



# Treasury Management Services International (FX) Wires Guide

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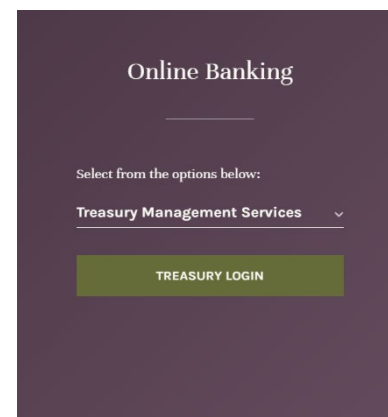
## Getting Started

Welcome to Mission Bank International Wire (FX wires) Service!

This guide provides an overview of the basic features including user management, adding/editing beneficiaries, payment process, account statuses, and reports for international wires.

Treasury Management Services users can log in with a single sign-on through online banking.

The login link to our website, [www.missionbank.bank](http://www.missionbank.bank).

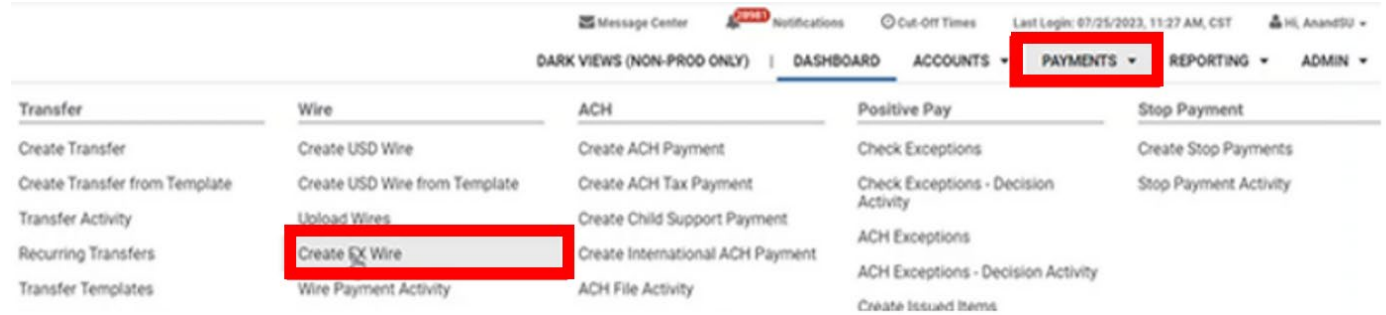


### *Key features and points to note:*

- ✓ Wire cut-off time is 12pm PDT and is located on the dashboard screen in TMS.
- ✓ In this guide wire transfers are also referred to as deals.
- ✓ Wires going to a beneficiary in a country outside of the United States must be entered under *Create FX Wire* regardless of whether the wire is sent in US dollars or a foreign currency.
- ✓ Outgoing wires require dual control, so there must always be a user that creates the wire and another user that approves and releases the wire to the bank.
- ✓ All areas highlighted in yellow are required.
- ✓ SWIFT Confirmations can now be viewed in your payment history.
- ✓ Setting up wire templates and wire beneficiaries streamlines the process of creating and sending repeat wires. The key difference is that *Wire Templates* retain the sending account information along with the beneficiary information. Saving a *Wire Beneficiary* allows the user to choose the sending account each time the beneficiary is used.

## Single Sign-On from Online Banking Services

Treasury Management users can locate the single-sign-on link by clicking Payments > Create FX Wire on the top menu bar. This will take you to the international wire dashboard where you will manage and process your foreign wires.

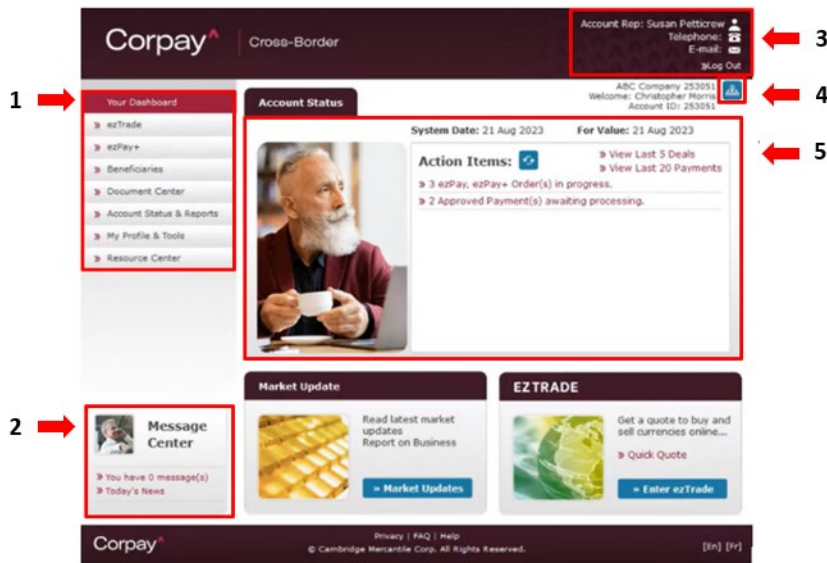


## The Dashboard

### Navigating the Dashboard

Your Dashboard is your home page. From this page, you can access the information and tools you need to perform, maintain, and manage wire activities. As you navigate through the site, you can click the **Your Dashboard** link at the top of each window to return to the home page.

Each highlighted area describes the sections of the Dashboard.



### 1- Menu

Select a menu option to access the appropriate window for the task you want to perform. As you hover over the tabs, the dropdown menu displays additional options.

## 2- Message Center

Stay up to date with news, notices, and system upgrades.

## 3- Account Information

Your login details appear on the top right-hand corner of each screen. For quick reference, Mission Bank contact details are displayed above your login details.

## 4- Account Status

Use the **Account Status** as a task list to organize your wire activities. Review the **Action Items** to identify items that may require your attention. This list may include beneficiaries, or wires requiring approval. The items on this list are unique to each user, depending on the permission level associated with the user's role.

## 5- Multiple Entities

If you see this blue box, it means you have multiple entities for you to perform various functions to enabling international payments.

## Working with Action Items

When you create a wire, but before you book it, you have the option to click **Save and Come Back Later**. This is just one of the actions that will populate the list of items to be reviewed in the **Action Items** section of **Your Dashboard**.

This list is continually updated and is unique to each user. Each time you log in, you can use the links to view and update the items in the list. You can stay up to date with beneficiaries that require approval wires in progress, and your last five wires.

