

Associated Connect[®]

Quick Reference Guide: Wires
















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Portal Access

The Associated Connect portal allows users to access all Associated Connect services through an easy-to-use single sign-in. To access the portal, sign in to Associated Connect directly from Associated Bank's website at **AssociatedBank.com/Business** or **AssociatedBank.com/Commercial**. The portal has been divided into three sections:

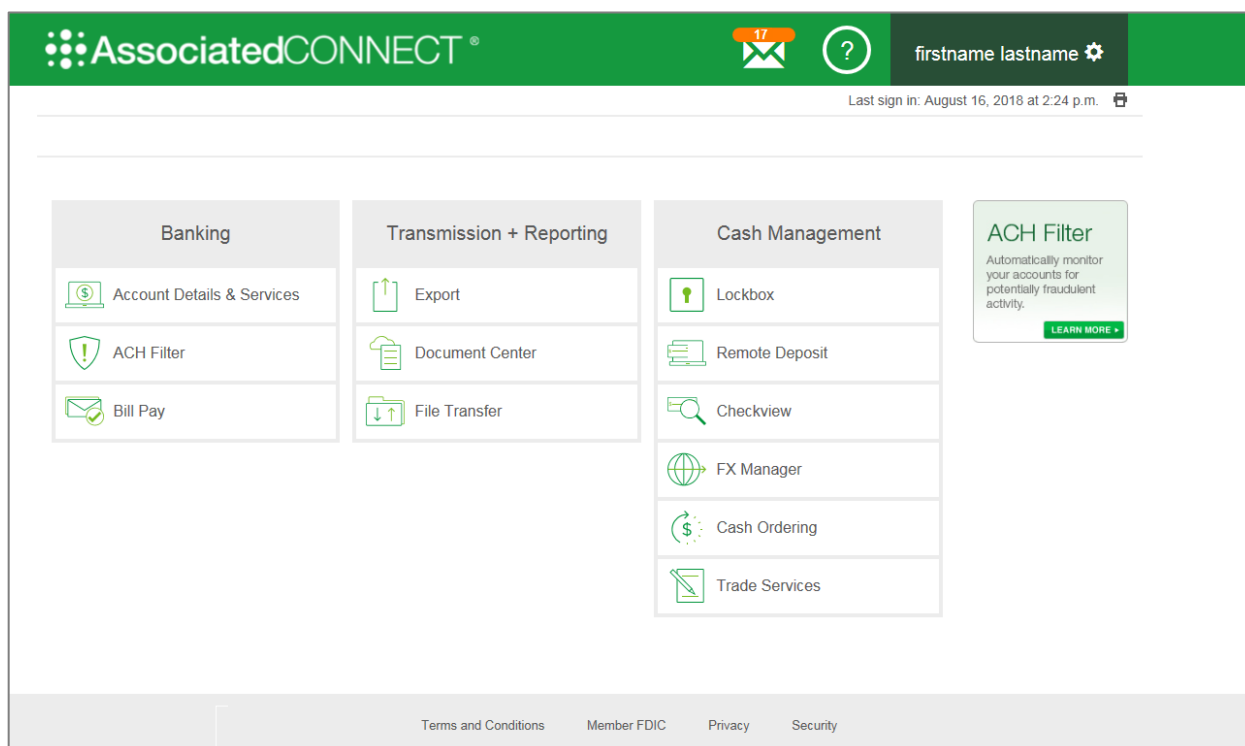
| Category | Icon | Definition |
|----------------------------|---|--|
| Banking |  | Account Details and Services (Includes Account Balances, Account Transfers, ACH Origination, Check Inquiry, Image Search Transaction Activity, Positive Pay, Stop Payments and Wire Transfers.) |
| |  | Account Summary Page (Includes Ledger Balance, Available Balance, Collected Available Balance, Float Next Business Day, Float 2+ Days and Transactions and Details for each account) |
| |  | ACH Filter |
| |  | Bill Pay |
| Cash Management |  | Lockbox |
| |  | Remote Deposit |
| |  | Checkview |
| |  | FX Manager |
| |  | Cash Ordering |
| |  | Trade Services |
| Transmission and Reporting |  | Export |
| |  | Document Center |
| |  | File Transfer |

To access Associated Connect, you will be required to verify your identity through one of two methods:

1. For clients who have access to high-risk services such as Bill Pay, ACH and Wire Transfers, you will sign in with your username and password, and then will be required to verify your identity through multi-factor authentication. Associated Connect users will be required to enter a unique access code generated by either a mobile or physical token to gain access to the portal. Additional information about how to set up, use and obtain a token from Associated Bank can be found in the Multi-Factor Authentication and Password Management Guide or by contacting Customer Care at 800-728-3501.
2. For clients who only have low-risk services, you will sign in with your username and password. Periodically, you will be asked a series of challenge questions to confirm your identity.

Associated Connect Portal

The Associated Connect Portal is the first screen you will see after signing in. This provides access to all of your online banking services.



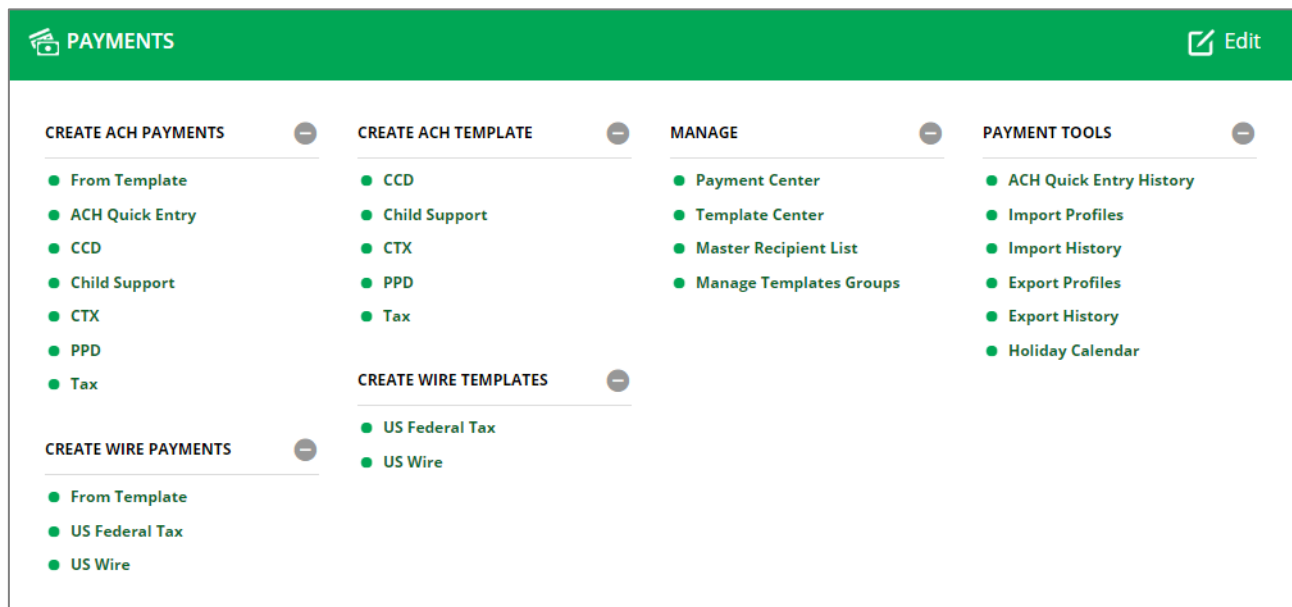
Wires


The Payments Menu in Associated Connect gives you the ability to manage and create your ACH Payments and Wire Transfers, including utilizing templates, quick entry and approvals.

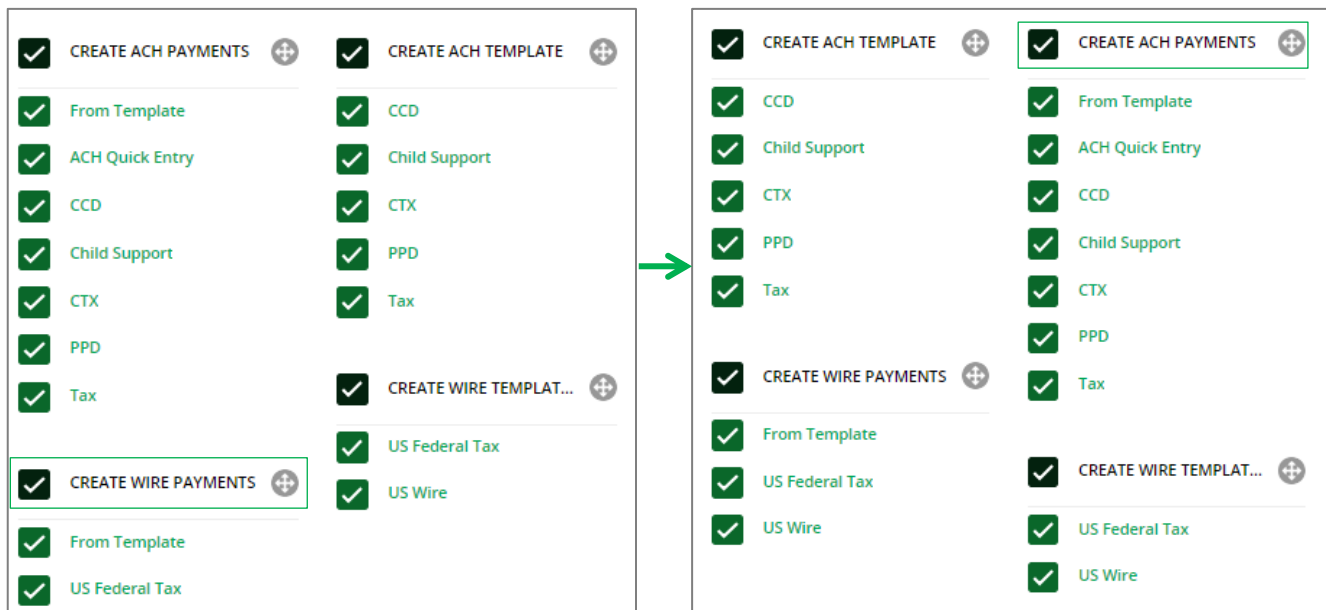
Payments Menu

The Payments menu is located in the Dashboard Navigation. To review your organization's entitlements for Payments, select the Payments menu to display the drop down menu.

