



Treasury Management Services International (FX) Wires Guide

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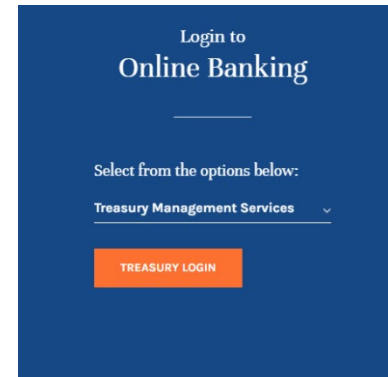
Getting Started

Welcome to Mission Bank International Wire (FX wires) Service!

This guide provides an overview of the basic features including user management, adding/editing beneficiaries, payment process, account statuses, and reports for international wires.

Treasury Management Services users can log in with a single sign-on through online banking.

The login link to our website, www.missionbank.bank.

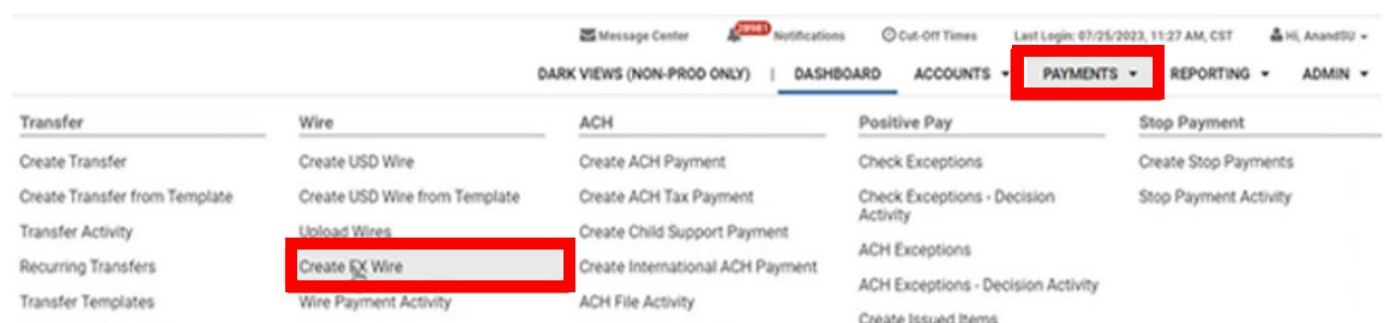


Key features and points to note:

- ✓ Wire cut-off time is 12pm PDT and is located on the dashboard screen in TMS.
- ✓ In this guide wire transfers are also referred to as deals.
- ✓ Wires going to a beneficiary in a country outside of the United States must be entered under *Create FX Wire* regardless of whether the wire is sent in US dollars or a foreign currency.
- ✓ Outgoing wires require dual control, so there must always be a user that creates the wire and another user that approves and releases the wire to the bank.
- ✓ All areas highlighted in yellow are required.
- ✓ SWIFT Confirmations can now be viewed in your payment history.
- ✓ Setting up wire templates and wire beneficiaries streamlines the process of creating and sending repeat wires. The key difference is that *Wire Templates* retain the sending account information along with the beneficiary information. Saving a *Wire Beneficiary* allows the user to choose the sending account each time the beneficiary is used.

Single Sign-On from Online Banking Services

Treasury Management users can locate the single-sign-on link by clicking Payments > Create FX Wire on the top menu bar. This will take you to the international wire dashboard where you will manage and process your foreign wires.



The Dashboard

Navigating the Dashboard

The Dashboard is your home page and the starting point for all activity within the system. From here, you can view important information, complete tasks, and move to other sections of the platform. At any time, you can return to this page by selecting **Home** from the toolbar.

Each highlighted area describes the sections of the Dashboard.