# Creating and Editing Users

Due to system limitations creating and editing user(s) must be requested through your Business Banker. When submitting a request please include the following information:

1. Company name
2. User Full Name
3. User Email Address
4. User Single transaction and Daily limits
5. User Profile: Administrator or User

### Administrator Permissions

- Access to ezPay
- Create, Edit, Delete, Approve Beneficiary templates
- Import beneficiary data
- Attach documents to beneficiary templates
- Create, edit, delete, approve, import date payments

- Attach documents to payments
- Attach documents to settlements
- Access, edit, delete, upload documents
- View audit log information
- Access Rate Watch

### User Permissions

- Access to ezPay
- Create, Edit, Beneficiary templates
- Import beneficiary data
- Attach documents to beneficiary templates
- Create, edit, import payments
- Attach documents to payments
- Attach documents to settlements
- User is blocked after business hours

Note\* all users will have access to all accounts

## Creating and Editing Beneficiaries

You can add or edit beneficiaries with the tools in **Beneficiary Maintenance**. As you create a list of beneficiaries, you can search, review, and edit the details. Payment Groups help you to easily identify and group similar payments to be released at the same time, keeping you organized and saving you from having to review a lengthy list of payees.

The screenshot displays the Corpay Cross-Border user interface. At the top, the account representative is Susan Petticrew, with contact information for telephone and email, and a 'Log Out' button. The account details include 'ABC Company 253051', 'Welcome: Sarah Online', and 'Account ID: 253051'. The system date is 21 Aug 2023, and the value is also 21 Aug 2023. The 'Action Items' section shows 3 ezPay, ezPay+ Order(s) in progress and 2 Approved Payment(s) awaiting processing. The 'Beneficiary Maintenance' menu is highlighted, showing options for Beneficiary Maintenance, Beneficiary Payment History, Payment Groups, Bank Lookup, and IBAN Validation Lookup. The 'Market Update' section offers to read the latest market updates and report on business. The 'EZTRADE' section provides a quick quote for buying and selling currencies online. The footer includes the Corpay logo, privacy and help links, and copyright information for Cambridge Mercantile Corp.

## Features

### Beneficiary maintenance

- Use templates for an easy and organized way of editing or entering new beneficiary details.
- Send automatic alerts to your beneficiary via email each time a payment is released.
- Select the method of payment to fit your needs.
- Locate a beneficiary's bank using the Online banking directory.
- Create searches to filter through beneficiaries or export a customized report.
  - Review a beneficiary at-a-glance or expand for complete details.

### Beneficiary payment history

- Quickly review your payment history for each beneficiary.
- Monitor and investigate the number of individual payments released with detailed search capabilities.

### Payment groups

- Group like payments to be released at the same time. Review and sort through your list of payees with similar payments. Keep your groups up to date by adding or editing groups or payments.

## Adding a new beneficiary

1. On Your Dashboard, under Beneficiaries, click Beneficiary Maintenance.
2. Click Create New Beneficiary.
3. The Beneficiary Information window appears.

The screenshot shows a web application window titled "Beneficiary Information". It is divided into two main sections: "General Information (New) - Incomplete" and "Beneficiary Bank Account Details - Incomplete".

**General Information (New) - Incomplete**  
Fill in and select the appropriate fields to complete this section. To see what payment options are available click payment option link. [» Help](#)

Payment Identifier:  ?

Pay By Currency:  ▾

Method of Payment:  ▾ » Payment options

Country of Beneficiary's Bank:  ▾

Beneficiary Classification:  ▾ ?

**Beneficiary Bank Account Details - Incomplete**  
Manually enter your beneficiary's banking details below. Ensure you provide full bank address information and details. You can also utilize the Cambridge Online Banking directory to possibly locate the bank. If the bank is not listed, manually key in the information and Cambridge will validate it on your behalf.

**Bank Validation Tools:** **Bank Lookup**

Bank Account Number:  ?

SWIFT BIC Code:  ?

Secondary Routing Code:  ?

Name of Beneficiary's Bank:

Full Beneficiary Bank Address:

City:

Province/State & Postal Code:

**General beneficiary Information**

In the **General Information** section of the **Beneficiary Information** window, enter basic information about the new beneficiary.

- 1. In the **Payment Identifier** field, enter a reference that can be used internally to identify the beneficiary, for example a client number.

- 2. From the **Pay by Currency** dropdown list, select the currency that will be sent to the beneficiary's financial institution.
- 3. From the **Method of Payment** dropdown list, select Wire as the method of payment.
- 4. From the **Country of Beneficiary's Bank** dropdown list, choose the country where the beneficiary's bank is located.
- 5. From the **Beneficiary Classification** dropdown list, choose whether the beneficiary is an
- 6. **Individual** or a **Business**.
- 7. The **Additional Classification** field appears if you selected **Business** in step 5. From the dropdown list, choose the classification that best describes the beneficiary's business.

**Beneficiary Bank Details**

- 1. In the **Beneficiary Bank Account Details** section of the **Beneficiary Information** page, click the **Bank Lookup** tool to locate the beneficiary's bank. For more information, see "Using the Bank Lookup tool" on the next page.



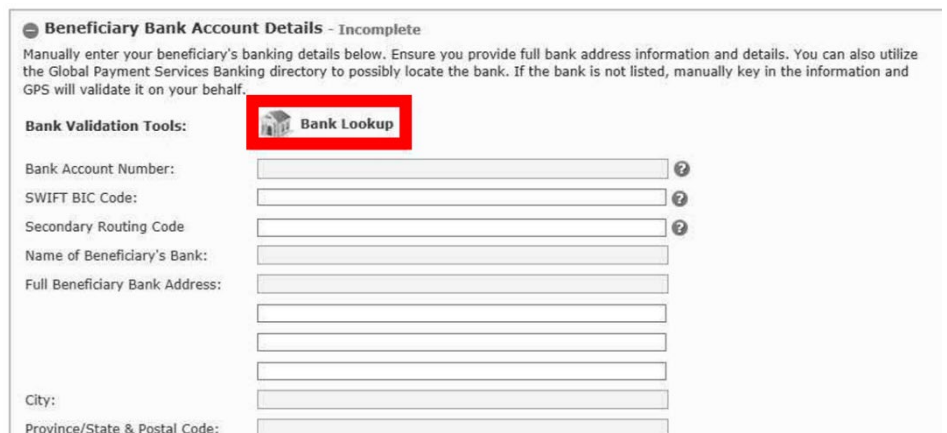
When you select the bank, most of the bank fields are automatically filled in for you.

