.