



Foreign Wire Transfer Quick Reference Guide

***NOTE: Every wire transfer must be “released” in order for Mid Penn Bank to send the wire on the customer’s chosen payment date.**

Foreign USD Wire Transfer: Creating a Free-Form Wire

1. From main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Select **Single-Free Form Wire**.
3. Within the Account Information section, complete all of the fields.
 - a. Select US Dollar (USD) for International USD wire transfers.
4. Within the Beneficiary/Payee Information section, complete the fields marked by an asterisk.
 - a. Beneficiary ID is account number.
5. Within the Beneficiary Bank Information section, complete all applicable fields.
 - a. Beneficiary Bank ID type is SWIFT BIC.
6. Complete the Additional Bank Information section if your wire instructions reference a secondary financial institution.
7. Within the Additional Reference Information section, complete required fields:
 - a. Purpose of Payment;
 - b. Additional Information for Beneficiary.
8. Select with a checkmark Save As A Repetitive Template to save as a reusable template (only the date can be changed).
 - a. To manage your wire templates, please reference the **Manage Templates** section.
9. Select with a checkmark Save As Payee to save payee information for future transfers. **This is the preferred method to save payee information.**
10. Choose whether or not to update notifications.
11. Click **Request Transfer**.
12. Select **Edit** if corrections are needed.
13. Click **Confirm** if the wire transfer is correct.
14. You will then need to re-authenticate your User ID.
 - a. Passcode Authentication—at the Please Reverify popup window:
 - i. Enter your PIN (aka Password), click **Generate**.
 - ii. Enter the numeric code that had been delivered.
 - iii. Click **Submit**.
 - b. Soft Token Authentication
 - i. Open your mobile or desktop soft token.
 - ii. Enter your PIN (aka Password), click the right-hand arrow.
 - iii. Enter the numeric code that is displayed.
 - iv. Click **Submit**.
15. Click **Return**. **If your company does not have dual control, you will need to release the wire.**
16. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
17. Select with a checkmark the wire transfer(s) to Release.
18. Review the wire transfer(s).
19. Click **Release** or **Approve and Release if you are the approver**.
20. Click **Yes** to Release Payment.
21. The Status will update to Released.

Foreign Wire Transfer in Foreign Currency: Creating a Free-Form Wire

1. From main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Select **Single-Free Form Wire**.
3. Within the Account Information section, complete all of the fields.

- a. Select applicable currency type for International wires in a foreign currency.
- b. Determine amount.
 - i. Select Payment Amount to send FX Amount to beneficiary.
 - ii. Select Debit Amount to withdraw FX Amount from Debit Account.
4. Within the Beneficiary/Payee Information section, complete the fields marked by an asterisk.
 - a. Beneficiary ID is account number.
5. Within the Beneficiary Bank Information section, complete all applicable fields.
 - a. Beneficiary Bank ID type is SWIFT BIC.
6. Complete the Additional Bank Information section if your wire instructions reference a secondary financial institution.
7. Within the Additional Reference Information section, complete optional fields:
 - a. Purpose of Payment;
 - b. Additional Information for Beneficiary.
8. Select with a checkmark Save As A Repetitive Template to save as a reusable template (only the date can be changed).
 - a. To manage your wire templates, please reference the next section **Manage Templates**.
9. Select with a checkmark Save As Payee to save payee information for future transfers. **This is the preferred method to save payee information.**
10. Choose whether or not to update notifications.
11. Click **Foreign Exchange Rate Lookup**.
12. **Review the Foreign Exchange Info.**
13. **Select Submit or Reset.**
14. Confirm FX Rate info.
15. Select **Confirm** or **Cancel**.
16. Click **Request Transfer**.
17. Select **Edit** if corrections are needed.
18. Click **Confirm** if the wire transfer is correct.
19. You will then need to re-authenticate your User ID.
 - a. Passcode Authentication—at the Please Reverify popup window:
 - i. Enter your PIN (aka Password), click **Generate**.
 - ii. Enter the numeric code that had been delivered.
 - iii. Click **Submit**.
 - b. Soft Token Authentication
 - i. Open your mobile or desktop soft token.
 - ii. Enter your PIN (aka Password), click the right-hand arrow.
 - iii. Enter the numeric code that is displayed.
 - iv. Click **Submit**.
20. Click **Return**. **If your company does not have dual control, you will need to release the wire.**
21. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
22. Select with a checkmark the wire transfer(s) to Release.
23. Review the wire transfer(s).
24. Click **Release** or **Approve and Release if you are the approver**.
25. Click **Yes** to Release Payment.
26. The Status will update to Released.

Foreign Wire Transfer: Manage Templates

****Note- Repetitive Template, you can only change the Payment Date; Semi- Repetitive template all fields can be updated. Repetitive Templates cannot be modified to a Semi-Repetitive and vice versa.***

1. From main menu, select Payments & Transfers, then select Wire Transfer.
2. Choose Manage Templates from the right-hand submenu.