- If you do not want to use the **Bank Lookup**, or if you were not able to retrieve all the information via **Bank Lookup**, you can enter the bank details manually. In that case, complete the fields as follows:
  - **Bank Account Number**—Enter the beneficiary's bank account number.
  - **SWIFT BIC Code**—Enter the Bank Identifier Code (BIC) for the beneficiary's bank or financial institution.
  - **Secondary Routing Code**—Enter the routing code for the beneficiary's bank or financial institution. Depending on the country of the beneficiary's bank, this field may have a different name such as **ABA Number, Transit Number, Sort Code, BSB Code, or Branch Code**.
  - **Name of Beneficiary's Bank**—Enter the name of the beneficiary's bank or financial institution.
  - **Full Beneficiary Bank Address**—Enter the address of the beneficiary's bank or financial institution.
  - **City**—Enter the city of the beneficiary's bank or fchips, aba, swift, institution.
  - **Province/State & Postal Code**—Enter the province or state and the postal or zip code of the beneficiary's bank or financial institution.

### Using the Bank Lookup tool

The bank lookup tool allows you to search for the beneficiary's financial institution by entering at least one field of information regarding the institution (for example, partial or full bank name or SWIFT number). The search returns all matching institutions based on those criteria. You can then select an institution from the results list and all the information for that institution will populate the appropriate fields on the **Beneficiary Information** screen.

- In the Beneficiary Bank Account Details section of the Beneficiary Information window, click **Bank Lookup**.



The screenshot shows a web form titled "Beneficiary Bank Account Details - Incomplete". Below the title is a paragraph of instructions: "Manually enter your beneficiary's banking details below. Ensure you provide full bank address information and details. You can also utilize the Global Payment Services Banking directory to possibly locate the bank. If the bank is not listed, manually key in the information and GPS will validate it on your behalf." Under the heading "Bank Validation Tools:", there is a button labeled "Bank Lookup" with a magnifying glass icon, which is highlighted with a red box. Below this are several input fields with question mark icons to their right: "Bank Account Number:", "SWIFT BIC Code:", "Secondary Routing Code:", "Name of Beneficiary's Bank:", "Full Beneficiary Bank Address:" (with three stacked input boxes), "City:", and "Province/State & Postal Code:".

- In the **Bank Search window**, enter as much information as you can in the search fields to narrow your search by SWIFT BIC, Bank Name, Address, Country, or City.

**Bank Search** » Help

Use the criteria below to limit the results, then click on the "Search" button.  
In the table of results, click on a bank name to show its details.

Country:  Bank Name:

Region:  Address:

City:  SWIFT (BIC):

ABA Number:

» Manually Enter Bank Information **» Search** Reset

Select	Bank Name	Address	City	Region
No records to view				

Page 0 of 0 10 No records to view

**« Back**

3. Click Search. The search results are displayed.

**Bank Search** » Help

Use the criteria below to limit the results, then click on the "Search" button.  
In the table of results, click on a bank name to show its details.

Country:  Bank Name:

Region:  Address:

City:  SWIFT (BIC):

ABA Number:

» Manually Enter Bank Information **» Search** » Reset

Select	Bank Name	Address	City	Region
<input checked="" type="checkbox"/>	» Bank of America, National Association	5222 SE Abshier Blvd	BELLEVIEW	Florida
<input checked="" type="checkbox"/>	» Bank of America, National Association	5222 SE Abshier Blvd	BELLEVIEW	Florida
<input checked="" type="checkbox"/>	» CenterState Bank of Florida, National Ass	10990 US Hwy 441 SE	BELLEVIEW	Florida
<input checked="" type="checkbox"/>	» Community Bank and Trust of Florida	10131 S US Hwy 441	BELLEVIEW	Florida
<input checked="" type="checkbox"/>	» Regions Bank	10715 SE US Hwy 441	BELLEVIEW	Florida
<input checked="" type="checkbox"/>	» SunTrust Bank	5760 SE State Rd 484	BELLEVIEW	Florida
<input checked="" type="checkbox"/>	» Wells Fargo Bank, National Association	5407 SE 111th St	BELLEVIEW	Florida
<input checked="" type="checkbox"/>	» Wells Fargo Bank, National Association	5407 SE 111th St	BELLEVIEW	Florida

You are viewing record(s) 1 to 8 Page 1 of 1 10 Items per page Total Record(s) = 8

**« Back**

- To review details about a particular bank, click the link in the Bank Name column.

**Bank Details**

Bank Name: Bank of America, National Association

Address: 5222 SE Abshier Blvd

City: BELLEVIEW

Region: Florida

Country: United States

Postal Code: 34420

SWIFT (BIC): BOFAUS3NXXX

Routing Code: 063100277

Office Type: Branch

Branch Name: Belleview

Routing Code Type: ABA

Phone: (352)347 1566

Fax: (352)245 1776

Close

- On the Bank Search window, beside the bank that you want to choose, click the check in the Select column. The bank's details are added to the appropriate fields in the Beneficiary Bank Account Details section.

**Beneficiary Bank Account Details - Incomplete**

Manually enter your beneficiary's banking details below. Ensure you provide full bank address information and details. You can also utilize the Global Payment Services Banking directory to possibly locate the bank. If the bank is not listed, manually key in the information and GPS will validate it on your behalf.

**Bank Validation Tools:** Bank Lookup

Bank Account Number:

SWIFT BIC Code: BOFAUS3MXXX

ABA Number: 063100277

Name of Beneficiary's Bank: Bank of America, National Association

Full Beneficiary Bank Address: 5222 SE Abshier Blvd

City: BELLEVIEW

Province/State & Postal Code: Florida, 34420

Reset

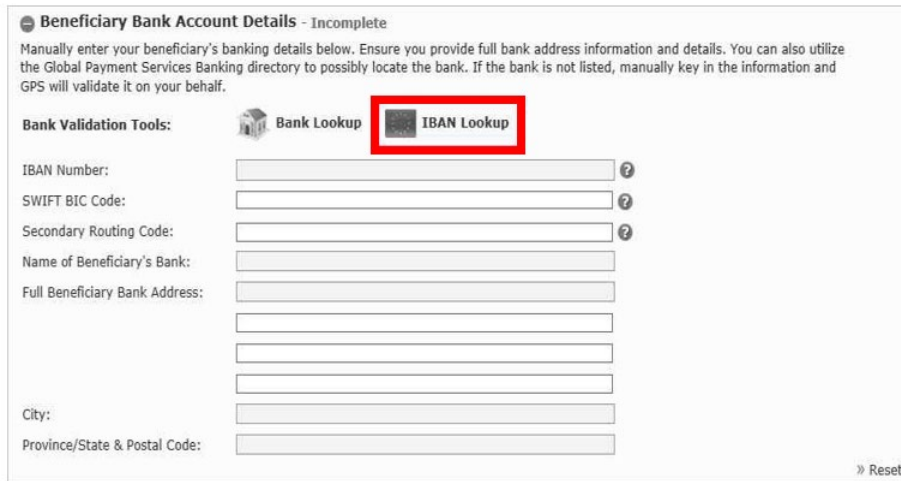
- Enter the beneficiary's bank account number in the Bank Account Number field.