The screenshot shows the Corpay Cross-Border dashboard interface. The top navigation bar includes links for Home, Risk Manager, Payments, Templates, Upload, Reporting, Compliance Center, and Admin. The main content area is divided into several sections:

- 1** (Red arrow pointing to the top section): "Your Dashboard" header with tabs for UPDATES, ARCHIVED NEWS, and RESOURCES & HELP. Below this is a "No Messages" status.
- 2** (Red arrow pointing to the left section): "SPOT TRADE" section with input fields for "You Buy", "You Sell", and "Amount", along with "GET QUOTE" and "BOOK NOW" buttons.
- 3** (Red arrow pointing to the right section): "ACTION ITEMS" section listing various tasks such as "40 Deal(s) awaiting instructions", "28 Payment(s) awaiting approval", and "6 Approved payment(s) awaiting booking".
- 4** (Red arrow pointing to the right section): "REPORTS" section listing various reports such as "Transaction Screening Report", "List Subscription History", "Manage Private List", "End Of Day Report", "Payment History", "Settlement History", and "WirePro Reconciliation Format".
- 5** (Red arrow pointing to the bottom section): "DEALS" section showing a table of transactions.

Booked Date	Cost Amount	Deal Number	Purchased Amount	Rate	Source	Value Date
Apr 21, 2025	CAD 2.81	26375915	EUR 2.00	1.40500	Make Payment	Apr 21, 2025
Apr 21, 2025	CAD 56.09	26375986	USD 40.00	1.40125	Make Payment	Apr 21, 2025

1-Your Dashboard

This section shows general updates and information. It includes system messages, notices, and anything new that may affect your daily work.

International (FX) Wires Guide (1/2026)

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2-Spot Trade

The Spot Trade section is where you enter your trade details to view the quote by the system.

3- Action Items

This section lists tasks that require your attention, Examples include:

- Payments needing approval
- Approved payments awaiting processing
- Deals awaiting instructions

Note: Each user will have a unique set of items on this list, determined by their assigned permissions and the responsibilities associated with their role.

4- Reports

The Reports section provides quick access to frequently used reports, such as payment history and activity summaries. This is where you can view and download the information needed to monitor account activity or support internal reporting requirements.

5- Deals, Payments, and Forwards

At the bottom of the page, you will find a list of your deals and payments.

Working with Action Items

When you create a wire, but before its booked by the bank, you have the option to click **Save and Come Back Later**. This is just one of the actions that will populate the list of items to be reviewed in the **Action Items** section of **Your Dashboard**.

This list is continually updated and is unique to each user. Each time you log in, you can use the links to view and update the items in the list. You can stay up to date with beneficiaries that require approval wires in progress, and your last five wires.

Creating and Editing Users

Due to system limitations creating and editing users must be requested through your Business Banker. When submitting a request please include the following information:

1. Company name
2. User Full Name
3. User Email Address
4. User Single transaction and Daily limits
5. User Profile: Administrator or User

Administrator Permissions

- Access to ezPay
- Create, Edit, Delete, Approve Beneficiary templates
- Import beneficiary data

- Attach documents to beneficiary templates
- Create, edit, delete, approve, import date payments
- Attach documents to payments
- Attach documents to settlements
- Access, edit, delete, upload documents
- View audit log information
- Access Rate Watch

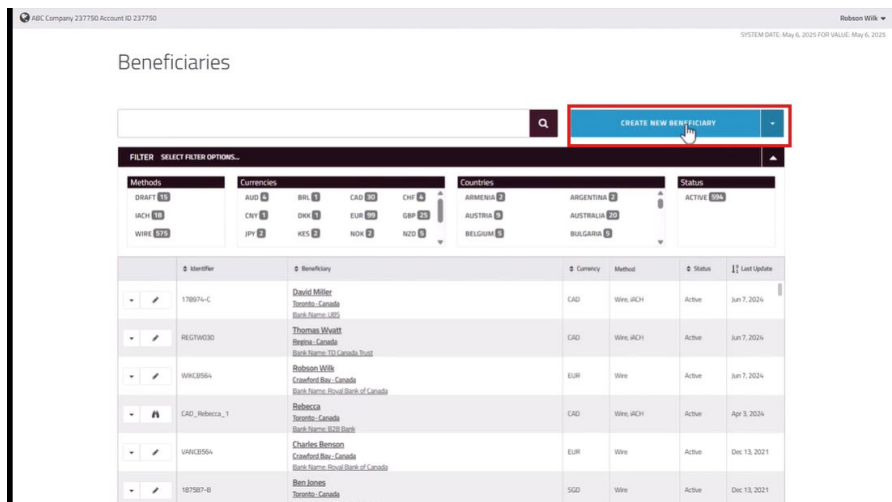
User Permissions

- Access to ezPay
- Create, Edit, Beneficiary templates
- Import beneficiary data
- Attach documents to beneficiary templates
- Create, edit, import payments
- Attach documents to payments
- Attach documents to settlements
- User is blocked after business hours

Note* all users will have access to all accounts

Creating and Editing Beneficiaries

To create and edit beneficiaries, begin by navigating the toolbar and selecting **Templates**, then choose **Beneficiaries**.



