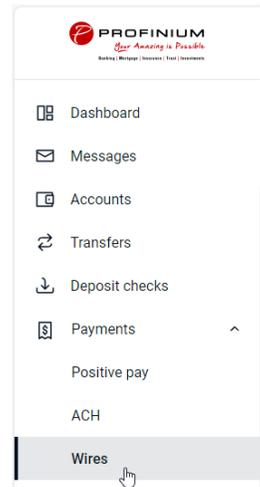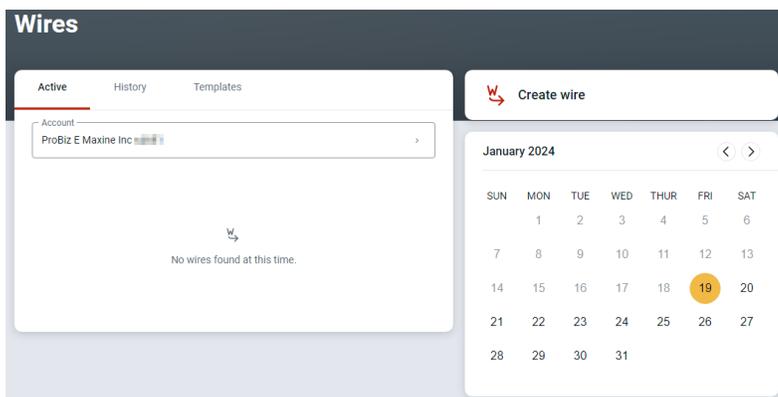# WIRES

PROFINIUM

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Wires

To access the Wires dashboard, click on

Payments in the menu, and then click on Wires.

The Wires Dashboard shows the available accounts for sending wires. If you do not see any accounts listed here, contact Deposit Operations to have your access to the wire account activated.

You can also view a history of wire transactions as well as a calendar showing upcoming events. There is also a button for Creating a new Wire.
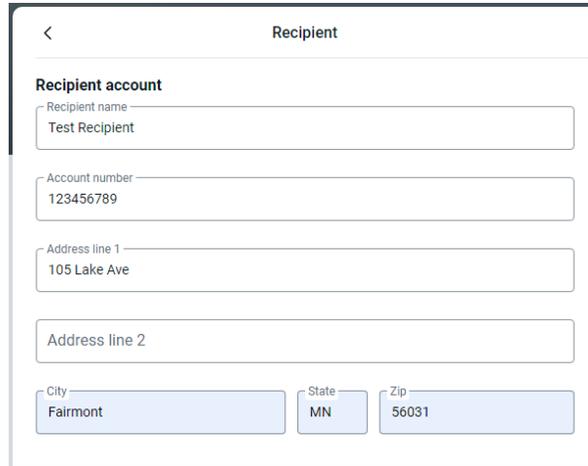
Create a Wire

Click the Create Wire button on the Wires dashboard.

Enter a name for the wire transfer.

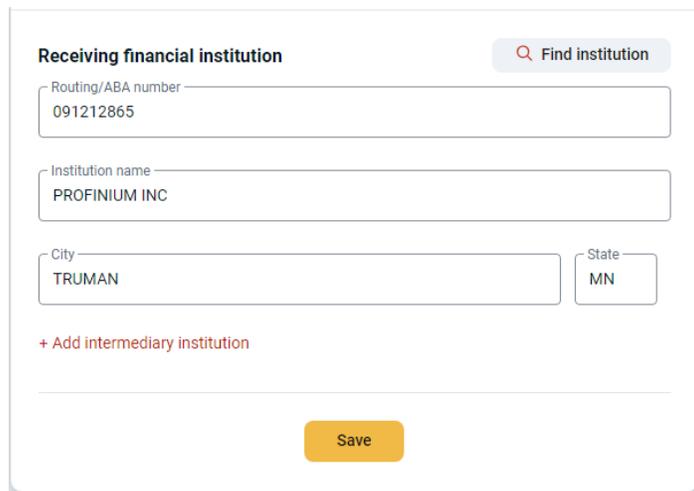Change the account the wire will be sent from if needed.

Click the Add recipient button to add the information for where the wire will be sent.

Enter or search for the financial institution that will be receiving the wire transfer.

Click Save when completed.

Enter the amount of the wire.

You can add a note to the wire to indicate the purpose or reason for the wire.

Save as Template

If the Wire transfer is something that will be done on a recurring basis, you can check the Save as template box to save the wire information for future use.

Click Create wire when the information is complete.

Click Done on the Wire created confirmation screen.

Now that the wire is created it is ready to be verified and sent for processing.

Click on the wire in Ready status to bring up the wire details screen for review.
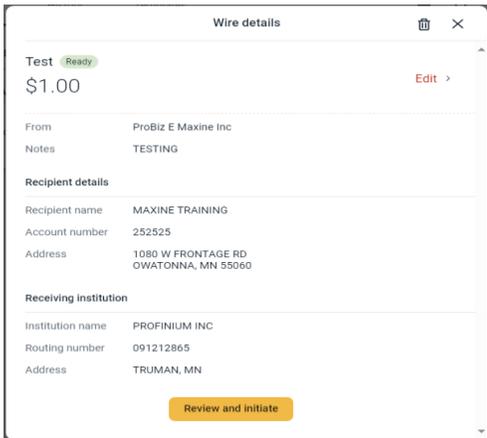
Click on Edit if any changes need to be made or on the trash can if the wire needs to be deleted

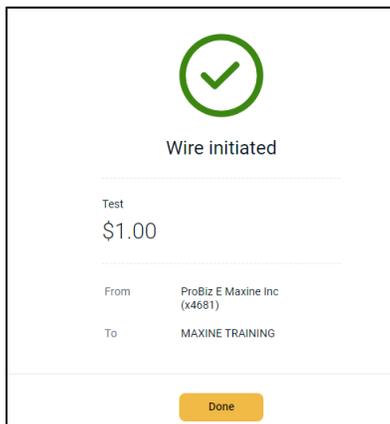If all the information is correct click on Review and Initiate to bring up the Initiate Wire screen

Once you click on initiate it will prompt you to enter your password for final confirmation.

The wire will then show as Initiated status indicating it has been sent for processing at the bank.

Then you will call the ACH/Wire authentication line for verification (507)-235-7608.

Leave a message with your name, the date of the wire, the dollar amount of the wire, and the code word that is on the wire agreement for your company.

Our wire team will ensure the information matches what was submitted online and contact you if any clarification is needed. If the information matches the wire will be sent out shortly after the wire has been verified.

Our cutoff for International Wires is 1pm and Domestic Wires is 4pm. Please be advised that due to processing time, wires received within 30 minutes of cutoff might not go out same day.