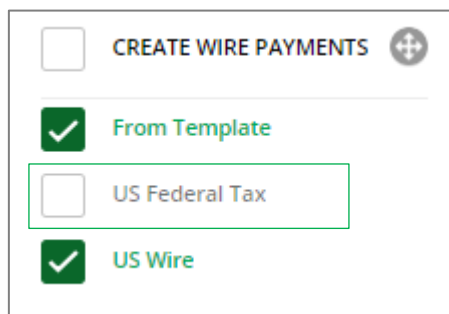
Note: Your products and services will depend on your user entitlements selected by your organization.






You can edit your Payments menu by selecting the **Edit** icon . Here you can edit the menu by moving sections around utilizing the **Move** icon .



You can also edit what will appear in your menu by checking or unchecking the box next to the product or service.



To restore your payments menu, select the **Restore** icon . Please know that selecting **Restore** will reset all of your previously selected customizations. Select the **Save** icon  when complete. To exit the Payments tab, select the **Cancel** icon .

Create Wire Template

To create a Wire Template, select the **Payments Tab > Create Wire Templates** and the type of template you would like to create. Template options include:

- US Federal Tax
- US Wire

For the purposes of this guide, a US Wire template will be created.

PAYMENTS Edit

- CREATE ACH PAYMENTS**
 - From Template
 - ACH Quick Entry
 - CCD
 - Child Support
 - CTX
 - PPD
 - Tax
- CREATE ACH TEMPLATE**
 - CCD
 - Child Support
 - CTX
 - PPD
 - Tax
- MANAGE**
 - Payment Center
 - Template Center
 - Master Recipient List
 - Manage Templates Groups
- PAYMENT TOOLS**
 - ACH Quick Entry History
 - Import Profiles
 - Import History
 - Export Profiles
 - Export History
 - Holiday Calendar

CREATE WIRE TEMPLATES

- US Federal Tax
- US Wire

CREATE WIRE PAYMENTS

- From Template
- US Federal Tax
- US Wire

Select the type of payment option you will be creating for your template, either a US Wire or a USD International Wire. For the purposes of this guide, the payment option will be a US Wire.

PAYMENT OPTION Required Fields

Payment Option

☒ US Wire

☐ USD International Wire

Complete the required template information including:

- Template Activation Status
- Template Name
- Debit Account
- Recipient, including Recipient Bank
- Template Limit – Optional
- Debit Amount – Optional

You will have the option to select an existing recipient, or to create a new recipient. To select an existing recipient, choose **Select Existing**.

TEMPLATE INFORMATION

Required Fields

Template Activation

☒ Active
 ☐ Inactive

Template Name *

ABC 123

Debit Account *

2018121403 - Account2

Recipient *

Select Existing

Create New

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created

☐ Changeable amount (can be changed when payment is created)

☐ Exact amount (cannot be changed when payment is created)

Select your recipient. Once selected, the recipient will be shown in your template.

SELECT RECIPIENT

Show All

Search

| Name ▲ | Recipient ID Type ▲ | Recipient ID ▲ | Bank ID Type ▲ | Bank ID ▲ | Action |
|--------------|---------------------|----------------|----------------|-----------|--------|
| ABCD Company | Account Number | 987654 | ABA (Wire) | 075900575 | Select |

If you cannot find your recipient, you can use the search function at the top to narrow your results. To search for a partial name, you need to place an asterisk* at the end of your search term for results to populate. You can search for a recipient by:

- Name
- Recipient ID Type
- Recipient ID
- Bank ID Type
- Bank ID

SELECT RECIPIENT

Name

ABCD Company

| Name | Recipient ID Type | Recipient ID | Bank ID Type | Bank ID | Action |
|--------------|-------------------|--------------|--------------|-----------|--------|
| ABCD Company | Account Number | 987654 | ABA (Wire) | 075900575 | Select |

Show 10

Cancel

You can also choose to create a new recipient by selecting **Create New**.

TEMPLATE INFORMATION

Required Fields

Template Activation

☒ Active
 ☐ Inactive

Template Name *

ABC 123

Debit Account *

2018121403 - Account2

Recipient *

Remove

TEST 123
 123456
 111 Anywhere Street
 Anywhere, USA 12345

Bank

ASSOCIATED BANK, N.A.
ABA (Wire) 075900575

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Select **Continue** when complete.

CREATE RECIPIENT ★ Required Fields ? ✕

| | |
|---------------------|--|
| Recipient Name * | TEST 123 |
| Recipient ID Type * | Account Number ▼ |
| Recipient ID * | 123456 |
| Address Line 1 * | 111 Anywhere Street |
| Address Line 2 * | Anywhere, USA 12345 |
| Address Line 3 | Enter Address Line 3 |
| Bank * | <div><input checked="" type="radio"/> Select from List <input type="radio"/> Enter Bank Information with Bank ID</div> <div><div>Remove</div><div>ASSOCIATED BANK, N.A. ABA (Wire) 075900575 GREEN BAY WISCONSIN UNITED STATES</div></div> |
| Options | <div><input checked="" type="checkbox"/> Save to Master Recipient List</div> <div><input type="checkbox"/> Add Contact Information</div> |

Cancel

Continue

Note: Template fields will vary based on the type of template being created.

You will then be asked to preview the recipient. Once you have confirmed all of the information, select **Submit**.

| PREVIEW RECIPIENT | | Required Fields |
|-------------------------------|-----------------------------------|-----------------|
| Recipient Name | TEST 123 | |
| Recipient ID Type | Account Number | |
| Recipient ID | 123456 | |
| Address Line 1 | 111 Anywhere Street | |
| Address Line 2 | Anywhere, USA 12345 | |
| Bank Name | ASSOCIATED BANK, N.A. | |
| Bank ID Type | ABA (Wire) 075900575 | |
| Address Line 3 | GREEN BAY WISCONSIN UNITED STATES | |
| Save to Master Recipient List | Yes | |
| Recipient Contact Information | No | |

Cancel
Edit
Submit

Your recipient will be added to your template.

| TEMPLATE INFORMATION | | Required Fields |
|----------------------|---|-----------------|
| Template Activation | <input checked="" type="radio"/> Active <input type="radio"/> Inactive | |
| Template Name * | ABC 123 | |
| Debit Account * | 2018121403 - Account2 | |
| Recipient * | <div>Remove</div> <div> TEST 123 123456 111 Anywhere Street Anywhere, USA 12345 </div> | |

You will be asked to complete the fields to set up a new recipient including:

- Recipient Name, Recipient ID Type, Recipient ID, Address Line 1, Address Line 2 and Bank.
 - You can choose **Bank** by using the **Select from List** option or by **Enter Bank Information with Bank ID**. The Recipient Bank should be the final bank receiving the Wire.
 - Note:** Utilizing the **Select from List** option allows you to designate **Bank** from the **Preferred Bank List** or **Full Bank List**.
 - You can also check the boxes to either **Save to Master Recipient List**, if the Recipient will be used in the future or **Add Contact Information**. If the Recipient is created during the Create New Payment

process but the Wire Transfer is not processed the Recipient will not be saved to the Master Recipient List.

- **Note:** *Contact Information will not display to the wire recipient.*
- For USD International wires the Recipient Bank will be the SWIFT Code Bank. Swift charges must be entered on the first line in the first position of the Bank to Bank information line.
 - Enter one of the following SWIFT charge designations BEN, /OUR/ or /FULLPAY/. Slashes are required before and after /OUR/ or /FULLPAY/.
 - **Note:** *If a swift charge is not entered BEN will be the default SWIFT charge.*

ADDITIONAL INFORMATION ⊞

| | |
|----------------------|--|
| Routing Instructions | <input type="checkbox"/> Add Intermediary Bank <input type="checkbox"/> Add Receiving Bank <input type="checkbox"/> Add Bank to Bank Information |
| Reference Info | <input type="text" value="Enter Sender's Reference"/> <input type="text" value="Enter Reference for Recipient"/> |
| Details of Payment | <input type="text" value="Enter Details of Payment"/> + |

Cancel
Continue

You will now be able to preview the template. Once complete, select **Submit Template**. You will receive a **Successful Submit** notification.






✓

Successful Submit

Template ABC 123 has been successfully created.

Template Center

Once approved, your template will now be available for you to utilize in the Payments Template Center.








| MANAGE TEMPLATES | | | | | | | |
|--|--------------------------------|----------------------------|---------------|---------------------------------|-------------|--|---|
| SEARCH  | | | | | | | |
| <input type="checkbox"/> | Template Name Description ▲ | Status ▲ Availability | Co. Account ▲ | Type ▲ | Recipient ▲ | Amount (Items) ▲ Recipient Amount (Items) | Action |
| VIEW LAST MODIFIED BY  | | | | | | | |
| <input type="checkbox"/> | ABC 123 | Pending Approval Active | 2018121403 | US Wire | TEST 123 | |  |
| <input type="checkbox"/> | TEST 123 ABC | Pending Approval Active | 2018121401 | CCD - Corporate Credit or Debit | ABC Company | |  |
| Show / Hide Columns Show 10  | | | | | | | |
| <div> <div>Reject</div> <div>Delete</div> <div>Approve</div> <div>Create Payment</div> <div>Export</div> </div> | | | | | | | |

Create a Wire Transfer from a Template


The Template Center in Associated Connect allows you to manage all of your Payment activities, including ACH Payments and Wire Transfers. To view your Templates Center, select **Payments > Manage > Template Center** from your Dashboard Navigation.

To create a Wire Transfer from a template, select **Payment > Manage > Template Center** from your Dashboard Navigation.