Beneficiary Details

- Go to Templates – **Beneficiaries** and select **Create New Beneficiary**.
- Enter the **Name**.

- Enter the **Beneficiary Identifier**.
- Select the **Destination Country** (you can scroll or type to filter).
- Choose the **Beneficiary Classification** that best fits.
- Check all applicable **payment methods**.
- If multiple methods are selected, choose the **preferred** method.
- Click **Save and Continue** to move to the next step.

Create New Beneficiary

Country: Norway

Address Line 1: Enter Address Line 1

Address Line 2: Enter Address Line 2

State/Province: Select State/Province

City: Select City

Primary Contact Number: Enter Primary Contact Number

INVOKE TO CORPAY CROSS-BORDER CONNECTIONS

Beneficiary Name: Emily Jensen
 Beneficiary Country: Norway
 Currency: NOK
 Method(s) of Payment: Wire

Contact Information

- Enter the beneficiary's **contact information**.
- The **Country** field is auto populated based on the destination country selected earlier.
- If needed, choose a **different country** from the dropdown list.
- Complete the remaining **address field**.
- Click **Save and Continue** to move to the next step.

Bank Account Information

- Enter **bank details manually** in the Bank Details section when all information is available.
- Use the **IBAN Validator** for countries that require an IBAN:
Enter the IBAN and click **Validate**.
Click **Confirm** to auto-fill the bank details.
- Use the **Bank Search Tool** to find the bank:
Select the bank from the list to auto-fill details.
Enter the beneficiary's account number.
- Click **Save and Continue** once banking information is complete.

Editing Beneficiaries

- Once beneficiaries have been created you can edit the templates by selecting the pencil icon or the drop-down arrow found on the right side of the beneficiaries page.

Creating a Wire Payment.

1. On your dashboard, click **Payments**.

The screenshot shows the Corpay dashboard with the 'Payments' menu item highlighted in the top navigation bar. The dashboard includes sections for 'Your Dashboard', 'Important Updates', 'SPOT TRADE', 'ACTION ITEMS', and 'REPORTS'.

2. In the **Beneficiary** field dropdown list, select the beneficiary that you want to send to. It will auto display “Wire” for Payment Method and the Payment Currency that was chosen when the beneficiary was being created.

Make Payment

The screenshot shows the 'Make Payment' form with the following fields:

- Beneficiary:** Jack USD
- Payment Method:** Wire
- Payment Currency:** USD-US Dollar
- Settlement Account *:** Choose the settlement account to use
- Settlement Currency:** Currency used to settle with Corpay
- Estimated Delivery Date:** Aug 4, 2025
- Amount *:** USD
- Payment Reference:** Enter a reference to send with the payment
- Purpose of Payment *:** Choose the reason for the payment
- Internal Note:** Enter a personal note or identifier to include with this payment
- Remitter:**

A tooltip on the right side of the form states: "Complete these fields, and then click ADD PAYMENT to save the payment details. Some fields are filled in automatically based on the beneficiary that you choose. Mandatory fields are indicated by an asterisk. Click REVIEW PAYMENTS to review and then book the payments."

3. In the **Amount** field, enter the amount of the currency you want to purchase.
4. In the **Settlement Account** dropdown list, select the account that you want to use to settle the funds.
5. In the **Purpose of Payment** select the purpose for the wire from the dropdown list. Optionally, in the **Payment Reference** field, enter a reference number that will be


included with your payment. This might be a purchase order number, invoice number, or some other internal reference. The **Details icon** displays information about the settlement account that you selected.

6. Click **+ Add Payment**.

Note: If you have single control, you'll see a list of bank employees in the approver list. You do not need to notify any approvers.