**Note:** Depending on the country where the beneficiary's bank is located, an International Banking Account Number (IBAN) may be required. In that case, the field you need to complete is called IBAN Number. You can use the IBAN Lookup tool to verify that the IBAN is correct. For more information, see "Using the IBAN Lookup" below.



## Using the IBAN Lookup

Depending on the country where the beneficiary's bank is located, an International Banking Account Number (IBAN) may be required for the payment. If so, a link to the IBAN Lookup tool appears on the **Beneficiary Information** page. The lookup tool is used to validate the IBAN you obtained from your member to determine if it passes the formatting requirements for that country.

1. On the Beneficiary Bank Account Details section of the Beneficiary Information window, click. IBAN Lookup.



**Beneficiary Bank Account Details - Incomplete**  
Manually enter your beneficiary's banking details below. Ensure you provide full bank address information and details. You can also utilize the Global Payment Services Banking directory to possibly locate the bank. If the bank is not listed, manually key in the information and GPS will validate it on your behalf.

**Bank Validation Tools:**  **Bank Lookup**  **IBAN Lookup**

IBAN Number:  ?

SWIFT BIC Code:  ?

Secondary Routing Code:  ?

Name of Beneficiary's Bank:

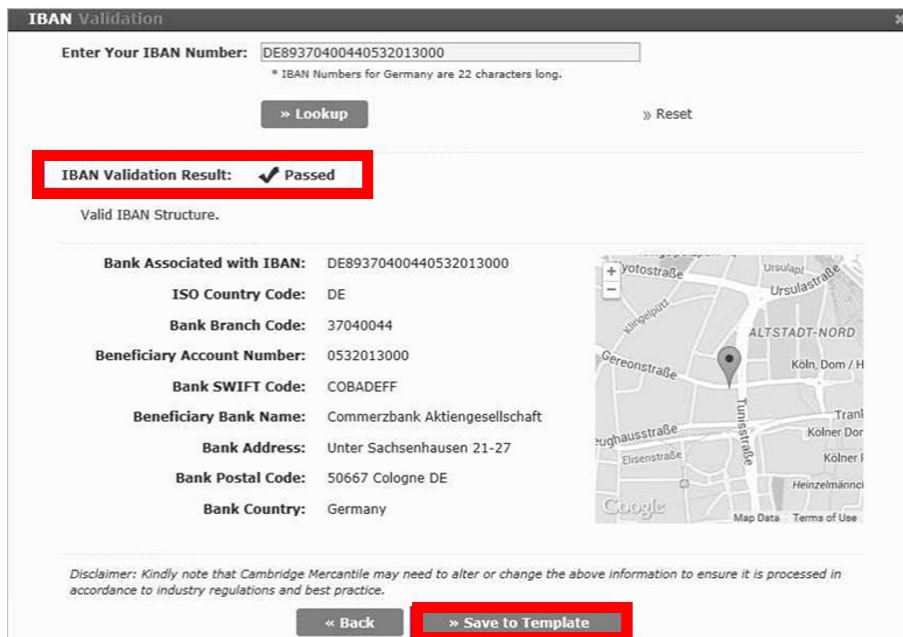
Full Beneficiary Bank Address:

City:

Province/State & Postal Code:

» Reset

2. On the IBAN Validation window, enter the IBAN number in the Enter Your IBAN Number field, and then click Lookup. If the IBAN is formatted properly, the word Passed displays in the IBAN Validation Result field.




**IBAN Validation**

Enter Your IBAN Number:   
\* IBAN Numbers for Germany are 22 characters long.

**IBAN Validation Result:**  **Passed**

Valid IBAN Structure.

<b>Bank Associated with IBAN:</b>	DE89370400440532013000
<b>ISO Country Code:</b>	DE
<b>Bank Branch Code:</b>	37040044
<b>Beneficiary Account Number:</b>	0532013000
<b>Bank SWIFT Code:</b>	COBADEFF
<b>Beneficiary Bank Name:</b>	Commerzbank Aktiengesellschaft
<b>Bank Address:</b>	Unter Sachsenhausen 21-27
<b>Bank Postal Code:</b>	50667 Cologne DE
<b>Bank Country:</b>	Germany



Disclaimer: Kindly note that Cambridge Mercantile may need to alter or change the above information to ensure it is processed in accordance to industry regulations and best practice.

If the IBAN is not a valid number, you will receive an error message.

Corpay<sup>^</sup> | Cross-Border

Account Rep: Susan Petticrew  
Telephone:  
E-mail:  
Log Out

» Your Dashboard » Beneficiaries » IBAN Validation Lookup

ABC Company 253051  
Welcome: Sarah Online  
Account ID: 253051

**IBAN Validation**

Enter Your IBAN Number:

\* IBAN Numbers for Germany are 22 characters long.

**IBAN Validation Result: ❌ Failed**

The national code and bank account numbers are too short (04ba)

Bank Associated with IBAN: DE3370169541000088632  
ISO Country Code: DE  
Bank Branch Code:  
Beneficiary Account Number: DE3370169541000088632  
Bank SWIFT Code:

3. Click Save to Template at the bottom of the window to populate the Beneficiary Bank Account Details fields on the Beneficiary Information screen with the details for the financial institution.

### *Beneficiary information continued*

1. In the **Beneficiary Information** section, enter the beneficiary's name, address, and contact information.

**Beneficiary Information**

City: Vilgertshofen  
Province/State & Postal Code: 86946

**Beneficiary Information**  
Enter beneficiary name and address details below. To avoid processing delays provide full beneficiary address information. Use of a PO Box for an address is not permitted.

Name: Tukom Telemetry  
Address: 12 Berliner Strasse  
City: Augsburg  
Country: Germany  
State/Province:  
Postal Code:  
Primary Contact Number:  
Email Address: christopher.morris@corpay.com  
Alert beneficiary of payment:  ?  
Payment Reference:  
Purpose of Payment: <Please Select>

» 0 file(s) attached. »

**Notifications**  
Internal Payment Alert:  ? Enter E-mail Address

2. Complete the rest of the fields in this section as follows:
  - **Email Address**—Enter the beneficiary's email address.

