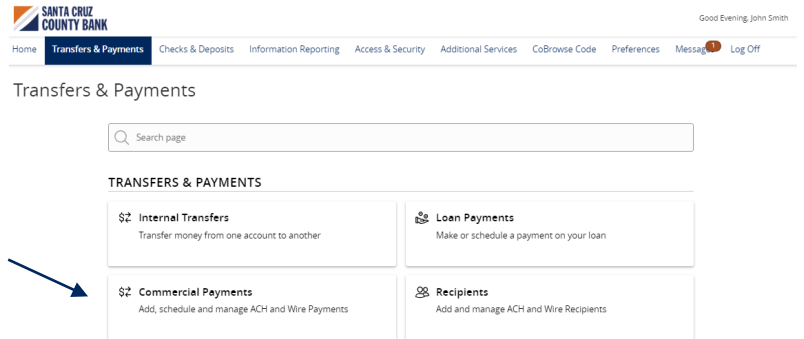


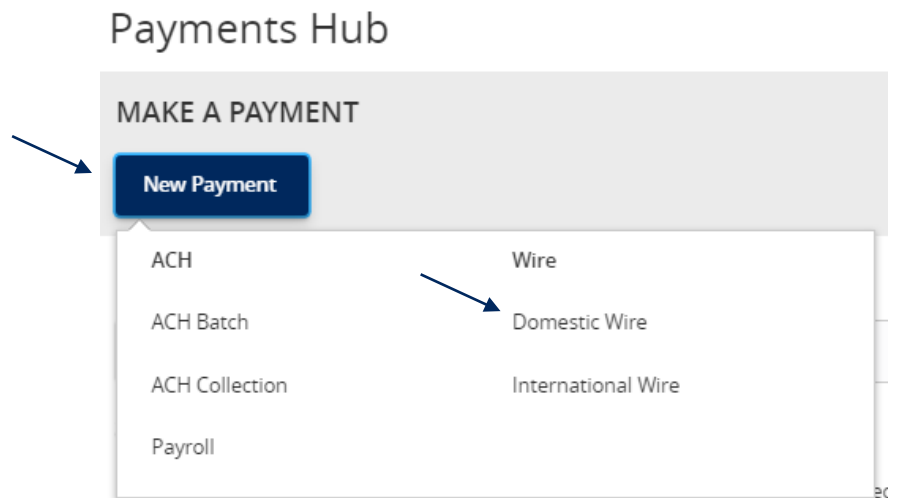
# Wire Upload Guide

**NOTE:** Wire Upload allows you to upload a formatted CSV file that includes multiple wire transfers instead of inputting the wire information manually.

1. Select the 'Transfers & Payments' menu and then select 'Commercial Payments'.



2. Select 'New Payment' and then 'Domestic Wire'.



3. Select the 'Upload from File' link in the top right corner.

Domestic Wire Change Type

[Upload From File](#)



Questions? We're here to help. [eBanking@sccountybank.com](mailto:eBanking@sccountybank.com). 831.457.5000 option 1

EQUAL HOUSING LENDER MEMBER FDIC

# Wire Upload Guide

4. Select the 'Use' option to upload a CSV formatted file.
5. Click the 'Please select a file to import' box to browse for the file to be uploaded on the computer.
6. Select 'Upload File'.
7. Indicate the Process Date for the wires.
  - a. If all wires need to be processed on the same day, check the 'Use same Date for all wires' box and click on the calendar below to specify the desired Process Date.
  - b. If the wires need to be processed on varied days, leave the 'Use same Date for all wires' box unchecked and indicate the Process Date for each wire individually.

**NOTE:** The fields for each wire will be populated in accordance with the data included in the CSV file being imported.

The screenshot shows the 'File Mapping Management' interface. At the top, there is a 'New Mapping' button and a search bar. Below this is a table titled 'SAVED FILE MAPPINGS' with the following content:

Mapping Instruction Name	Mapping Type
Domestic Wire System File	System Standard

An arrow points to a dropdown menu for the 'Domestic Wire System File' row, which contains the following options: 'Use', 'Save Recipients', and 'View Specifications'.

The screenshot shows the 'Domestic Wire' configuration form. The title is 'Domestic Wire' with a 'Change Type' link and an 'Upload From File' link. The form is divided into two main sections: 'Origination Details' and 'Process Date'.

**Origination Details**

From Subsidiary

Use same Subsidiary for all wires

Account

Use same Account for all wires

SCCB Test Commercial Business  
\*\*\*\*\*7777

**Process Date**

Use same Date for all wires

Recurrence

Set schedule

Process Date

11/03/2023

# Wire Upload Guide

8. Review all information on the screen for accuracy and select 'Approve' or 'Draft' in accordance with user entitlements.

Domestic Wire [Change Type](#) Upload From File

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**Origination Details**

From Subsidiary  
 Use same Subsidiary for all wires  
SCCB Test Commercial Business  
\*\*\*\*\*7777

Account  
 Use same Account for all wires

Process Date  
 Use same Date for all wires  
Process Date  
11/03/2023

Recurrence  
Set schedule

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**Wires (1)**

+ Add multiple recipients

This payment is valid.

**Wire Details**

Recipient/Account	Amount
Test REcipient (ACH#2345) Checking 1234567	\$ 10.00

Notify Recipient [Show Details](#)

Account  
Business Basic  
9999 \$6.56

Purpose Of Wire [?](#)

\$10.00  
1 wires