Notifying approvers

1. Select **Review payment(s)** to view the wires created and send notification to approvers.

 DROP FILES HERE OR CLICK TO UPLOAD

CANCEL

+ ADD PAYMENT

2 REVIEW PAYMENT(S)

2. Click **Manage Approvers** to select approvers to notify. All approvers are selected by default.
3. Click **Notify Approver** to email the selected approvers.

*Note** You can go back to Review Payments from the dashboard, select Payments > Make a payment > Review Payments tab or from your Dashboard > Action Items.

Corpay[®] Cross-Border

Home Payments Templates Reporting Admin

Test Corp Client

Your payment needs approval and has been added to the approval queue.

Make Payment

NEW PAYMENT 1 REVIEW PAYMENTS

1 payment(s) are awaiting approval. Click Manage Approver List to select which of the authorized approvers will receive an email alert when you click Notify Approver. By default, all approvers will be notified.

Manage Approver List

1 PAYMENT(S) AWAITING APPROVAL

Status	Banking	Remitter	Method	Amount	Settlement Amount	Fee	Settlement Account
✓	✓	████████	Wire	USD 150.00		USD 40.00	3103143

NOTIFY APPROVER

Account Rep: Cambridge Global Payments Telephone: (416) 644-6401 Email Address: linksupport@cambridgefx.com

Rate Quotes

Once your order is created and approved, you can click **Get Rate** to get a live quote.

*If rate has not been approved you can still get an indicative rate by selecting get rate. With expiry time of 10 seconds.

The screenshot shows the 'SPOT TRADE' interface. On the left, there are input fields for 'You Buy' (USD-US Dollar), 'You Sell' (CAD-Canadian Dollar), and 'Amount' (USD, 1). To the right of these fields are 'GET QUOTE' and 'BOOK NOW' buttons. A large box displays the quote: '1.39889 / 0.714852' and 'USD 1.00 = CAD 1.40'. Below this, it says 'RATE EXPIRED!'. At the bottom right, there is a link for 'QUOTE HISTORY'. The interface has a dark header and footer with 'SPOT TRADE' and 'LIMIT ORDER' labels respectively.

Approving payments


Approve/Decline a payment

1. On Your Dashboard, under Action Items, click Payment(s) awaiting approval. The Payment Approval Window appears with a list of the payments that must be approved before they can be processed.









The screenshot shows the Corpay dashboard. The top navigation bar includes 'Corpay', 'Cross-Border', and various menu items like 'Home', 'Payments', 'Templates', 'Upload', 'Reporting', 'Compliance Center', and 'Admin'. Below the navigation bar, there's a section titled 'Your Dashboard' with 'UPDATES' and 'ARCHIVED NEWS' tabs. Under 'UPDATES', it says 'No Messages'. To the right, there's a 'Previous' and 'Next' navigation. The main content area is divided into two columns. The left column contains a 'SPOT TRADE' widget, which is a smaller version of the one shown in the first screenshot. The right column contains two widgets: 'ACTION ITEMS' and 'REPORTS'. The 'ACTION ITEMS' widget lists: '49 Deal(s) awaiting instructions', '41 Payment(s) awaiting approval', and '10 Payment(s) awaiting compliance review'. The 'REPORTS' widget lists: 'Transaction Screening Report', 'List Subscription History', 'Manage Private List', 'End Of Day Report', and 'Payment History'.

5. Click **Approve/Reject**. When rejecting a payment, you will be required to enter a reason and confirm before you can move on to the next approval.

Payment(s) Awaiting Approval

Select payments to approve or reject, then click **SUBMIT**. 


4 Payment(s) Awaiting Approval Filter by Remitter
- Please Select -


Beneficiary	Remitter	Method	Amount	Reference	Source	Created By	Info	Attachment(s)	<input type="checkbox"/> Approve All	Reject
TM Test Bank Name: Fana Scaresbank Bank Account: NO2134151354126		Wire	NOK (USD 1.00 )		Payment	Mission Bank Astro TM			<input checked="" type="checkbox"/>	
TM Test Bank Name: Fana Scaresbank Bank Account: NO2134151354126		Wire	NOK 1.00	TM test	Payment	Mission Bank Astro TM			<input checked="" type="checkbox"/>	
TM Test Bank Name: Fana Scaresbank Bank Account: NO2134151354126		Wire	NOK 1.00	TM Test 3	Payment	Mission Bank Astro TM			<input checked="" type="checkbox"/>	
TM Test Bank Name: Fana Scaresbank Bank Account: NO2134151354126		Wire	NOK 1.00		Payment	Mission Bank Astro TM			Cannot approve this payment	