Note: You can also access the template center by selecting **Payments > Create Wire Payments > From Template**

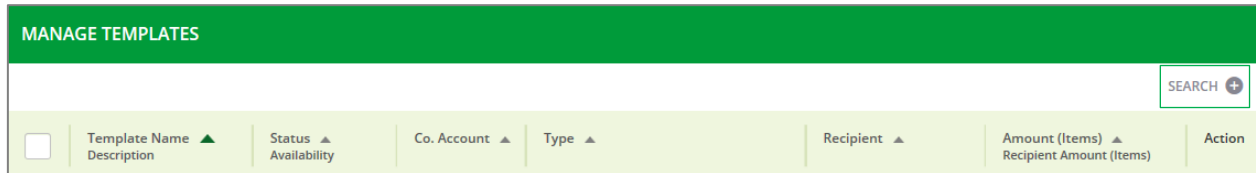
| PAYMENTS  | | | |
|--|--|--|--|
| CREATE ACH PAYMENTS  <ul style="list-style-type: none"> From Template ACH Quick Entry CCD Child Support CTX PPD Tax | CREATE ACH TEMPLATE  <ul style="list-style-type: none"> CCD Child Support CTX PPD Tax | MANAGE  <ul style="list-style-type: none"> Payment Center Template Center Master Recipient List Manage Templates Groups | PAYMENT TOOLS  <ul style="list-style-type: none"> ACH Quick Entry History Import Profiles Import History Export Profiles Export History Holiday Calendar |
| CREATE WIRE PAYMENTS  <ul style="list-style-type: none"> From Template US Federal Tax US Wire | CREATE WIRE TEMPLATES  <ul style="list-style-type: none"> US Federal Tax US Wire | | |

The view can be customized in the **Template Center** menu by selecting **Show/Hide Columns** at the bottom left of the Payment Center menu. You can also increase your view per page by selecting the **Show** Drop Down menu at the

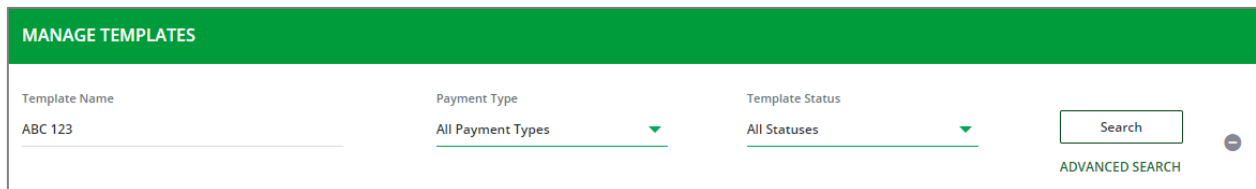
bottom right of the page and adjusting to your specifications. Additionally, you can sort templates by Template Name, Description, Status Availability, Co. Account, Type, Recipient, or Amount (Items) by selecting the  icon next to each field.



You can also search for Wire Template(s) by date range by selecting the **Search** icon  .



Define the search parameters and select **Search** when complete.



Searches can be defined by the following parameters:

- Template Name
- Payment Type
 - All Payment Types
 - All ACH Payment Types
 - All Wire Transfer Types
 - CCD – Corporate Credit or Debit
 - Child Support
 - CTX – Corporate Trade Exchange
 - PPD – Prearranged Payment and Deposit
 - Tax
 - TEL – Telephone-Initiated Entry
 - US Federal Tax
 - US Wire
 - WEB – Internet-Initiated Entry
- Template Status
 - All Statuses
 - Rejected
 - Approved
 - Save Incomplete
 - Pending Approval

Note: To search for the partial item, you must use an asterisk (*) behind the term to pull all results.

You may also utilize the **Advanced Search** feature, which will allow you to search by additional details, including by Transaction Detail and Recipient Information. Your results will be populated below.

MANAGE TEMPLATES

Template Name

ABC 123

Payment Type

All Payment Types

Template Status

All Statuses

Search

ADVANCED SEARCH

| <input type="checkbox"/> | Template Name Description | Status Availability | Co. Account | Type | Recipient | Amount (Items) Recipient Amount (Items) | Action |
|--------------------------|------------------------------|----------------------------|-------------|---------|-----------|--|--------|
| <input type="checkbox"/> | ABC 123 | Pending Approval Active | 2018121403 | US Wire | TEST 123 | | |

Show / Hide Columns

Show 10

Reject

Delete

Approve

Create Payment

Export

Once you have located the template you would like to utilize, you have the ability to **Create a Payment**. There are two ways you can create a payment: Check the box next to the template, and select **Create Payment** or select the **Action Drop Down** icon and select **Create Payment**

MANAGE TEMPLATES

Template Name

ABC 123

Payment Type

All Payment Types

Template Status

All Statuses

Search

ADVANCED SEARCH

| <input checked="" type="checkbox"/> | Template Name Description | Status Availability | Co. Account Co. Account Identifier | Type | Recipient Recipient Bank | Amount (Items) Recipient Amount (Items) | Action |
|-------------------------------------|------------------------------|------------------------|---------------------------------------|---------|-----------------------------------|--|--------|
| <input checked="" type="checkbox"/> | ABC 123 | Approved Active | 2018121403 Account2 | US Wire | TEST 123 ASSOCIATED BANK, N.A. | | |

Show / Hide Columns

Show 10

Reject

Delete

Approve

Create Payment

Export

MANAGE TEMPLATES

Template Name

ABC 123

Payment Type

All Payment Types

Template Status

All Statuses

Search

ADVANCED SEARCH

| <input type="checkbox"/> | Template Name Description | Status Availability | Co. Account Co. Account Identifier | Type | Recipient Recipient Bank | Amount (Items) Recipient Amount (Items) | Action |
|--------------------------|------------------------------|------------------------|---------------------------------------|---------|-----------------------------------|--|---|
| <input type="checkbox"/> | ABC 123 | Approved Active | 2018121403 Account2 | US Wire | TEST 123 ASSOCIATED BANK, N.A. | | <div>VIEW LAST MODIFIED BY</div> <div> <div>Edit Template</div> <div>Copy Template</div> <div>Create Payment</div> </div> |

Show / Hide Columns

Reject

Delete

Approve

Create Payment


Export

Note: You may also *Edit a Template* or *Copy a Template* through the *Action Drop Down icon* .

Enter the Amount of the wire payment, the Value Date you want the payment to process and the Frequency of the payment in the Payment Information section of the template. If a single bank can be utilized to complete the wire transfer, enter the payment information under Recipient in the Recipient Bank / Final Bank field with a valid Wire Transfer ABA.


PAYMENT INFORMATION

Required Fields

| | |
|---------------|--|
| Template Name | ABC 123 |
| Debit Account | 2018121403 - Account2 |
| Amount * | 5000.00 |
| Value Date * | 02/26/2019  |
| Frequency | <input checked="" type="radio"/> One-Time Only <input type="radio"/> Recurring |
| Recipient | TEST 123 123456 111 Anywhere Street Anywhere, USA 12345 |
| Bank | ASSOCIATED BANK, N.A. ABA (Wire) 075900575 |

If you need to utilize an Intermediary Bank to perform the wire payment, in the Additional Information section, add the first Bank / Intermediary Bank field with a valid Wire Transfer ABA and add the payment information under Recipient in the Recipient Bank / Final Bank field.



In rare cases where three banks are needed to perform the wire payment, under Additional Information add the first Bank / Receiving Bank with a valid Wire Transfer ABA followed by the second Bank / Intermediary Bank and lastly the Recipient Bank / Final Bank field under Payment Information Recipient.

If an additional intermediary bank needs to be added on a domestic wire, check the Add Bank to Bank Information. Select the **Add** icon  and additional lines will populate.


For International Wires where another intermediary bank is used, Associated Bank will be designated as the Intermediary Bank, Bank of New York Mellon will be designated as the Receiving Bank and the second Intermediary Bank will be designated in the Bank to Bank Information.

Further instructions on this process can be found under Creating a Wire Transfer without a Template detailed later in this guide.

Review the Additional Information associated with the wire template. Once your template is completed with the payment's specifications, select **Continue**.

| ADDITIONAL INFORMATION  | |
|--|---|
| Intermediary Bank | ASSOCIATED BANK, N.A. ABA (Wire) 075900575 GREEN BAY WI UNITED STATES |
| Receiving Bank | ASSOCIATED BANK, N.A. ABA (Wire) 075900575 GREEN BAY WI UNITED STATES |
| Details of Payment | TEST 123  |
| <div> <div>Cancel</div> <div>Continue</div> </div> | |

You will be asked to preview the wire payment. Once you have reviewed, select **Submit Payment**.

| ADDITIONAL INFORMATION  | |
|--|---|
| Intermediary Bank | ASSOCIATED BANK, N.A. ABA (Wire) 075900575 GREEN BAY WI UNITED STATES |
| Receiving Bank | ASSOCIATED BANK, N.A. ABA (Wire) 075900575 GREEN BAY WI UNITED STATES |
| Details of Payment | TEST 123 |
| <div> <div>Cancel</div> <div>Edit Payment</div> <div>Submit Payment</div> </div> | |

You will receive a **Successful Submit** notification showing that your payment was submitted.



Successful Submit

Payment Y1BM155Q59 has been successfully created. Total amount \$ 5,000.00.

Payment Center

Dual Control

For companies set up with Dual Control, your payment will now need to be approved by an approver. To do this, the approver will need to approve from the Payment Center. You can access the Payment Center either through the Payments menu or through the Approvals alert in the top right hand navigation. Here, the approver will see a payment pending approval.

Note: You cannot create and approve your own payment. If your organization wishes to opt out of dual-control, please contact your Associated Bank sales representative.

MANAGE PAYMENTS

ALL

PENDING

SEARCH

| <input type="checkbox"/> | Payment Date Send Date | Payment No. Name/Reference | Status Confirmation No. | Co. Account Co. Account Identifier | Type Created By Template | Recipient | Amount (Items) Rate Recipient Amount (Items) |
|--------------------------|---------------------------|-------------------------------|----------------------------|---------------------------------------|-----------------------------|-----------|--|
| VIEW LAST MODIFIED BY | | | | | | | |
| <input type="checkbox"/> | 02/26/2019 02/26/2019 | Y1BM155Q59 | Pending Approval (0 of 1) | 2018121403 Account2 | US Wire ABC 123 | TEST 123 | \$ 5,000.00 (1) |

To approve, reject, export or delete a payment, check the box next to the payment.

