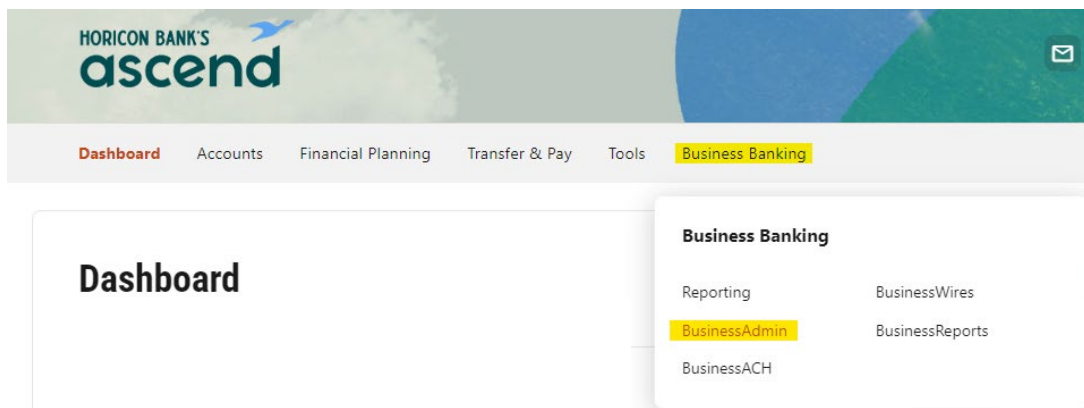


## International Wire Creation

<https://www.horiconbank.com/>

After logging in to Ascend Digital Banking, click on **Business Banking** → **Business Admin**




Choose the **Payees** tab to create a new Payee

## Business Admin

Authorizations **Payees** Users

Click on **+ New Payee**

 Add New Payee

## Add new payee



### Payee details



Person



Business

Selecting a payee's type is required. A payee's type is an identification tool to help with payment processing. Once this field is saved it cannot be edited.

Full Name \*

0 / 35

Email (Optional)

Payee ID (Optional)

We will create a Payee ID for you, or you can enter your own Payee ID.

Payee's address is required to utilize wire payment methods.



Add address



Add phone number (Optional)



Add website (Optional)

### Choose a group (Optional)

Employees

Vendors

Customers



Add payee



Now click on **Add payment method**

### Wire Instructions

Created successfully

Add payment method

Choose **International Wire**

### Add payment method

#### Payment method type



ACH



Domestic  
WIRE



International  
WIRE

Enter SWIFT Code for Beneficiary FI

#### SWIFT Bank ID

SWIFT Bank ID (8 Or 11 Characters)



Enter FI (Receiving Bank) and account information

Nickname can be anything you choose, but is a required field

\*\*If there is **State/Region** information to be entered, please use the **FI Address 2** field

Payee FI and account information

FI Name

0 / 100

Account Number

0 / 34

Nickname

e.g. Primary ACH, Vendor Wire

0 / 100

FI Address 1

0 / 35

FI Address 2 (Optional)

0 / 35

FI Postal Code (Optional)



0 / 35

FI City

0 / 30

If no Intermediary Bank is required, click on **Save** and your wire payee is complete

If an Intermediary Bank is required, click on **Add International Intermediary FI**

 Add International Intermediary FI 

✓ Add International Intermediary FI ⓘ

Enter **Intermediary SWIFT** into this field

#### International intermediary FI information

SWIFT Bank ID (8 Or 11 Characters)



Enter Intermediary FI (Bank) information

FI Name

0 / 100

FI Address 1

0 / 35

\*\*If there is **State/Region** information to be entered, please use the **FI Address 2** field

FI Address 2 (Optional)

0 / 35

FI Postal Code (Optional)

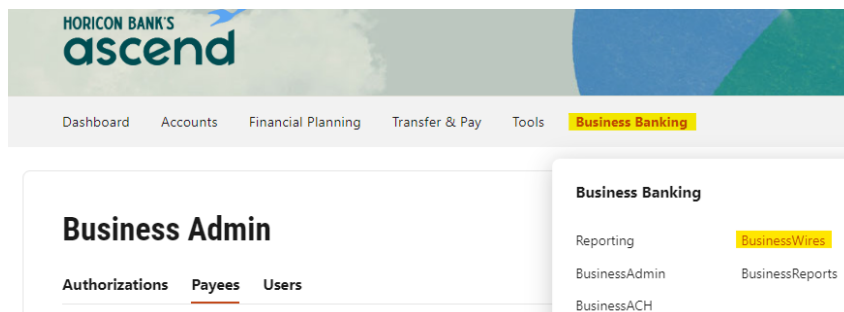
0 / 35

FI City

0 / 30

Click on **Save**  and your wire payee is complete

To initiate your wire, go to **Business Banking → Business Wires**



This is where you will enter the details of your wire transfer

- All Payees that have been created will show in the **Payee** dropdown. Choose the correct one.
- Choose your **Funding Account** (there may or may not be more than 1 option)
- Choose your **Company Name** (there may or may not be more than 1 option)
- Enter the **Amount** of your wire transfer
- Choose the date you'd like your wire to **Send On**  
(may be today if before cutoff time of 2:00 p.m. or choose a date in the future)
- Use the **Originator to Beneficiary Info** box to add any additional information you would like transmitted along with your wire transfer

As you're entering information, it will filter over to the right side of the page in the **Payment Summary** area.

