Escrow
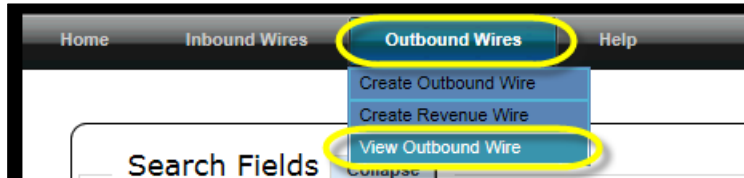
Pre-Approving an Outbound Wire

Follow these steps to pre-approve an outbound wire request.

1. From the WMA menu, click **Outbound Wires** > **View Outbound Wire**

2. Search for and locate the appropriate outbound wire (filtering **Status** for only NEW wires is helpful)

3. Click the **Search** button

4. Click the **Details** button

5. Review the wire details following your Operation's procedures

6. If applicable, scroll down to enter any INTERNAL notes to the OAC Confirmer and click the **Add Comment** button (this comment is added to the **Additional Wire Information** area with your name and a date/time stamp

7. If you are confident the wire should be approved, click the **Submit and Return** button (**Approve** is the default **Action to take**)

8. Based on your Operation's procedures...
    ◗ Click the **Submit and Stay on Page** button to print or smartPRINT this detail for your order
    ◗ Click the **Submit and Return** button to return to the list

If your session has been idle for 15 minutes or more, you are prompted to authenticate with your logon credentials.

A printable Outbound Wire window appears showing the APPROVED status.

9. Click the **Go Back To Search** button

Note: if you reject the outbound wire request, provide a reason