- **Alert beneficiary of payment**—Click to put a check in the **Alert beneficiary of payment** box if you want to alert the beneficiary via email each time a payment is released.
  - **Payment Reference**—Enter a reference such as a purchase order number, an invoice number, or some other internal reference that you want to include with your payment.
    - Note:** Information entered here becomes part of the template and will be sent with every payment.
  - **Beneficiary Classification**—From the dropdown list, choose the option that best describes the beneficiary’s business.
  - **Purpose of Payment**—Enter the purpose of the wire transfer.
3. **Optionally**, click **Attach Document** to upload any related documents, such as an invoice.

**Beneficiary Information**  
 Enter beneficiary name and address details below. To avoid processing delays provide full beneficiary address information. Use of a PO Box for an address is not permitted.

Name:

Address:

City:

Country:

State/Province:

Postal Code:

Primary Contact Number:

Email Address:

Alert beneficiary of payment:

Payment Reference:

Purpose of Payment:

» 0 file(s) attached. **» 0 Attach Document**

### Notifications

In the beneficiary tab If you would like your approver to receive an email notification advising them the payment has been sent. You can add their email under notifications.

**Notifications**

Internal Payment Alert:  Enter E-mail Address

External Payment Alert:  Enter E-mail Address

Internal Message to \$CompanyNameShort\$:

Maximum of 400 characters.

4. Check the disclosure and click save.

Cambridge is committed to helping you reduce your risk exposure to fraudulent payment scams. » [More Info](#)

By clicking "I confirm", you are confirming that the beneficiary details you are about to save are authentic, accurate and appropriately authorized.

*Disclaimer: Kindly note that \$CompanyNameShort\$ may need to alter or change the above information to ensure it is processed in accordance to industry regulations and best practice.*

[« Back](#) [» Save](#)

\*Disclaimer: Kindly note that \$CompanyNameShort\$ may need to alter or change the above information to ensure it is processed in accordance with industry regulations and best practice.

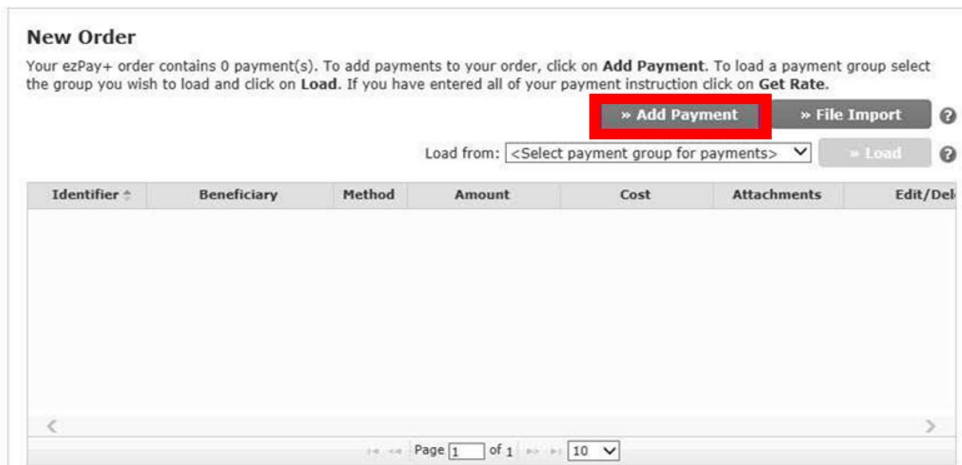
## Creating a Wire in ezPay+

ezPay+ allows you to execute cross-currency wire transfers in multiple currencies.

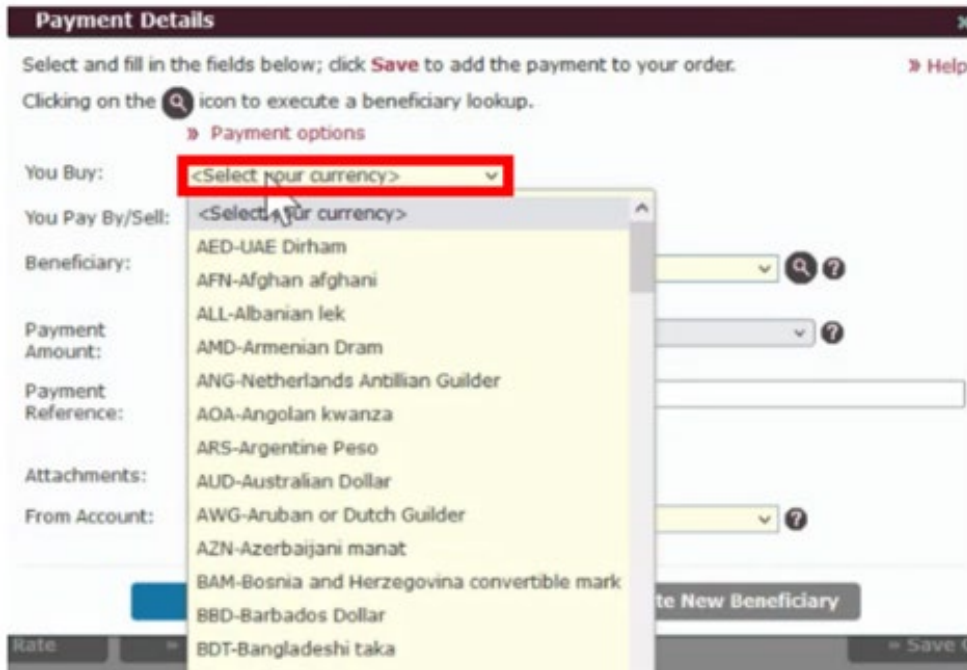
1. On Your Dashboard, click ezPay+.



