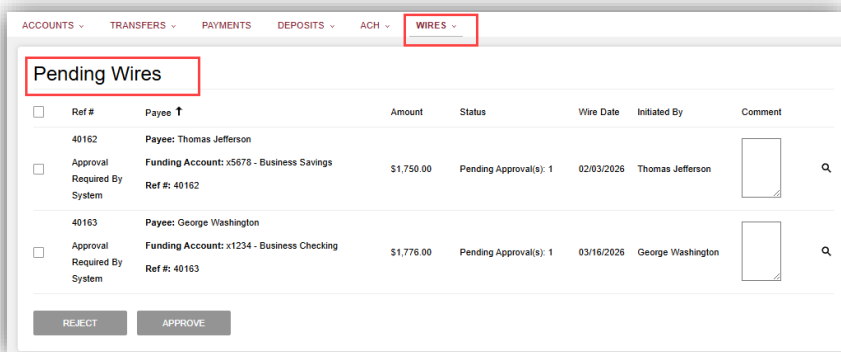## Important Reminders: **Wire Cutoff Time: 1:00pm**

- 🕐 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

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.