

How to send an International Wire

Before you can send an international wire, you will first need to add a payee/beneficiary with all of their receiving bank information. For more information on adding beneficiaries, see our guide for **How to add an International Wire Beneficiary**.

01 Navigate to new Payment Details

Please note: If your organization has multiple companies, you will first need to select the affiliate/division you want to send the wire from by accessing your Organizational Chart in the upper right corner of your dashboard.

- From the left navigation menu, click **International Wires**
- From the International Wire Dashboard, click **ezPay+**
- From the center of the ezPay+ screen, click **Add Payment**

02 Enter Payment Details

- In the Payment Details window, select the currency you want to send the wire in:
 - **You Buy** - the currency delivered to your beneficiary, this can be any foreign currency or USD
 - **You Sell** - USD - US Dollar
- **Beneficiary** - Select the beneficiary from your available list of beneficiaries
- **Payment Amount** - the amount you want to send and how you want the payment to be converted
- **Payment Reference** - this is not required but can be used as a reference for this specific payment like a purchase order or invoice number
- **Attachments** - this is not required but can be used if you want to include any supporting documentation like a statement or invoice
- **From Account** - your account that you want to send the wire from
- Once all of your payment details have been entered, click **Save**

03 Notify MainStreet Bank for Final Approval

Please note: If your organization has chosen to utilize the dual control feature, see our guide for **How to approve an International Wire**

- 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