You may also click on the Pending Approval hyperlink to directly go to the screen to approve or reject the payment, but if using this hyperlink, the approver does not have the option to delete or export.

MANAGE PAYMENTS

ALL

PENDING

Date Type

From

To

Payment Type

Payment Status

Send Date

12/02/2019

12/16/2019

All Wire Payment Types

All Statuses

Search

ADVANCED SEARCH

Payment Date

Send Date

Payment No.

Name/Reference

Status

Confirmation No.

Co. Account

Co. Account Identifier

Type

Created By Template

Recipient

Amount (Items)

Recipient Amount (Items)

Rate

VIEW PROCESSED

VIEW LAST MODIFIED BY

12/13/2019

12/13/2019

QFNXAM1WME

Pending Approval (0 of 1)

2018121401

Account1

US Wire

ABCD Company

\$ 200.00 (1)

You will then be asked to enter a passcode, generated by your physical or mobile token. Enter the numeric code provided and select **Approve**.

AUTHORIZATION

Memo

Enter a Memo

Passcode *

••••••

Cancel


Approve

Your payment will be shown as scheduled in the Payment Center and will process on the payment date. Wire Transfers can be edited until the payment / send date, when the payment will transfer. Once a wire payment is noted as Received by Bank, a confirmation number will be provided in the Payment Center.

MANAGE PAYMENTS

ALL

PENDING


SEARCH 


☐

Payment Date 
Send Date


Payment No.
Name/Reference

Status 
Confirmation No.

Co. Account 
Co. Account Identifier

Type 
Created By Template

Recipient 

Amount (Items) **Rate** 
Recipient Amount (Items)



VIEW LAST MODIFIED BY 

☐

02/28/2019
02/28/2019

Y1BM155Q59

Scheduled

2018121403
Account2

US Wire
ABC 123

TEST 123

\$ 5,000.00 (1)

You can also choose to **Reject** a scheduled payment. If you reject the payment, the payment can be edited by the submitter and re-submitted for approval. Check the box next to the payment you are looking to reject and select **Reject**.

MANAGE PAYMENTS

ALL

PENDING

SEARCH

Payment Date

Send Date

Payment No.

Name/Reference

Status

Confirmation No.

Co. Account

Co. Account Identifier

Type

Created By Template

Recipient

Amount (Items)

Rate

Recipient Amount (Items)

VIEW LAST MODIFIED BY

02/26/2019

02/26/2019

Y1BM155Q59

Pending Approval (0 of 1)

2018121403

Account2

US Wire

ABC 123

TEST 123

\$ 5,000.00 (1)

Show / Hide Columns

Show 10

Reject

Delete

Approve

Export

Reverse TXNS

Reverse Payment

A memo line is available for you if you would like to utilize it for any comments to the wire creator on why the payment is rejected. You will then be asked to enter a numeric passcode, generated by your physical or token. Enter the numeric code provided and select **Reject**.

AUTHORIZATION

Memo

Incorrect Amount

Passcode *

Cancel


Reject








Your payment will now show that it has been rejected in the Payment Center.

MANAGE PAYMENTS

ALL

PENDING

SEARCH 

| <input type="checkbox"/> | Payment Date  Send Date | Payment No. Name/Reference | Status  Confirmation No. | Co. Account  Co. Account Identifier | Type  Created By Template | Recipient  | Amount (Items)  Recipient Amount (Items) | Rate |
|--------------------------|---|-------------------------------|--|---|--|---|--|------|
| | | | | | | | VIEW LAST MODIFIED BY  | |
| <input type="checkbox"/> | 02/27/2019 02/27/2019 | EAAREDRP7V | Rejected | 2018121403 Account2 | US Wire ABC 123 | TEST 123 | \$ 5,000.00 (1) | |

You can also choose to **Delete** a pending payment. Check the box next to the payment you are looking to delete and select **Delete**.

MANAGE PAYMENTS

ALL

PENDING

SEARCH

Payment Date

Send Date

Payment No.

Name/Reference

Status

Confirmation No.

Co. Account

Co. Account Identifier

Type

Created By Template

Recipient

Amount (Items)

Recipient Amount (Items)

Rate

VIEW LAST MODIFIED BY

02/26/2019

02/26/2019

Y1BM155Q59

Pending Approval (0 of 1)

2018121403

Account2

US Wire

ABC 123

TEST 123

\$ 5,000.00 (1)

Show / Hide Columns

Show10

Reject

Delete




Approve

Export




Reverse TXNS

Reverse Payment


If a Wire Transfer is not approved before the Wire Transfer cutoff time, the payment will be noted as overdue. Any payments that show an overdue status in the Payment Center will need to be edited to reflect a new Wire payment processing date.

| MANAGE PAYMENTS | | | | | | | |
|--|---------------------------|-------------------------------|----------------------------|---------------------------------------|-----------------------------|-----------|--|
| ALL | | PENDING | | | | | |
| SEARCH  | | | | | | | |
| <input type="checkbox"/> | Payment Date Send Date | Payment No. Name/Reference | Status Confirmation No. | Co. Account Co. Account Identifier | Type Created By Template | Recipient | Amount (Items) Rate Recipient Amount (Items) |
| VIEW LAST MODIFIED BY  | | | | | | | |
| <input type="checkbox"/> | 02/27/2019 02/27/2019 | BUGIZSQA3E | Overdue | 2018121403 Account2 | US Wire ABC 123 | TEST 123 | \$ 5,000.00 (1) |
| Show / Hide Columns Show 10  | | | | | | | |
| <div> <div>Reject</div> <div>Delete</div> <div>Approve</div> <div>Export</div> <div>Reverse TXNS</div> <div>Reverse Payment</div> </div> | | | | | | | |


You can edit the payment date by selecting the payment number in **green** and selecting a new date. The payment will then be re-submitted for approval.

| MANAGE PAYMENTS | | | | | | | |
|--|---------------------------|-------------------------------|----------------------------|---------------------------------------|-----------------------------|-----------|--|
| ALL | | PENDING | | | | | |
| SEARCH  | | | | | | | |
| <input type="checkbox"/> | Payment Date Send Date | Payment No. Name/Reference | Status Confirmation No. | Co. Account Co. Account Identifier | Type Created By Template | Recipient | Amount (Items) Rate Recipient Amount (Items) |
| VIEW LAST MODIFIED BY  | | | | | | | |
| <input type="checkbox"/> | 02/27/2019 02/27/2019 | BUGIZSQA3E | Overdue | 2018121403 Account2 | US Wire ABC 123 | TEST 123 | \$ 5,000.00 (1) |
| Show / Hide Columns Show 10  | | | | | | | |
| <div> <div>Reject</div> <div>Delete</div> <div>Approve</div> <div>Export</div> <div>Reverse TXNS</div> <div>Reverse Payment</div> </div> | | | | | | | |

You can also edit a payment that is pending by clicking on the payment reference number hyperlink.

| VIEW PROCESSED | | | | | | | |
|---|--------------------------|------------|---------------------------|------------------------|---------|--------------|---------------|
| VIEW LAST MODIFIED BY  | | | | | | | |
| <input type="checkbox"/> | 12/13/2019 12/13/2019 | QFNXAM1WME | Pending Approval (0 of 1) | 2018121401 Account1 | US Wire | ABCD Company | \$ 200.00 (1) |

The user will be sent to a page to review and edit the transaction. Click Continue and then Submit to accept edits, where the payment will move to approval status. If no edits are required, click Cancel.


EDIT US WIRE PAYMENT
 Use this page to edit US Wire payment.
 [View History](#)
[Help](#)

PAYMENT OPTION
Required Fields

Payment Option
 ☒ US Wire
 ☐ USD International Wire

PAYMENT INFORMATION
Required Fields

Debit Account * 2018121401 - Account1
 Amount * 200.00
 Value Date * 12/13/2019
 Frequency * ☒ One-Time Only ☐ Recurring
 Recipient *

Remove

 ABCD Company
 987654
 111 Anywhere Street
 Anywhere, USA 12345
 Bank ASSOCIATED BANK, N.A.
 ABA (Wire) 075900575

ADDITIONAL INFORMATION
Required Fields

Routing Instructions
 ☐ Add Intermediary Bank
 ☐ Add Receiving Bank
 ☐ Add Bank to Bank Information
 Reference Info
 Enter Sender's Reference
 Enter Reference for Recipient
 Details of Payment
 Enter Details of Payment

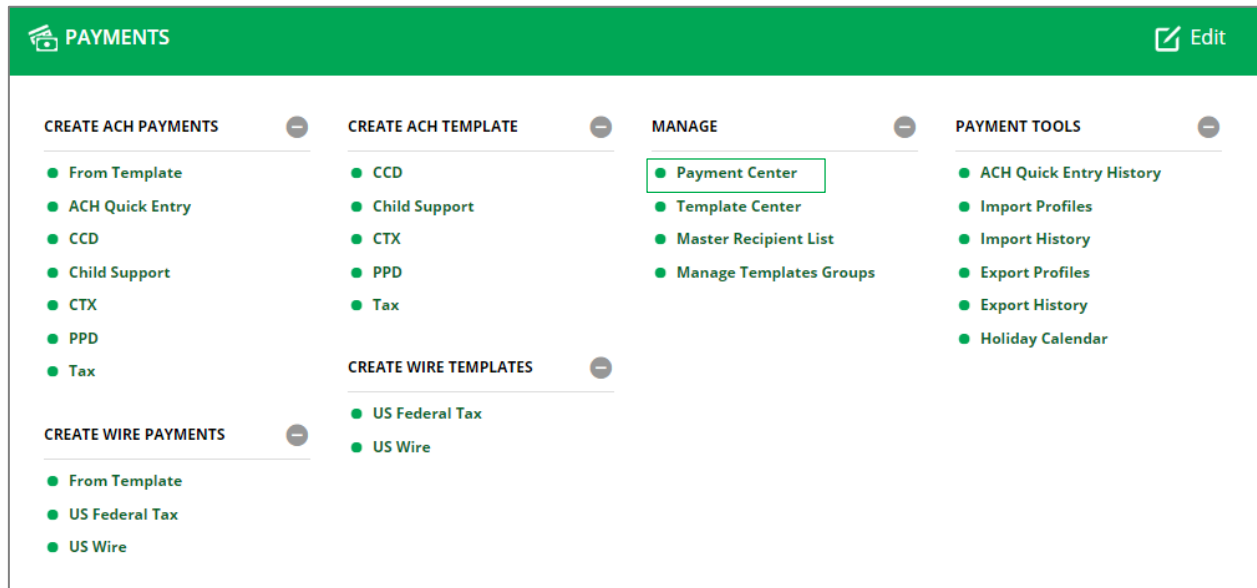
Cancel
 Delete Payment
 Continue

Note: If an approver edits a payment, the payment will either require approval from another user with approval capabilities, will require resubmitting from the creator if only one approver exists, or can be approved by the current approving user only if that approver can approve the payments they themselves created.

