



To access your Wire Transfers information perform the following tasks:

1. Click on the 'Cash Management' drop-down and select 'Wire Transfers'

The screenshot shows the 'Cash Management' drop-down menu open, with 'Wire Transfers' highlighted. The background shows the 'Cash Management' section of the web interface, including a 'Pending Wire Transfers' heading and a list of instructions. A 'Wire Add Cut-off Time: 10:00 am PDT' and 'International Wire Add Cut-off Time: 11:00 am PDT' are also visible. A 'Print this page' and 'Help' link are in the top right corner. A 'I want to' drop-down menu is visible on the right side of the 'Pending Wire Transfers' section.

2. On the right-hand side, click on the 'I want to' drop-down and select 'View History'.

The screenshot shows the 'I want to' drop-down menu open, with 'View History' selected. The background shows the 'Pending Wire Transfers' section of the web interface, including a 'No pending wire transfers.' message. A 'Please contact your financial institution for any other questions you may have concerning a wire transfer.' message is visible at the top left.

3. Adjust the date range for the desired timeframe of batches to save.
4. Click the 'Sort By:' drop-down and select 'Beneficiary'.
5. Click 'View History'.

The screenshot shows the 'Wire Transfer History' form. It includes fields for 'From:' (03/16/2019) and 'To:' (04/16/2019), both with calendar icons and '(MM/DD/YYYY)' labels. A 'Sort By:' drop-down menu is set to 'Ref #'. At the bottom right, there are 'View History' and 'Cancel' buttons.



- Click the 'Ref #' to open the previously sent wire to access the Beneficiary and Beneficiary Institution information.

Cash Management							
Wire Transfer History							
Results <span>I want to ▾</span>							
Ref # ▾	Sender Account	Beneficiary ▾	Institution ▾	International ▾	Wire Type ▾	Submit Date ▾	Amount ▾
2554438 Processed	[REDACTED]	[REDACTED]	[REDACTED]	Yes	Occasional	03/20/2019	\$115,000.00

This will populate the complete wire information.

Suggestion for saving the documents:

- Copy and paste into a Word document.
- Using the snipping tool, copy the information into a Word document.
- Print to PDF.
- Print a paper copy.