

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, approved by another, and then sent to MainStreet Bank for final approval. Before sending the wire for approval, the payment must be entered and saved.

01 Notify Approvers

- From the left navigation menu, click **ezPay+**
 - Wires awaiting approval will be listed under New Orders
- In the upper left corner of the New Order window, click **Notify Approvers**
- Select the approvers you want to notify by checking the box next to their name
 - If anyone should be notified of the payment approval, but should not act as an approver, they can be added in the CC field
- Add any comments related to the payment approval and click **Send Email**
- Click **OK** to dismiss the confirmation popup

02 Internal 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 window
- Select the wires you want to approve by checking the box next to payment details and click **Approve**
- Click **Confirm** to approve the selected wires and dismiss the confirmation popup

03 Notify MainStreet Bank for Final Approval

- After your internal approval is complete, login to Digital Banking and access International Wires or refresh your dashboard to update your action items
 - Within the International Wire dashboard, under Action Items, click **# ezPay, ezPay+ Order(s) in progress**
- All wires ready to send will be grouped by the account (affiliate/division) you're sending from
- Click on **ezPay+** within the source column
 - Wires ready to send will be listed under New Orders
- In the upper left corner of the New Order window, click **Notify Approvers**
- Select the box next to MainStreet Bank with the email **1wireapprovers@mstreetbank.com**
 - If anyone should be notified of the payment approval, they can be added in the CC field
- Add any comments related to the payment approval and click **Send Email**
- Click **OK** to dismiss the confirmation popup