If the user does not want to make any edits, they must click Cancel in order to not change the payments status to edited and keep the ability to approve it.

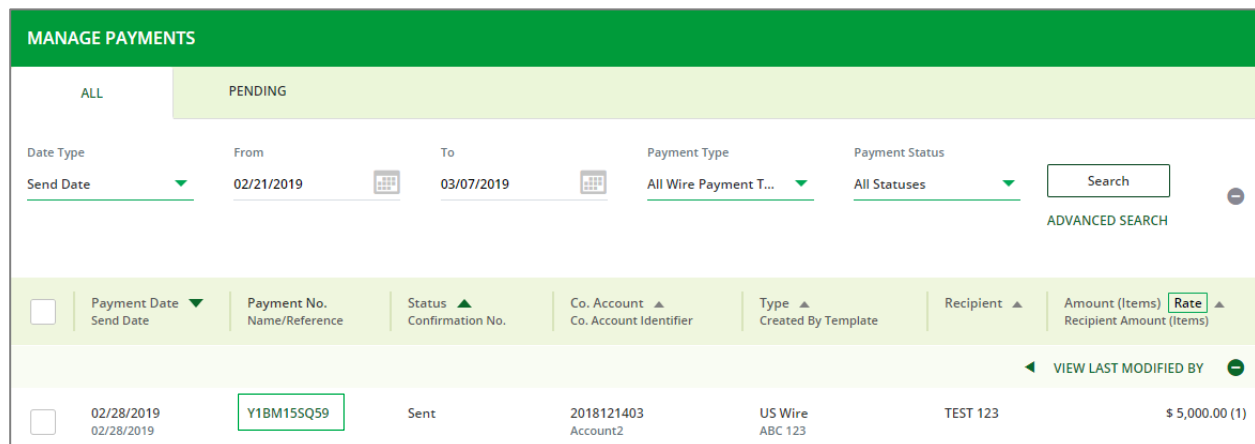
Payment Center

The Payment Center in Associated Connect allows you to manage all of your Payment activities, including ACH Payments and Wire Transfers. To view your Payment Center, select **Payments > Manage > Payment Center** from your Dashboard Navigation.



Here you will be able to view details on completed payments, edit scheduled or pending payments, create payments, export templates and approve payments.

To view the details of a completed payment, select the payment reference number noted in **green**.



To edit a pending or scheduled payment, select the payment reference number noted in **green**. Depending on the payment status, you can choose to edit the payment by changing the amount, date, and receiver or delete the payment completely.

MANAGE PAYMENTS

ALL

PENDING

SEARCH

Payment Date
Send Date

Payment No.
Name/Reference

Status
Confirmation No.

Co. Account
Co. Account Identifier

Type
Created By Template

Recipient

Amount (Items)
Recipient Amount (Items)

Rate

VIEW LAST MODIFIED BY

02/26/2019
02/26/2019

Y1BM15SQ59

Pending Approval (0 of 1)

2018121403
Account2

US Wire
ABC 123

TEST 123

\$ 5,000.00 (1)

To view a pending payment, select the **Pending Tab** in the Payment Center navigation. You can also search for a payment by selecting the **Search** function and searching by the parameters you designate.

MANAGE PAYMENTS

ALL

PENDING

SEARCH

☐

Payment Date
Send Date

Payment No.
Name/Reference

Status
Confirmation No.

Co. Account
Co. Account Identifier

Type
Created By Template

Recipient

Amount (Items)
Recipient Amount (Items)

Rate

Wire Transfers status are defined for you to review below:

| Status | Description |
|-----------------------|---|
| Overdue | The Wire Transfer is updated to overdue status after the wire cutoff (4 p.m. CT). The wire has reached its send date but is still pending approval. A new payment does not have to be created. Customer can update the effective date of the overdue payment, and then it can be approved for processing. |
| Partially Approved | The new Wire Transfer requires multiple approvals, and it has received at least one, but not all, of the required approvals. Payment will update to overdue status after the wire cutoff if not approved. |
| Pending Approval | The Wire Transfer must receive approval before further processing. Payment will update to overdue status on send date/value after wire cutoff. |
| Rejected | An approver has rejected the new Wire Transfer. A new transfer does not have to be created. Rejected transfers can be modified and re-submitted for approval. |
| Save Incomplete | Payment details were saved, possibly with incomplete information, but the payment was not submitted for processing. The payment can be completed at a later time and then submitted for approval and processing. Payment will remain in this status until modified by the client. |
| Scheduled | The Wire Transfer is scheduled for a future date until send date / value date. |
| Awaiting Transmission | A real time Wire Transfer has been sent and its status will be updated to Sent once completed. |
| Sent | The wire has been submitted for payment. Any wire in a sent status should be updated to Received by Bank during the given processing day. |
| Received by Bank | The Wire Transfer has been transmitted and received. |

| | |
|-----------|--|
| Confirmed | The Wire Transfer has been transmitted and received. Payments are updated with a message ID. |
| Failed | The Wire Transfer could not be processed. |
| Deleted | The Wire Transfer has been deleted. |

Payments can be exported by checking the box next to the payment(s) to be exported and select **Export**. In order to export a file, you must have an Export Profile created for Wires. Directions on how to setup an export profile for Wires can be found later in this guide.

MANAGE PAYMENTS

ALL

PENDING

Date Type

From

To

Payment Type

Payment Status

Search

ADVANCED SEARCH

Send Date

02/28/2019

03/01/2019

All Payment Types

All Statuses

☒

Payment Date

Send Date

Payment No.

Name/Reference

Status

Confirmation No.

Co. Account

Co. Account Identifier

Type

Created By Template

Recipient

Amount (Items)

Rate

Recipient Amount (Items)

VIEW LAST MODIFIED BY

☒

02/28/2019

02/28/2019

Y1BM15SQ59

Scheduled

2018121403

Account2

US Wire

ABC 123

TEST 123

\$ 5,000.00 (1)

Show / Hide Columns

Show 10

Reject

Delete


Approve

Export

Reverse TXNS

Reverse Payment

Note: ACH payments and Wire Transfers cannot be exported as part of the same export file.

Select the export profile you would like to export the payment(s) to by selecting the **Export** icon .

EXPORT WIRE PAYMENT PROFILES

AVAILABLE PROFILES

Profile Name

Description

File Format

Payment Type

Format Type

File Content Type

Action

Test 1234


ABC 123

Wire User-Defined

US Wire

Comma Separated (,)

Payments



Show 10

Back

Your export will be initiated and available for you to download and save to your files.





Export Has Been Initiated


Click Done to check the status on the export History list. Depending on the file size, your export may take time to finish downloading.

Done


Master Recipient List

The **Master Recipient List** allows you to manage all of your approved ACH and Wire recipients in one, centralized location. You will also be able to edit recipients and see assigned recipient types for each recipient. To navigate to your **Master Recipient List**, select **Payments > Manage > Master Recipient List** in your Dashboard Navigation.


 PAYMENTS
 Edit

CREATE ACH PAYMENTS 


- From Template
- ACH Quick Entry
- CCD
- Child Support
- CTX
- PPD
- Tax

CREATE ACH TEMPLATE 


- CCD
- Child Support
- CTX
- PPD
- Tax

MANAGE 


- Payment Center
- Template Center
- Master Recipient List
- Manage Templates Groups

PAYMENT TOOLS 

- ACH Quick Entry History
- Import Profiles
- Import History
- Export Profiles
- Export History
- Holiday Calendar

CREATE WIRE PAYMENTS 

- From Template
- US Federal Tax
- US Wire

CREATE WIRE TEMPLATES 

- US Federal Tax
- US Wire



Here you will be able to manage your recipients for both ACH and Wire customers. If a recipient is authorized to receive ACH Payments or Wire Transfers, a checkmark will appear in the designated column.

MANAGE RECIPIENTS

ALL

Search

ADVANCED SEARCH

| <input type="checkbox"/> | Name ▲ | Status ▲ | ACH Domestic ▼ | Wire ▲ | |
|--------------------------|--------------|----------|----------------|--------|---|
| <input type="checkbox"/> | ABC Company | Approved | ✓ | |  |
| <input type="checkbox"/> | ABCD Company | Approved | ✓ | ✓ |  |

You can search for a recipient by name, and by status. If needed, you can complete an advanced search including ID Type, Bank, Account number and more.

MANAGE RECIPIENTS

ALL

ABCD Company All Status Search ADVANCED SEARCH

| <input type="checkbox"/> | Name ▲ | Status ▲ | ACH Domestic ▼ | Wire ▲ |
|--------------------------|--------------|----------|----------------|--------|
| <input type="checkbox"/> | ABCD Company | Approved | ✓ | ✓ |

Show / Hide Columns Show 10

You can create a new recipient for the **Master Recipient List** by selecting **Create Recipient** from the Manage Recipient List navigation toolbar.

MANAGE MASTER RECIPIENT LIST
Use this page to review recipient details.

+ Create Recipient Print ? Help

The first step will ask you what type of recipient type you would like to setup. Options include:

- ACH Domestic Recipient
- Wire Recipient

Select the recipient types that apply to the recipient by checking the box next to each recipient type that will apply. Select **Next** when complete.