Please make sure to verify all information is entered correctly before clicking **Confirm Payment**

Business Wires

Submission

Scheduled

History

Payee Details

Payee \*

Select Payee

Enter payee manually

Funding Account \*

Select Account

Company Name \*

Select Company

Amount \*

0.00

Show Limits >

Frequency

One Time

Send On \*

06/21/2024

Originator to Beneficiary Info ⓘ

Use this field to communicate remittance advice information (e.g., invoice details) to the person or organization receiving the wire transfer

0 / 140

Payment Summary

You Send

\$0.00

Funding Account

None Selected

Payee

None Selected

Payee Account

None Selected

Frequency

One Time

Send On

06/21/2024

Originator to Beneficiary Info

Cut-off time

03:00 PM (Central Standard Time)

Confirm Payment

Available balance


Unable to retrieve latest balance

There will be one more opportunity to review your wire information.

Click **Submit** if everything is correct

(Click **Cancel** to cancel wire transfer)

Review and Submit ×

You Send	\$0.01
Funding Account	 Horicon Bank Account *****3254

---

Payee	Test Wire
Payee Account	Test Wire <span>▼</span>

---

Frequency	One time
Send On	06/21/2024

Cancel

Submit

You will receive a pop up to verify your identity before completing your wire transfer

Choose how you'd like to receive your code,  
and click **Send Code**

Verification Needed ×

Please verify your identity before completing this action.

Text

Call

2FA App

---

The verification code will be sent to your phone via SMS.  
Standard messaging rates apply.

Send Code

Cancel

Enter verification code into the box, once you receive your code

After verification is complete, you can either [Submit Another Wire](#) or [View Submission Details](#)

✔

Sent wire successfully

You Send

Payee

Send On

Submission Confirmation

Submit Another Wire

View Submission Details

You can also view your wire details under [Scheduled](#) or [History](#) (depending on the timing)

HORICON BANK'S

ascend

Dashboard

Accounts

Financial Planning

Transfer & Pay

Tools

Business Banking

Business Wires

Submission

Scheduled

History



If viewable under **Scheduled** (not processed yet) you can **Cancel** the wire transfer if you'd like or **View Details**.

Click **Cancel** to cancel the wire transfer

# Business Wires



Submission **Scheduled** History

June '24							July '24							August '24						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				

Scheduled Payments

Show Search

JUN 28

Wire Instructions

Horicon Bank Account —3254

\$0.01

Cancel

View Details

You may type in a reason for cancelling the wire transfer → Click **Cancel Payment**

Cancel Wire Payment

×

You may provide a reason for canceling this scheduled wire payment.

REASON

Type in a reason (optional)



Cancel

Cancel Payment

To view your Wire History, click on **History**

- You can click on **View Details** for the wire transfer information

HORICON BANK'Sascend



Dashboard

Accounts



Financial Planning

Transfer & Pay

Tools

Business Banking

Business Wires





Submission

Scheduled

History


Wire Payment History

Show Search


 <div>JUN 28</div>	<div>Wire Instructions</div> <div>Horicon Bank Account —3254</div>	\$0.01	CANCELED	View Details
 <div>MAR 18</div>	<div>Jack J Hill</div> <div>Horicon Bank Account —3254</div>	\$3.18	SUCCEEDED	View Details

If your wire transfer requires dual approval, you will receive this message:

×



Sent wire successfully



This wire submission has been saved by the system but will require authorization from another user prior to being accepted for processing.

You Send

\$0.01

Payee

Wire Instructions

Send On

06/28/2024

Submission Confirmation

054926


Submit Another Wire

View Submission Details

Inform your wire transfer approver that there is a wire transfer to be approved

To Approve a wire transfer, there will be a message on your **Dashboard** in Ascend Digital Banking to click

Click on **View**



You have **1 wire transaction** totaling **\$0.01**

[View](#)

This is a short cut to **Business Banking → Business Admin → Authorizations** to **Reject** or **Authorize** this wire transfer

# Business Admin

Authorizations **1**

Payees

Users

Authorization Requests

ACH

External Transfers

Internal Transfers

**Wires** **1**

Sort By: 

Date

↑

↓

DATE	PAYEE	AMOUNT	STATUS
PENDING REQUESTS			
JUN 28 2024	<b>Wire Instructions</b> USD International Horicon Bank Account —3254	\$0.01	<b>NEEDS AUTH</b>

Authorization Total: (0): \$0.00  
Wire cut-off time: 3:00 PM

Reject

Authorize

Click in the **box** next to **NEEDS AUTH**, and **Reject** or **Authorize** this wire transfer

Once you have submitted your wire, you (or someone else who has been designated) will receive a call back from our eBanking Department to verbally verify the information you have submitted before your wire can be processed.