

How to notify the bank of an International Wire

The final step to process your international wire (regardless of if your organization has chosen to utilize the dual control feature) is to notify MainStreet Bank for final approval. Before sending the wire for approval, the payment must be entered and saved.

01 Navigate to Notify Approvers

- 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**

02 Select Recipients

- By default, all saved users are checked to receive the approval notification
- Unselect all users
- 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

03 Notify MainStreet Bank for Final Approval

- Add any comments related to the payment approval and click **Send Email**
- Click **OK** to dismiss the confirmation popup