CREATE MASTER RECIPIENT * Required Fields ? ✕

Step 1 Use this page to add a new payment recipient

Recipient Type *

☐ ACH Domestic Recipient

☐ Wire Recipient

Cancel Next

If you have selected ACH Domestic Recipient, you will be asked to enter the account information for the ACH Recipient.

CREATE MASTER RECIPIENT

Required Fields

?

✕

Step 2 Use this page to add payment information for each payment type

Recipient Name *

ABCD Company

ACH RECIPIENT - ACCOUNT INFORMATION

ACH Recipient ID *

654321

Account Type *

Checking

Account Number *

123456789

Bank *

Select from List

Enter Bank Information with Bank ID

Remove

ASSOCIATED BANK GREEN BAY
ABA (ACH) 075005496
GREEN BAY WISCONSIN UNITED STATES

If you have a contact you would like to add to your **ACH Recipient** list, check the box for **Add Contact Information** and complete the contact information for your recipient. Select **Next** when complete.

ACH RECIPIENT - ADDITIONAL INFORMATION

Recipient Contact

Add Contact Information


Allow Secondary Account Information

Cancel

Back

Next

If you have selected **Wire Recipient**, you will be asked to enter the beneficiary account and bank information for the Wire Recipient.


Associated Bank

CREATE MASTER RECIPIENT

Required Fields

?

✕

Step 3 Use this page to add payment information for each payment type

WIRE RECIPIENT - US WIRE INFORMATION

Recipient ID Type *

Account Number

Recipient ID *

987654

Address Line 1 *

111 Anywhere Street

Address Line 2 *

Anywhere, USA 12345

Address Line 3

Enter Address Line 3

Bank *

☒ Select from List

Remove

ASSOCIATED BANK, N.A.
 ABA (Wire) 075900575
 GREEN BAY WISCONSIN UNITED STATES

☐ Enter Bank Information with Bank ID

You can add Recipient Contact information by checking the box next to Recipient Contact and completing the address information. Select **Next** when complete.

WIRE RECIPIENT - ADDITIONAL INFORMATION

Recipient Contact

☐ Add Contact Information

Cancel

Back

Next

You will then be able to preview all of the recipient information provided. Once you have reviewed, and confirmed all of the information is correct, select **Submit Recipient**. When completed, you will receive a **Successful Submit** notification noting the recipients were successfully created. From here, you can return to the **Manage Recipient List**.

✓

Successful Submit

The Recipient ABCD Company is successfully modified.

Manage Recipient List

Your recipient will then be shown in your **Master Recipient List** with check marks noting the correct designations for the recipient.

MANAGE RECIPIENTS

ALL

Recipient Name

All Status

Search

ADVANCED SEARCH

☐

Name ▲

Status ▲

ACH Domestic ▲

Wire ▲


Ordering Customer ▲

☐

ABC Company

Approved

✓



☐


ABCD Company

Approved

✓


✓

✓



To remove a recipient from your list, select the **Trash Can** icon . You will then be promoted to review the details of the recipient you are requesting to delete. Once you have reviewed the details, select **Delete** to remove the recipient from your profile.

VIEW RECIPIENT


Warning
The recipient ABC Company is included in one or more templates. Deleting the recipient will remove the recipient from the template or delete the template if it is the only recipient present.

Recipient Name

ABC Company

ACH RECIPIENT - ACCOUNT INFORMATION

ACH Recipient Types

Business

Payment Types

CCD - Corporate Credit or Debit
CTX - Corporate Trade Exchange

ACH Recipient ID

123456

Account Type

Checking

Account Number

123456789

Bank

ABA (ACH)
075900575
ASSOCIATED BANK GREEN BAY

Vendor Billing Account Number

123456

WIRE RECIPIENT - INTERNATIONAL WIRE, US WIRE INFORMATION, MULTIBANK INFORMATION

Payment Types

US Wire

Recipient ID Type

Account Number

Recipient ID

98654

Address Line 1

111 Anywhere Street

Address Line 2

Anywhere, USA 12345


Bank

ASSOCIATED BANK, N.A.
ABA (Wire) 075900575

Cancel

Delete

The recipient will be successfully deleted from your **Master Recipient List**.


Successful Submit
 The Recipient ABC Company is successfully deleted.
 [Manage Recipient List](#)

Note: Deleting a recipient will also delete any templates associated with that recipient.

To edit a recipient, select the recipient's name noted in **green**.

MANAGE RECIPIENTS

ALL

Recipient Name

All Status

Search

ADVANCED SEARCH

| <input type="checkbox"/> | Name ▲ | Status ▲ | ACH Domestic ▼ | Wire ▲ | |
|--------------------------|--------------|----------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | ABCD Company | Approved | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

Show / Hide Columns

Show 10 ▼

Here you will be able to see specific details on each recipient including payment types assigned to the recipient in step 1. Make any necessary changes required and select **Next** when complete.

EDIT MASTER RECIPIENT
Required Fields

Step 1 Use this page to edit a payment recipient

Recipient Type *

☒ ACH Domestic Recipient

ACH Recipient Types *

☒ Individual ☐ Business

☒ PPD - Prearranged Payment and Deposit

☒ Wire Recipient

Payment Types *

☒ US Wire

Cancel Next

Step 2 will allow you to make any changes to the recipient for ACH transactions, if applicable. Select **Next** when complete.

EDIT MASTER RECIPIENT

Required Fields

Step 2 Use this page to edit information for each payment type

Recipient Name *

ABCD Company

ACH RECIPIENT - ACCOUNT INFORMATION

ACH Recipient ID *

654321

Account Type *

Checking

Account Number *

123456789

Bank *

☒ Select from List

☐ Enter Bank Information with Bank ID

Remove

ASSOCIATED BANK GREEN BAY

ABA (ACH) 075005496

ACH RECIPIENT - ADDITIONAL INFORMATION

Recipient Contact

☐ Add Contact Information

☐ Allow Secondary Account Information

Cancel

Back

Next

Step 3 will allow you to make any changes to the recipient for Wire transactions, if applicable. Select **Preview** when complete.

EDIT MASTER RECIPIENT

Required Fields ? X

Step 3 Use this page to edit information for each payment type

WIRE RECIPIENT - US WIRE INFORMATION

Recipient ID Type *
Account Number

Recipient ID *
987654

Address Line 1 *
111 Anywhere Street

Address Line 2 *
Anywhere, USA 12345

Address Line 3
Enter Address Line 3

Bank *
☒ Select from List
☐ Enter Bank Information with Bank ID

Remove

ASSOCIATED BANK, N.A.
ABA (Wire) 075900575

WIRE RECIPIENT - ADDITIONAL INFORMATION

Recipient Contact
☐ Add Contact Information

Cancel

Back

Preview

Once complete, you will be asked to preview account information for both ACH and Wires. Once you have confirmed the information is correct, select **Submit Recipient**.

PREVIEW MASTER RECIPIENT

Step 4 Before submitting, use this page to review the payment recipient information

| | |
|----------------|--------------|
| Recipient Name | ABCD Company |
|----------------|--------------|

ACH RECIPIENT - ACCOUNT INFORMATION

| | |
|---------------------|---------------------------------------|
| ACH Recipient Types | Individual |
| Payment Types | PPD - Prearranged Payment and Deposit |
| ACH Recipient ID | 654321 |
| Account Number | 123456789 |
| Bank ID Type | ABA (ACH) |
| Bank ID | 075005496 |
| Bank Name | ASSOCIATED BANK GREEN BAY |

WIRE RECIPIENT - INTERNATIONAL WIRE, US WIRE INFORMATION, MULTIBANK INFORMATION

| | |
|-------------------|-----------------------|
| Payment Types | US Wire |
| Recipient ID Type | Account Number |
| Recipient ID | 987654 |
| Address Line 1 | 111 Anywhere Street |
| Address Line 2 | Anywhere, USA 12345 |
| Bank Name | ASSOCIATED BANK, N.A. |
| Bank ID Type | ABA (Wire) 075900575 |

Cancel

Back

Submit Recipient

You will receive a **Successful Submit** notification when your edits have been completed and accepted. From here, you can return to the **Manage Recipient List**.


Successful Submit

The Recipient ABCD Company is successfully modified.

Manage Recipient List

Manage Template Groups

You can manage template groups in Associated Connect, to group common templates together. To create a template group, select **Payments > Manage > Manage Template Groups** and select **Create a Group**.


MANAGE TEMPLATE GROUPS
Use this page to review and modify template groups. Some templates may not be accessible due to pending user authorizations.

[+ Create a Group](#)
[Print](#)
[? Help](#)

Name your Template Group to a name of your choice. Select **Next** when complete.

CREATE TEMPLATE GROUP
Required Fields

Step 1 of 3 Enter Group Name

Template Group Name *

Test Group

Cancel

Next

Select the templates you would like to include in the group by checking the box next to the template. You can search for a specific template by Name, Type or Recipient by utilizing the search function. Select **Next** when complete.

EDIT TEMPLATE GROUP
Required Fields

Step 2 of 3 Select Templates

Show All

Search

| <input type="checkbox"/> | Template Name ▲ | Co. Account ▲ | Type ▲ | Recipient ▲ | Included |
|-------------------------------------|-----------------|---------------|---------|--------------|-------------------------------------|
| <input checked="" type="checkbox"/> | ABC 123 | Account2 | US Wire | TEST 123 | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Test 1234 | Account2 | US Wire | TEST 123 | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Test 9753 | Account2 | US Wire | ABCD Company | <input type="checkbox"/> |

Show 10

Cancel

Back

Next

You will then have the opportunity to preview the template group and select **Submit Group** when complete.

EDIT TEMPLATE GROUP

Required Fields

Step 3 of 3 Preview Template Group

| | | | |
|---------------------|------------|--|--|
| Template Group Name | Test Group | | |
|---------------------|------------|--|--|

| Template Name ▲ | Co. Account ▲ | Type ▲ | Recipient ▲ |
|-----------------|---------------|---------|-------------|
| ABC 123 | Account2 | US Wire | TEST 123 |
| Test 1234 | Account2 | US Wire | TEST 123 |

Cancel

Back

Submit Group

You will receive a **Successful Submit** notification that your template group was created successfully.

Successful Submit
 Template group created successfully.