2. Click Add Payment to enter the payment details for the wire transfer you want to send.

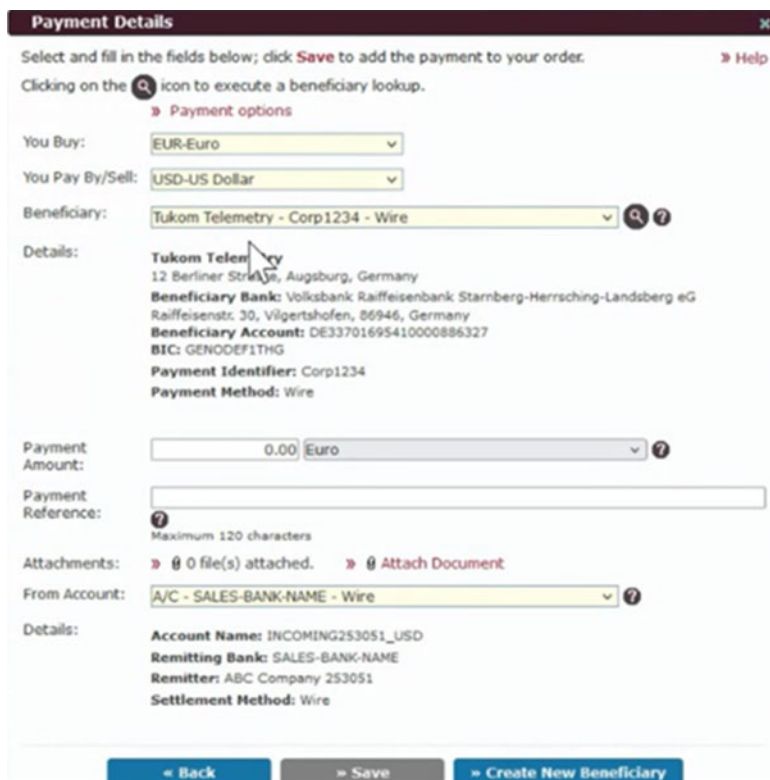


- From the **You Buy** dropdown list, select the currency that you want to send to the beneficiary.



The screenshot shows the 'Payment Details' form with the 'You Buy' dropdown menu open. The dropdown list contains the following currencies: AED-UAE Dirham, AFN-Afghan afghani, ALL-Albanian lek, AMD-Armenian Dram, ANG-Netherlands Antillian Guilder, AOA-Angolan kwanza, ARS-Argentine Peso, AUD-Australian Dollar, AWG-Aruban or Dutch Guilder, AZN-Azerbaijani manat, BAM-Bosnia and Herzegovina convertible mark, BBD-Barbados Dollar, and BDT-Bangladeshi taka. The 'You Buy' field is currently set to '<Select your currency>'. Other fields include 'You Pay By/Sell', 'Beneficiary', 'Payment Amount', 'Payment Reference', and 'From Account'.

- From the **You Pay Buy /Sell** dropdown list, choose the currency you want to use to settle the wire transaction.



The screenshot shows the 'Payment Details' form with the 'You Pay Buy/Sell' dropdown menu set to 'USD-US Dollar'. The 'You Buy' field is set to 'EUR-Euro'. The 'Beneficiary' field is set to 'Tukom Telemetry - Corp1234 - Wire'. The 'Payment Amount' is 0.00 Euro. The 'Payment Reference' field is empty. The 'Attachments' section shows 0 files attached. The 'From Account' field is set to 'A/C - SALES-BANK-NAME - Wire'. The form includes buttons for 'Back', 'Save', and 'Create New Beneficiary'.



5. Specify the Beneficiary of the wire transfer from the drop down list. If you have not yet set up the beneficiary, click **Create New Beneficiary** at the bottom of the page.
6. In the **Payment Amount** field, enter the amount of the currency you want to purchase.

**\*Important:** Do not press the **Enter** key.

7. Use the dropdown list in the **Payment Amount** section to select how you want your payment to be calculated.

There are two options:

- a. The foreign currency in the **You Buy** field—The value you entered in the **Payment Amount** field is the amount of foreign currency you want to send.
- b. The **You Pay Buy/Sell** currency converted to the **You Buy** currency—The value you entered in the **Payment Amount** field will be converted to the currency in the **You Buy** field.

The screenshot shows a wire transfer form with the following fields and details:

- Payment Amount:** 2,500.00 US Dollar Converted to Euro (highlighted with a red box)
- Payment Reference:** (empty field, maximum 120 characters)
- Attachments:** 0 file(s) attached. Attach Document
- From Account:** A/C - BANK OF AMERICA, N.A. - Wire
- Details:**
  - Account Name: INCOMING: [redacted]
  - Remitting Bank: BANK OF AMERICA, N.A.  
222 BROADWAY, 10038, NEW YORK, UNITED STATES
  - Remitter: [redacted]
  - Settlement Method: Wire

Buttons at the bottom: << Back, >> Save, >> Create New Beneficiary

8. **Note:** To obtain a quote for a different currency, change the currency in the dropdown list. Make sure that you are sending the currency agreed upon by the beneficiary.
9. **Optionally**, in the **Payment Reference** field, enter a reference number that will be included with your payment. This might be a purchase order number, invoice number, or some other internal reference.
10. In the **From Account** dropdown list, select the account that you want to use to settle the funds. The **Details** section displays information about the settlement account that you selected.
11. Click **Save**.

## Notifying approvers

1. Click notify approvers.

**EZPAY+** » Your Dashboard » ezPay+ ABC Company 253051 Welcome: Sarah W Account ID: 253051 » Help

**New Order**  
Your ezPay+ order contains 2 payment(s). To add payments to your order, click on **Add Payment**. If you have entered all of your payment instruction click on **Get Rate**.

» **Notify Approvers** » Add Payment » File Import ?

Click here to notify payment approvers.

Identifier	Beneficiary	Method	Amount	Cost	Attachments	Edit/Del
Corp1234	» Tukom Telemetry	Wire	EUR 2,345.67			Awaiting Approv
003	» Jon Brown 342	EFT	CAD 1,234.56			Awaiting Approv

2. Click to put a check in the box next to each of the users you want to receive approval notifications.

**Approval Notification** » Help

Select the individual(s) you would like to notify for payment approval.

» Unselect all rows

	Affiliate/Division	User	Email Address	First Name	Last Name
1	ABC Company 253051	sarah.abc	sarah.abc@corpays.com	Sarah	Online
2	ABC Company 253051	CompanyAdmin	christopher.morris@corpays.co	Christopher	Morris

You are viewing record(s) 1 to 2 Page 1 of 3 15 Items per page Total Record(s) = 45

■ - Division ■ - Affiliate ■ - Parent

**To:** sarah.abc@corpays.com;christopher.morris@corpays.com;  
**CC:**   
**Subject:** Payments awaiting approval @ ABC Company 253051  
**Message:** There's 2 payments awaiting approval.  
To view and approve your payment(s) click on the link provided below:  
<https://onlinecrossborder.demo.corpay.com>  
**Comments (Optional):**

» View Content of Email

« Back » Send Email

3. Click **Send Email**.

Once you have been brought back to the new order screen you can click save and come back later if you do not have any other wire transactions to process.