TOTAL: 4

SUBMIT


6. Click **Submit**.


Corpay Cross-Border Home Payments Templates Upload Reporting Compliance Center Admin 


 Test_Pinebush Bank Account ID 324896 Manage Admin

SYSTEM DATE: Jul 31, 2025 FOR VALUE: Jul 31, 2025

Payments Approved

 Total Approved: 2

 Total Rejected: 0

 Awaiting Approval: 30











0 approved payment awaiting booking

PROCEED TO BOOK PAYMENTS

GO TO MY DASHBOARD

Important: Once a wire has been booked by Mission Bank it cannot be cancelled.

1. Under Payments Awaiting Approvals click on the dropdown for the wire you wish to delete and click **Delete**.

2 PAYMENT(S) AWAITING BOOKING							
	Status	Beneficiary	Remitter	RegE	Method	Amount	Settlement
 		XYZ CO	Ebru Karakose		Wire	 EUR 1,200.00	
 		XYZ CO	Ebru Karakose		Wire	 EUR 1,200.00	

7. A dialog box appears that asks you to confirm that you want to cancel the order. Click **Yes** to delete the wire.

2 PAYMENT(S) AWAITING BOOKING						
	Status	Beneficiary	Remitter	RegE	Method	
		Q	Ebru Karakose	E	Wire	
		Q	Ebru Karakose	E	Wire	

Info
 Edit
 Save For Later
 Delete

A user can also cancel a wire after approval. Under the Payments Awaiting Booking.

1. Click **Reject**.

Beneficiary	Remitter	Method	Amount	Reference	Source	Created By	Info	Attachment(s)	<input type="checkbox"/> Approve All	Reject
John Doe_USD Bank Name: WASHINGTON FEDERAL BANK Bank Account: 547888845	John Doe	Wire	USD 5,000.00		Payment	Laura Admin Test_Pinelech Bank	i		<input checked="" type="checkbox"/>	

2. After rejecting, go back to the dashboard and go to Action items and click on

ACTION ITEMS
57 Deal(s) awaiting instructions
37 Payment(s) awaiting approval
49 Payment(s) awaiting compliance review
2 Saved payment(s)
2 Rejected payment(s)
2 Payment file(s) awaiting approval

3. Then click on the dropdown of the payment that needs to be deleted, then click on **Delete**.

Rejected Payments

Click the edit icon beside a payment so that you can make the required changes and then resave the payment.

	Source	Beneficiary	Remitter	Method	Amount	Attachment(s)	Created By	Rejected By	Reason
	Spot Trade	Antonio Hipolito Bank Name: Barclays Bank UK PLC Bank Account: GB13BUKB60161331926	Ebru Karakose	Wire	GBP 120.00	0	Ebru Karakose	Ebru Karakose	testing
	Payment	John Doe_USD Bank Name: WASHINGTON FEDERAL BA Bank Account: 547888845	John Doe	Wire	USD 5,000.00	0	Laura Admin	Ebru Karakose	test

Edit
 Delete

Reports

A record of each wire transfer you create is recorded in our database. With the search criteria available in **Reports**, you can review all your account activity and create reports any time you require the information. For instance, you can view the data according to **Payment History**, **Settlement History**, **Deal History**, **Account Balances**, and **Today's Payments** and more. In each of those categories, you can customize your view to sort and organize key information.

The results are immediately displayed, and you can use the icons to print or export the results to an Excel file, which can then be used with your own accounting software.

From **Your Dashboard**, go to **Reports**, and then choose the type of information you want to see.

Searching payment history

You can use the **Payment History** window to review your payment history and create reports based on the information you select. Results can be filtered by specifying the beneficiary, identifier, deal number, and dates.