3. Locate existing template.
4. Click Edit.
5. Update the necessary fields.
6. Click Save Template.

Foreign USD Wire Transfer: Creating a Transfer from a Template

1. From main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Select template by starting to type name into field.
3. Select template.
4. Update the applicable fields (Repetitive Template, you can only change the Payment Date; Semi-Repetitive template all fields can be updated).
5. Within the Account Information section, complete all of the fields.
 - a. Select US Dollar (USD) for International USD wire transfers.
6. Choose whether or not to update notifications.
7. Determine if this wire should recur on a scheduled basis. If so, select and choose the correct frequency(-ies).
8. Click **Request Transfer**.
9. Select **Edit** if corrections are needed.
10. Click **Confirm** if the wire transfer is correct.
11. You will then need to re-authenticate your User ID.
 - a. Passcode Authentication—at the Please Reverify popup window:
 - i. Enter your PIN (aka Password), click **Generate**.
 - ii. Enter the numeric code that had been delivered.
 - iii. Click **Submit**.
 - b. Soft Token Authentication
 - i. Open your mobile or desktop soft token.
 - ii. Enter your PIN (aka Password), click the right-hand arrow.
 - iii. Enter the numeric code that is displayed.
 - iv. Click **Submit**.
12. Click **Return**. **If your company does not have dual control, you will need to release the wire.**
13. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
14. Select with a checkmark the wire transfer(s) to Release.
15. Review the wire transfer(s).
16. Click **Release** or **Approve and Release if you are the approver**.
17. Click **Yes** to Release Payment.
18. The Status will update to Released.

Foreign FX Wire Transfer: Creating a Transfer from a Template

1. From main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Select template by starting to type name into field.
3. Select template.
4. Within the Account Information section, complete all of the fields.
 - a. Select applicable currency type for International FX wire transfers.
 - b. Determine amount.
 - i. Select Payment Amount to send FX Amount to beneficiary.
 - ii. Select Debit Amount to withdraw FX Amount from Debit Account.
5. Within the Additional Reference Information section, complete optional fields:
 - a. Purpose of Payment;
 - b. Additional Information for Beneficiary.
6. Select with a checkmark Save As A Repetitive Template to save as a reusable template (only the date can be changed).
 - a. To manage your wire templates, please reference the next section **Manage Templates**.

7. Select with a checkmark **Save As Payee** to save payee information for future transfers. **This is the preferred method to save payee information.**
8. Choose whether or not to update notifications.
9. Click **Foreign Exchange Rate Lookup**.
10. **Review the Foreign Exchange Info.**
11. **Select Submit or Reset.**
12. Confirm FX Rate info.
13. Select **Confirm** or **Cancel**.
14. Click **Request Transfer**.
15. Select **Edit** if corrections are needed.
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 - i. Open your mobile or desktop soft token.
 - ii. Enter your PIN (aka Password), click the right-hand arrow.
 - iii. Enter the numeric code that is displayed.
 - iv. Click **Submit**.
18. Click **Return**. **If your company does not have dual control, you will need to release the wire.**
19. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
20. Select with a checkmark the wire transfer(s) to Release.
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22. Click **Release** or **Approve and Release if you are the approver**.
23. Click **Yes** to Release Payment.
24. The Status will update to Released.

Foreign USD Wire Transfer: Creating a Transfer from Existing Payee

1. From main menu, select **Payments & Transfers**.
2. Select template by starting to type name into field.
3. Click **Continue**.
4. Within the Account Information section, complete all of the fields.
 - a. Select **US Dollar (USD)** for International USD wire transfers.
5. Within the Additional Reference Information section, complete optional fields:
 - a. **Purpose of Payment**;
 - b. **Additional Information for Beneficiary**.
6. Choose whether or not to update notifications.
7. Click **Request Transfer**.
8. Select **Edit** if corrections are needed.
9. Click **Confirm** if the wire transfer is correct.
10. You will then need to re-authenticate your User ID.
 - a. Passcode Authentication—at the Please Reverify popup window:
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14. Review the wire transfer(s).
15. Click **Release** or **Approve and Release if you are the approver**.
16. Click **Yes** to Release Payment.
17. The Status will update to Released.

Foreign FX Wire Transfer: Creating a Transfer from Existing Payee

1. From main menu, select Payments & Transfers.
2. Select template by starting to type name into field.
3. Click Continue.
4. Within the Account Information section, complete all of the fields.
 - a. Select applicable currency type for International FX wire transfers.
 - b. Determine amount.
 - iii. Select Payment Amount to send FX Amount to beneficiary.
 - iv. Select Debit Amount to withdraw FX Amount from Debit Account.
5. Within the Additional Reference Information section, complete optional fields:
 - a. Purpose of Payment;
 - b. Additional Information for Beneficiary.
6. Choose whether or not to update notifications.
7. Click **Foreign Exchange Rate Lookup**.
8. **Review the Foreign Exchange Info**.
9. **Select Submit** or **Reset**.
10. Confirm FX Rate info.
11. Select **Confirm** or **Cancel**.
12. Click **Request Transfer**.
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19. Review the wire transfer(s).
20. Click **Release** or **Approve and Release if you are the approver**.
21. Click **Yes** to Release Payment.
22. The Status will update to Released.

***For any questions using the Wire module, please contact Cash Management Operations
at 888-999-2644 or email cashmanagementopscenter@midpennbank.com***