Corpay<sup>®</sup> | Cross-Border

Account Rep: Susan Petticrew  
Telephone: [icon]  
E-mail: [icon]  
Log Out

ABC Company 253051  
Welcome: Sarah W  
Account ID: 253051

**EZPAY+** » Your Dashboard » ezPay+ » Help

**New Order**  
A live quote for your order has been provided below. To lock in your price click on **Book Now**.

» Notify Approvers

Identifier	Beneficiary	Method	Amount	Cost	Attachments	Edit/Del
Corp1234	» Tukom Telemetry	Wire	EUR 2,345.67	USD 2,498.58		Awaiting Approv
003	» Jon Brown 342	EFT	CAD 1,234.56	USD 977.47		Awaiting Approv

« Page 1 of 1 » 10

**Payment Summary**

You Buy	Pay By	Rate	I. Rate	Payment Total	Count
EUR	USD	1.06519	0.93880	2,345.67	1
CAD	USD	1.26302	0.79175	1,234.56	1

» Get Rate Rate Expiry: 0:00 » Book Now « Back

» Save & Com Back Later

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### Rate Quotes

Once your order is created and approved, you can click **Get Rate** to get a live quote.

\*If rate has not been approved you can still get an indicative rate by selecting get rate. With expiry time of 10 seconds.

**New Order**  
Your ezPay+ order contains 1 payment(s). To add payments to your order, click on **Add Payment**. If you have entered all of your payment instruction click on **Get Rate**.

» Add Payment » File Import ?

Identifier	RegE	Beneficiary	Method	Amount	Cost	Attachments	E
[icon]		» Andrian Zago	Wire	EUR 2,500.00			

« Page 1 of 1 » 10

**Payment Summary**

You Buy	Pay By	Rate	I. Rate	Payment Total	Count
EUR	USD			2,500.00	1

» Get Rate » Book Now » Save Order ? » Cancel Order ?

# Approving payments in ezPay+

## Approve/Decline a payment

1. On Your Dashboard, under Action Items, click Payment(s) requiring approval. The Payment Approval window appears with a list of the payments that must be approved before they can be processed.

\*Lighter shaded grey boxes under the affiliate/ division section means you do not have the ability to approve those pending wires.

The screenshot shows a 'Payment Approval' window with the following details:

- Header:** Payment Approval
- Instructions:** To flag your payment for approval, click on approve. To notify your approvers of items requiring attention, select your items and click on notify.
- Filters:** Affiliate/Division: <All>, File Name: <All>
- Buttons:** Select all rows, Approve, Decline
- Table:**

Approve	Affiliate/Division	Identifier	Method	Amount	Beneficiary	Attachment(s)	R
<input type="checkbox"/>	DEF Limited 2495	JOH523	Wire	EUR 2,500.00	» Arthur Hall 135		
<input type="checkbox"/>	DEF Limited 2495	PAY000-6	Wire	EUR 5,000.00	» Christopher Hashly 576		
<input type="checkbox"/>	DEF Limited 2495	IVI481	Wire	EUR 2,500.00	» Alex Finley 590		
<input type="checkbox"/>	DEF Limited 2495	ANO398	Wire	GBP 3,050.00	» Hannah Green 563		
<input type="checkbox"/>	DEF Limited 2495	JOH523	Wire	EUR 7,500.00	» Arthur Hall 135		
- Footer:** You are viewing record(s) 1 to 5, Page 1 of 1, 15 Items per page, Total Record(s) = 5
- Legend:** - Division - Affiliate
- Buttons:** Back, Place Order, Notify Approvers

2. **Optionally**, use the dropdown filters at the top of the page to refine the list.
3. Open and review the details of the wire transfer(s) needing approval, ensuring all information is accurate.
4. Click to put a check in the box next to each of the payments that you want to approve, or click **Select all rows** if you want to approve all the listed payments.
5. Click **Approve/Decline**.

The screenshot shows a 'Payment Approval' window with the following details:

- Header:** Payment Approval
- Instructions:** To flag your payment for approval, click on approve. To notify your approvers of items requiring attention, select your items and click on notify.
- Filters:** Affiliate/Division: <All>, File Name: <All>
- Buttons:** Select all rows, Approve, Decline
- Table:**

Approve	Affiliate/Division	Identifier	Method	Amount	Beneficiary	Attachment(s)	R
<input checked="" type="checkbox"/>	ABC Company 253	Corp1234	Wire	EUR 12,345.00	» Tukom Telemetry		PO
<input type="checkbox"/>	ABC Company 253	Corp1234	Wire	EUR 543.21	» Tukom Telemetry		PO
<input type="checkbox"/>	ABC Company 253	BR1021-103858	Wire	GBP 50,000.00	» British Airways		Lice
<input type="checkbox"/>	ABC Company 253	003	EFT	CAD 1,500.00	» Jon Brown 342		Con

When approved a confirmation window appears that asks you to confirm that you want to approve the selected payments.



6. Click **Confirm** to apply these details.
7. Select **Place Order** at the bottom of the **Payment Approval** screen.



## Canceling a Wire Transaction

If you have not yet submitted the wire for processing, you can cancel it.

**Important:** To cancel a deal that has already been submitted, you must contact your Account Representative. In some cases, they may be able to cancel the wire transaction.

1. At the bottom of the **New Order** page, click **Cancel Order**.



2. Click **Yes** to cancel the order. A dialog box appears that asks you to confirm that you want to cancel the order.



## Account status and reports

A record of each wire transfer you create is recorded in our database. With the search criteria available in **Account Status & Reports**, you can review all your account activity and create reports any time you require the information. For instance, you can view the data according to **Payment History, Settlement History, Deal History, Forward History, Account Balances, and Today's Trades**. In each of those categories, you can customize your view to sort and organize key information.

When you perform a search, you can add as much or as little information as you want. A more detailed search allows you to create customized reports for yourself and your team. The results are immediately displayed, and you can use the icons to print or export the results to an Excel file, which can then be used with your own accounting software.

From **Your Dashboard**, go to **Account Status & Reports**, and then choose the type of information you want to see.

### Searching payment history

You can use the **Payment History** window to review your payment history and create reports based on the information you select. Results can be filtered by specifying the beneficiary, identifier, deal number, from and to dates, and affiliate/division (if applicable).

1. On Your Dashboard, under Account Status & Reports, click Payment History.
2. Optionally, on the Payment History window, enter search criteria in any of the displayed fields, and then click Search.

**Payment History** » Help

To find a specific payment(s), select a beneficiary from the dropdown list or enter their identifier in the appropriate field. If you would like to locate payments associated with a specific deal, enter the deal number. You can also search for payments utilizing the from date, to date range feature. When you are ready to execute your search, click on the Button.

Beneficiary:  Identifier:

Deal Number:  ?