1. On Your Dashboard, under Reports, click Payment History tab.

Affiliator/Division	Date	Deal #	Order #	Tracker ID	Identifier	Amount	Swift Bg	AttachmentID	Reference
Test_PineLoch Bank	Jul 26, 2023	26003779	26003779	26003779	Test Remitter ABC	John Doe_USD	USD 5.00		
Test_PineLoch Bank	Jul 26, 2023	26002737	26002737	26002737	John, John Smythe	Toronto Park Co	EUR 2,000.00		Pineloch 1
Test_PineLoch Bank	Jul 24, 2023	26049985	26049985	26049985	Test Remitter ABC	Educa Ka USD	EUR 5,000.00		Pineloch 12

2. Click the **Order #** to view the wire (Deal) Confirmation.

Reviewing today's wires

You can review your daily wires.

1. On **Your Dashboard**, under **Reports**, click > **Todays Payments**.
2. Select from and to date to search for specific dates, and then click Search. All your payments for the selected day will be displayed.

- ## Resources

Working with a new platform can be challenging sometimes, you can find resources to help guide you through the site like a tutorial **How to approve a payment, how to create a beneficiary** and much more!

- Corpay^A

[Cross-Border](#)
[Home](#)
[Multi-Currency Accounts](#)
[Payments](#)
[Templates](#)
[Upload](#)
[Reporting](#)
[Compliance Center](#)

Mission Bank Child Account Account ID 325517

Mission Bank

SYSTEM DATE: Jan 21, 2026 FOR VALUE: Jan 21, 2026

Your Dashboard

UPDATES

ARCHIVED NEWS

RESOURCES & HELP

WHAT'S NEW

No Messages

SPOT TRADE

You Buy *

- Please Select -

GET QUOTE

BOOK NOW

You Sell

CAD-Canadian Dollar

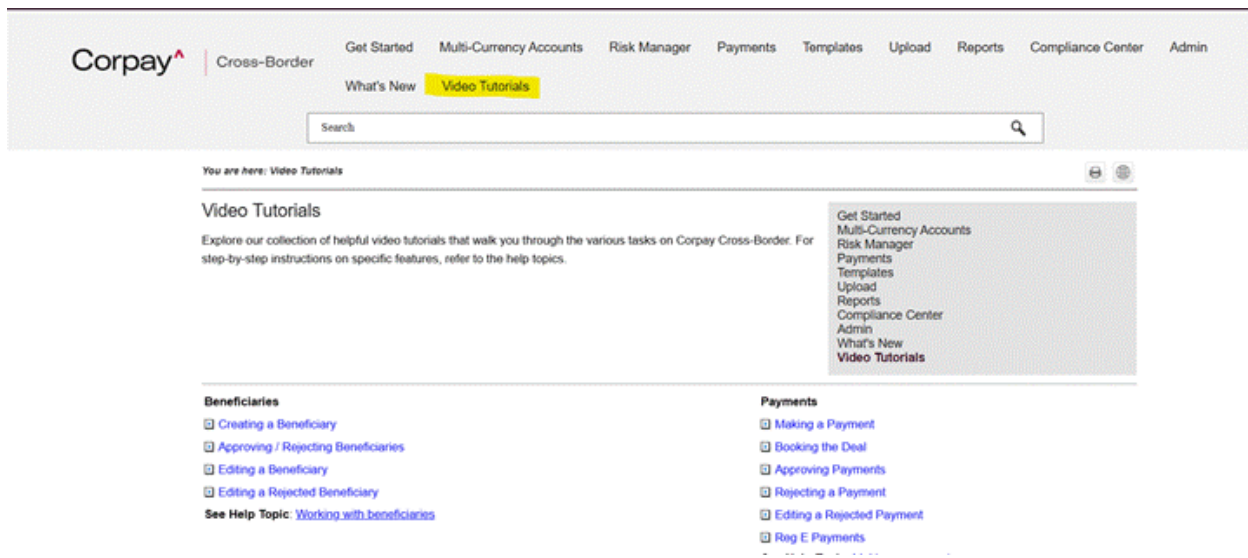
ACTION ITEMS

1 Deal(s) awaiting instructions

1 Payment(s) awaiting approval

1 Saved payment(s)

2. Select Video tutorials on the top of the page.



3. Select video tutorials of your choice.