Manage

Create a Wire Transfer without a Template

To create a Wire Payment, select the **Payments Tab > Create Wire Payments** in your Dashboard Navigation and select the type of Wire Transfer you would like to make.

PAYMENTS

Edit

CREATE ACH PAYMENTS

- From Template
- ACH Quick Entry
- CCD
- Child Support
- CTX
- PPD
- Tax

CREATE ACH TEMPLATE

- CCD
- Child Support
- CTX
- PPD
- Tax

MANAGE

- Payment Center
- Template Center
- Master Recipient List
- Manage Templates Groups

PAYMENT TOOLS

- ACH Quick Entry History
- Import Profiles
- Import History
- Export Profiles
- Export History
- Holiday Calendar

CREATE WIRE PAYMENTS

- From Template
- US Federal Tax
- US Wire

CREATE WIRE TEMPLATES

- US Federal Tax
- US Wire

First select the payment option for your Wire. You can choose from either a US Wire or a USD International Wire. For the purposes of this guide, the payment option will be US Wire.

| PAYMENT OPTION | |
|----------------|--|
| Payment Option | <input checked="" type="radio"/> US Wire <input type="radio"/> USD International Wire |

Enter your payment option and payment information including the type of wire being created, the Debit Account, Amount, Value Date and Frequency.

| PAYMENT INFORMATION | |
|---------------------|--|
| Debit Account * | 2018121403 - Account2 |
| Amount * | 5,000.00 |
| Value Date * | 02/27/2019 |
| Frequency * | <input checked="" type="radio"/> One-Time Only <input type="radio"/> Recurring |
| Recipient * | <input type="button" value="Select Existing"/> <input type="button" value="Create New"/> |

Define your recipient, by either selecting an existing recipient or creating a new recipient.

| PAYMENT INFORMATION | |
|---------------------|--|
| Debit Account * | 2018121403 - Account2 |
| Amount * | 5,000.00 |
| Value Date * | 02/27/2019 |
| Frequency * | <input checked="" type="radio"/> One-Time Only <input type="radio"/> Recurring |
| Recipient * | <input type="button" value="Remove"/> |
| | ABCD Company 987654 111 Anywhere Street Anywhere, USA 12345 |
| Bank | ASSOCIATED BANK, N.A. ABA (Wire) 075900575 |

You will be asked to complete the fields to set up a new recipient including:

- Recipient Name
- Recipient ID Type
- Recipient ID also known as the Beneficiary Account Number (should be provided by the final recipient)
- Address Line 1: Street Address

- Address Line 2: Suite Number if applicable or City, State and Zip Code
- Address Line 3: City, State and Zip Code is not provided in the Address 2 field.

CREATE RECIPIENT

Required Fields ? X

| | |
|---------------------|----------------------|
| Recipient Name * | ABC Company |
| Recipient ID Type * | Account Number ▼ |
| Recipient ID * | 1234567 |
| Address Line 1 * | 123 Anystreet |
| Address Line 2 * | Anytown, USA 12345 |
| Address Line 3 | Enter Address Line 3 |

- Select the bank by selecting the bank from your Preferred Bank list or searching for a Bank utilizing the full bank list.

Bank *

☒ Select from List
 ☐ Enter Bank Information with Bank ID

Preferred Bank List

Full Bank List

- You can also check the boxes to either **Save to Master Recipient List**, if the Recipient will be used in the future or **Add Contact Information**. If the Recipient is created during the Create New Payment process but the Wire Transfer is not processed the Recipient will not be saved to the Master Recipient List.

| | | |
|---------|-------------------------------------|-------------------------------|
| Options | <input checked="" type="checkbox"/> | Save to Master Recipient List |
| | <input checked="" type="checkbox"/> | Add Contact Information |

- **Note:** Contact Information will not display to the wire recipient.
- For USD International wires:
 - For a standard International Wire, Associated Bank will be designated as the Intermediary Bank, Bank of New York Mellon will be designated as the Receiving Bank.
 - The Final Settlement Bank is provided when the recipient is established or selected as detailed above.
 - The Recipient Bank will be the SWIFT Code Bank. Swift charges must be entered on the first line in the first position of the Bank to Bank information line.

- Enter one of the following SWIFT charge designations BEN, /OUR/ or /FULLPAY/. Slashes are required before and after /OUR/ or /FULLPAY/.

Note: If a swift charge is not entered BEN will be the default SWIFT charge.

ADDITIONAL INFORMATION

Ordering Customer

Select Existing
Create New
?

Routing Instructions

☒ Add Intermediary Bank

Bank *

ASSOCIATED BANK
Account Number 8900574755
433 MAIN STREET
GREEN BAY WI UNITED STATES


☒ Add Receiving Bank

Bank *

THE BANK OF NEW YORK MELLON
ABA (Wire) 021000018
NEW YORK NY UNITED STATES

☒ Add Bank to Bank Information

In rare cases where three banks are needed to perform the wire payment, under Additional Information add the first Bank / Receiving Bank with a valid Wire Transfer ABA followed by the second Bank / Intermediary Bank and lastly the Recipient Bank / Final Bank field under Payment Information Recipient.

If an additional intermediary bank needs to be added on a domestic wire, check the Add Bank to Bank Information. Select the **Add** icon  and additional lines will populate.

For International Wires where another intermediary bank is used, Associated Bank will be designated as the Intermediary Bank, Bank of New York Mellon will be designated as the Receiving Bank and the second Intermediary Bank will be designated in the Bank to Bank Information.


☒ Add Bank to Bank Information






Information 1

Enter Information 1


Complete the fields in the following order with the following information. This information should be provided by the second intermediary bank or the client receiving the funds.

- Information 1: SWIFT charges (BEN or /OUR/ or /FULLPAY/) address of the second intermediary bank
- Information 2: The ABA number of the second intermediary bank
- Information 3: Street address of the second intermediary bank
- Information 4: City, State and Zip code of the second intermediary bank
- Information 5: Benefit Transit Number of the second intermediary bank
- Information 6: Designated account number of the second intermediary bank

 Add Bank to Bank Information

| | | |
|---------------|----------------------------------|---|
| Information 1 | Pay Thru Bank ABCDEF5G | |
| Information 2 | ABA 012345678 |  |
| Information 3 | 123 Anywhere Street |  |
| Information 4 | Anywhere, USA 12345 |  |
| Information 5 | Beneficiary Transit Number 54321 |  |
| Information 6 | Bank ABC #1234-5-12345 |  |

Select **Continue** when complete. You will be asked to preview your payment. Once you have confirmed all of the details of the payment, select **Submit Payment** to process the Wire Transfer.

| PAYMENT OPTION Required Fields | |
|---|---------|
| Payment Option | US Wire |

| PAYMENT INFORMATION Required Fields | |
|--|--|
| Debit Account | 2018121403 - Account2 |
| Amount | \$ 5,000.00 |
| Value Date | 02/27/2019 |
| Send Date | 02/27/2019 |
| Frequency | One-Time Only |
| Recipient | ABCD Company 987654 111 Anywhere Street Anywhere, USA 12345 |
| Bank | ASSOCIATED BANK, N.A. ABA (Wire) 075900575 |

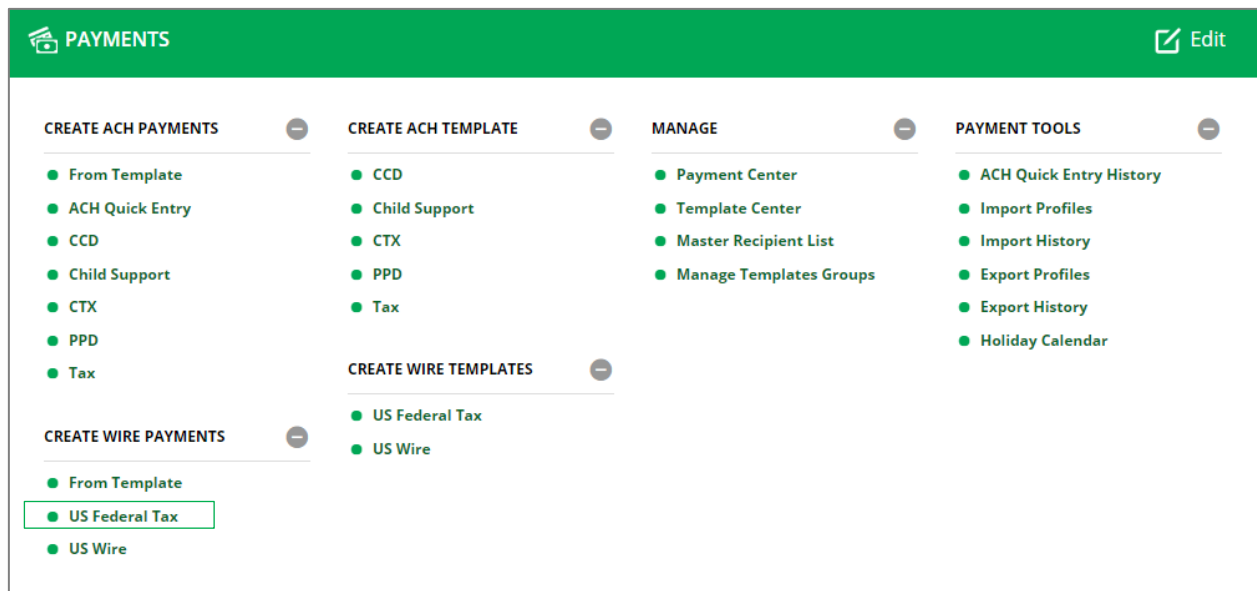
| ADDITIONAL INFORMATION | |
|--|--|
| <div> <div>Cancel</div> <div>Edit Payment</div> <div>Submit Payment</div> </div> | |

For companies set up with Dual-Control, your payment will now need to be approved by an approver. To do this, the approver will need to approve from the Payment Center. You can access the Payment Center either through the Payments menu or through the Approvals alert in the top right hand navigation. Here, the approver will see a payment pending approval. Directions for dual control are noted previously in this guide for you to review.

| | |
|---|--|
|  Successful Submit Payment 5FBAPREKVO has been successfully created. Total amount \$ 5,000.00. | <div> <div>Save as Template</div> <div>Create Another</div> <div>Payment Center</div> </div> |
|---|--|

