MainStreetBank

DIGITAL BANKING

# How to approve an International Wire

If your organization has chosen to utilize the dual control feature when sending international wires, all payments will need to be entered by one person and approved by another before MainStreet Bank will receive it in the queue for processing. Before sending the wire for approval, the payment must be entered and saved.

## 01 Navigate to Make Payments

- From the top navigation, click the **Payments** dropdown and select **Make Payments**
  - Wires awaiting approval will be listed under **Review Payment(s)**

## 02 Notify Approver

- At the top of the Review Payment(s) screen, you will see a blue pop-up box indicating you have payment(s) awaiting approval
- In the upper right corner of the approval, click **Manage Approvers** to select approvers to notify
  - Please note: All approvers are selected by default
- Click **Notify Approver**
- You will receive a confirmation that approvers have been notified
- Click **Back To Make Payments** or **Go To My Dashboard** to dismiss the confirmation

## 03 Dual Control Approval

- Upon receiving the email notification that there is a wire awaiting approval, login to Digital Banking and access International Wires
  - Within the International Wire dashboard, under Action Items, click **Payment(s) requiring approval**
- All wires requiring approval will be listed in the Payment Approval screen
- Select the wires you want to approve by checking the box next to payment details and click **Submit**
- Click **Go To My Dashboard** to dismiss the confirmation