



United Bank
real solutions

WIRE GUIDE

Wire Payees

Our new system replaces Wire Templates with Wire Payees, which stores beneficiary details and payment instructions. Additionally, the “New wire using previous wire” feature is no longer available. For any wire you expect to process more than once, please create a Wire Payee.

To add a new wire payee:

1. Navigate to **Wires > Add Payee**.
2. Enter the beneficiary and payment details from the payee’s wiring instructions.
3. Select **Save**.

Single Wire

Use this option to send a wire from available Wire Payees.

To send a single wire:

1. Navigate to **Wires > Single Wire**.
2. Select the payee from the drop-down menu.
3. Under **Wire Company**, select the internal company the wire will be sent from.
4. Enter the amount.
5. Enter the payment date.
6. In **Message to beneficiary**, enter any wire-specific information (e.g., invoice number).
7. Select **Submit**.

One-Time Wire

Use this option for wires you do not expect to send again. A one-time wire will not create a Wire Payee. If you plan to send this wire more than once, you should create a Wire Payee instead.

To send a one-time wire:

1. Navigate to **Wires > One-time Wire**.
2. Select the funding account.
3. Enter the amount.
4. Enter the beneficiary and payment details from the payee’s wiring instructions.
5. Select **Submit**.