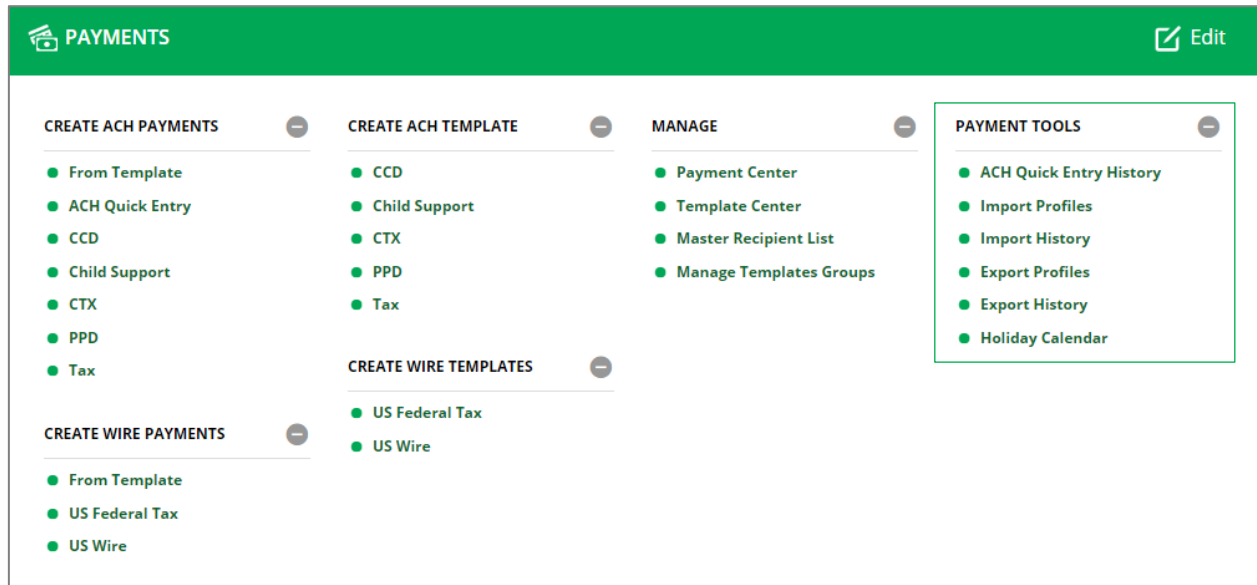
Create a US Federal Tax Wire Transfer

To create a US Federal Tax Wire Payment, select the **Payments Tab > Create US Federal Tax** in your Dashboard Navigation.



Payment Tools

The Payment Tools in Associated Connect provides you with your import and export profiles and your import and export payment history.



Import Profiles and Import History

You can import your payment profiles or see import profile history by selecting **Payments > Payment Tools > Import Profiles / Import History**. Further directions on import profiles can be found in our **Payments Import Profile guide**.

Export Profiles

You can export your payment profiles by selecting **Payments > Payment Tools > Export Profiles**.

The screenshot shows the 'PAYMENTS' menu with several categories. The 'PAYMENT TOOLS' category is expanded, and 'Export Profiles' is highlighted with a green box. Other categories include 'CREATE ACH PAYMENTS', 'CREATE ACH TEMPLATE', 'MANAGE', 'CREATE WIRE PAYMENTS', and 'CREATE WIRE TEMPLATES'.

In order to export a file, you need to first establish an export profile. You can create an export profile by selecting **Create Profile**. For Wires, all profiles will be **Wire User-Defined**.

The screenshot shows the header for the 'MANAGE PAYMENT EXPORT PROFILES' page. It includes a sub-header 'Use this page to create, edit or delete Export Profiles.' and three buttons: '+ Create Profile' (highlighted with a green box), 'Print', and '? Help'.

Determine your Profile Name, Description and File Format. Select **Next** to continue.

The screenshot shows the 'CREATE EXPORT PROFILE' form, Step 1: Select File Format. The form has three required fields: 'Profile Name' (Test 1234), 'Description' (ABC 123), and 'File Format' (Wire User-Defined). There are 'Cancel' and 'Next' buttons at the bottom.

In step two, you will be asked to select your Payment Type either US Federal Tax or US Wire. Select your Format Type and your File Content Type. Select **Next** to Continue.

CREATE EXPORT PROFILE Required Fields ? ✕

Step 2 Enter File Format Information

| | |
|-------------------|--|
| Payment Type * | US Wire ▼ |
| Format Type * | Comma Separated (,) ▼ |
| File Content Type | <input checked="" type="radio"/> Payments <input type="radio"/> Templates |

Cancel **Back** **Next**

In Step 3, you will define your user fields here. Highlight the field(s) you want to include in your file and select the right arrow to move fields from the Available Fields Column to Fields Included in File. Once you have selected all of your fields, select **Next**.

CREATE EXPORT PROFILE

Required Fields ? X

Step 3 of 4 Use this page to add and remove fields from an Export Profile

PROFILE INFORMATION

Options ☒ Header ☐ Trailer

EXPORT FIELD SELECTION

Available Fields

Debit Account
Debit Amount
Value Date
Sender Reference
Reference for Beneficiary
Details of Payment 1
Recipient ID Type
Recipient Name
Recipient Address 1
Recipient Address 2
Recipient Address 3
Recipient Bank ID Type
Recipient Bank Name

▶
◀
▲
▼
Move All
▶
◀

Fields Included in File *

Payment Type
Template Name
Send Date
Frequency
Recipient ID
Recipient Bank ID

Cancel Back Next

Preview your Export Profile. Once you have confirmed the information, select **Submit Profile** to complete your profile.

PREVIEW EXPORT PROFILE

Step 4 of 4 Use this page to review Export Profile information

PROFILE INFORMATION

| | |
|-------------------|---------------------|
| Profile Name | Test 1234 |
| Description | ABC 123 |
| File Format | Wire User-Defined |
| Payment Type | US Wire |
| Format Type | Comma Separated (,) |
| File Content Type | Payments |
| Header | Yes |
| Trailer | No |

EXPORT FIELDS SELECTION

| | |
|---------------|--|
| Export Fields | Payment Type Template Name Send Date Frequency Recipient ID Recipient Bank ID |
|---------------|--|

Cancel

Back

Submit Profile





You will receive a **Successful Submit** notification of your profile. From here, you can navigate to the Manage Profile page.

Successful Submit

Export profile Test 1234 has been successfully created.


Manage Profiles

You will now be able to see your profile in the export profile homepage.

| EXPORT PROFILES | | | | | |
|-------------------------|---------------|---|---------------------|---------------------|---|
| Profile Name ▲ | Description ▲ | File Format ▲ Payment Type | Format Type ▲ | File Content Type ▲ | Action |
| VIEW LAST MODIFIED DATE | | | | | |
| TEST 123 | ABC | ACH User-Defined CCD - Corporate Credit or Debit | Comma Separated (,) | Payments |   |
| Test 1234 | ABC 123 | Wire User-Defined US Wire | Comma Separated (,) | Payments |   |
| | | | | | Show 10 ▼ |

Export History

The Export History provides you detail on your import payment history. This includes the date/time of your imports, along with the profile name, path, the user who uploaded the file, file size and the status of the file. To access your Export History, select **Payments > Payment Tools > Export History**.

 **PAYMENTS**
Edit

CREATE ACH PAYMENTS

- From Template
- ACH Quick Entry
- CCD
- Child Support
- CTX
- PPD
- Tax

CREATE ACH TEMPLATE

- CCD
- Child Support
- CTX
- PPD
- Tax

MANAGE

- Payment Center
- Template Center
- Master Recipient List
- Manage Templates Groups

PAYMENT TOOLS

- ACH Quick Entry History
- Import Profiles
- Import History
- Export Profiles
- Export History**
- Holiday Calendar

CREATE WIRE PAYMENTS

- From Template
- US Federal Tax
- US Wire

CREATE WIRE TEMPLATES

- US Federal Tax
- US Wire

Your Export History will be shown. If you do not have any export history, this field will be blank.

| EXPORT HISTORY | | | | | |
|---------------------------|------------|---------------|-----------|-------------|----------|
| Date/Time (CST) ▲ | Filename ▲ | Description ▲ | User ID ▲ | File Size ▲ | Status ▲ |
| NO INFORMATION TO DISPLAY | | | | | |

Holiday Calendar

The Holiday Calendar allows you to pull a calendar for a specific country. The Holiday Calendar can be accessed by selecting **Payments > Payment Tools > Holiday Calendar**.

PAYMENTS
Edit

CREATE ACH PAYMENTS

- From Template
- ACH Quick Entry
- CCD
- Child Support
- CTX
- PPD
- Tax

CREATE ACH TEMPLATE

- CCD
- Child Support
- CTX
- PPD
- Tax

MANAGE

- Payment Center
- Template Center
- Master Recipient List
- Manage Templates Groups

PAYMENT TOOLS

- ACH Quick Entry History
- Import Profiles
- Import History
- Export Profiles
- Export History
- Holiday Calendar**

CREATE WIRE PAYMENTS

- From Template
- US Federal Tax
- US Wire

CREATE WIRE TEMPLATES

- US Federal Tax
- US Wire

Select the country from the dropdown and select **View Calendar**.

HOLIDAY CALENDAR

Country
Select a Country
View Calendar

The Holiday Calendar for the country you selected will be shown below.

HOLIDAY CALENDAR

Country
United States
View Calendar

| Holiday | Holiday Date ▲ | Holiday Name ▲ |
|---------|----------------|------------------------|
| | 11/11/2018 | Veteran's Day |
| | 11/21/2018 | Thanksgiving Day |
| | 12/24/2018 | Christmas Day |
| | 12/31/2018 | New Year's Day |
| | 01/20/2019 | Martin Luther King Day |
| | 02/17/2019 | President's Day |
| | 05/26/2019 | Memorial Day |
| | 07/03/2019 | Independence Day |
| | 09/01/2019 | Labor Day |
| | 10/13/2019 | Columbus Day |

1 2
Show 10