From Date:  To Date:

**» Search** » Reset

Date	Order #	Identifier	Amount	Swift Msg	Reference	Method	Attachment
05 Jan 2015	» OFD1212	SANTOME-TEN029	EUR 16,000.00			Wire	
05 Jan 2015	» LD7896	SANTOME-TEN029	EUR 4,500.00			Wire	
02 Feb 2012	» 1756140	SANTOME-TEN029	EUR 10,615.71	» View		Wire	
29 Dec 2011	» 1734161	SANTOME-TEN029	EUR 8,289.37	» View		Wire	
20 Dec 2011	» 1729316	SANTOME-TEN029	EUR 11,427.70	» View		Wire	
01 Dec 2011	» 1716901	SANTOME-TEN029	EUR 22,504.77	» View		Wire	
08 Nov 2011	» 1701263	SANTOME-TEN029	EUR 11,395.00	» View		Wire	
20 Oct 2011	» 1689767	SANTOME-TEN029	EUR 9,065.00	» View		Wire	
05 Oct 2011	» 1680931	SANTOME-TEN029	EUR 12,900.00	» View		Wire	
13 Sep 2011	» 1665778	SANTOME-TEN029	EUR 10,900.00	» View		Wire	

You are viewing record(s) 1 to 10 Page 1 of 3 10 Items per page Total Record(s) = 25

**<< Back**

3. In the **Swift Msg** column, click **»View** to view the SWIFT Confirmation.

Date	Order #	Identifier	Amount	Swift Msg	Reference	Method	Attachment
05 Jan 2015	» OFD1212	SANTOME-TEN029	EUR 16,000.00			Wire	
05 Jan 2015	» LD7896	SANTOME-TEN029	EUR 4,500.00			Wire	
02 Feb 2012	» 1756140	SANTOME-TEN029	EUR 10,615.71	» View		Wire	
29 Dec 2011	» 1734161	SANTOME-TEN029	EUR 8,289.37	» View		Wire	
20 Dec 2011	» 1729316	SANTOME-TEN029	EUR 11,427.70	» View		Wire	
01 Dec 2011	» 1716901	SANTOME-TEN029	EUR 22,504.77	» View		Wire	
08 Nov 2011	» 1701263	SANTOME-TEN029	EUR 11,395.00	» View		Wire	
20 Oct 2011	» 1689767	SANTOME-TEN029	EUR 9,065.00	» View		Wire	
05 Oct 2011	» 1680931	SANTOME-TEN029	EUR 12,900.00	» View		Wire	
13 Sep 2011	» 1665778	SANTOME-TEN029	EUR 10,900.00	» View		Wire	

4. Or click the **Order #** to view the wire (Deal) Confirmation.

## Searching wire transaction history

1. On **Your Dashboard**, under **Account Status & Reports**, click Deal History. Optionally, on the Deal History page, enter search criteria in any of the displayed fields, and then click Search.

**Deal History** » Help

To locate a specific deal(s), enter the deal number. (Partial deal number can be used as wild cards.) You can also search for deal(s) utilizing the from date, to date range feature. Click on the **Search** button, once you have entered your criteria.

Deal Number:

From Date:  To Date:

**» Search** » Reset

**Deal(s) List**

Deal Date	Order #	Purchased	Rate	Inverse Rate	Cost	Attachment(s)	Source
05 Jan 2015	» 3047713	AUD 20,000.00	1.0185	0.981836	CAD 20,370.00		ezPay+
05 Jan 2015	» 3047712	AUD 20,000.00	0.9481	1.0547	USD 18,962.00		ezPay+
05 Jan 2015	» 3047711	USD 500,000.00	1	1	USD 500,000.00		ezPay
05 Jan 2015	» 3047710	JPY 902,550	0.009923	100.7729	USD 8,956.23		ezPay+
05 Jan 2015	» 3047709	USD 500,000.00	1	1	USD 500,000.00		ezPay
05 Jan 2015	» ESYS3729	USD 2,287.70	1.0928	0.915081	CAD 2,500.00		eTicket
05 Jan 2015	» 3047707	USD 50,000.00	1.5737	0.635445	CAD 78,685.00		ezTrade
05 Jan 2015	» 3047704	CAD 50,000.00	1.0194	0.980969	USD 49,048.46		ezPay+
05 Jan 2015	» 3047700	USD 50,000.00	1.5737	0.635445	CAD 78,685.00		ezPay+
05 Jan 2015	» 3047687	USD 5,000.00	1.3513	0.740028	EUR 3,700.14		ezPay+


You are viewing record(s) 1 to 10 of 12 Page 1 of 12 Items per page Total Record(s) = 112

2. Click the **Deal Number** link to review the Deal Confirmation for a specific deal.
3. On the **Deal History** window, click **Reset** to clear your results so that you can perform another search.

## Reviewing today's wires

You can review your daily wires.

1. On **Your Dashboard**, under **Account Status & Reports**, click Today's Trades.

**Note:** Optionally, on the Today's Trades window, click the calendar icon  to search for specific dates, and then click Search. All your trades for the day are displayed.

**Today's Trades** » Your Dashboard » Account Status & Reports » Today's Trades » Help

Below is a list of deal(s) booked to today. To view the details of a deal, click on the hotlink provided in the deal column.

From Date:  To Date:

**» Search** » Reset

**Today's Deal(s)**

Deal Date	Order #	Purchased	Rate	Inverse Rate	Cost	Attachment(s)	Source
05 Jan 2015	» 3047713	AUD 20,000.00	1.0185	0.981836	CAD 20,370.00		ezPay+
05 Jan 2015	» 3047712	AUD 20,000.00	0.9481	1.0547	USD 18,962.00		ezPay+
05 Jan 2015	» 3047711	USD 500,000.00	1	1	USD 500,000.00		ezPay
05 Jan 2015	» 3047710	JPY 902,550	0.009923	100.7729	USD 8,956.23		ezPay+
05 Jan 2015	» 3047709	USD 500,000.00	1	1	USD 500,000.00		ezPay
05 Jan 2015	» ESYS3729	USD 2,287.70	1.0928	0.915081	CAD 2,500.00		eTicket
05 Jan 2015	» 3047707	USD 50,000.00	1.5737	0.635445	CAD 78,685.00		ezTrade
05 Jan 2015	» 3047704	CAD 50,000.00	1.0194	0.980969	USD 49,048.46		ezPay+
05 Jan 2015	» 3047700	USD 50,000.00	1.5737	0.635445	CAD 78,685.00		ezPay+
05 Jan 2015	» 3047687	USD 5,000.00	1.3513	0.740028	EUR 3,700.14		ezPay+

You are viewing record(s) 1 to 10 of 12 Page 1 of 12 Items per page Total Record(s) = 112

2. Click the link in the **Order #** column to review a specific deal. The Deal Confirmation appears.