



How to Find Your Stored Templates

- 1) Go to **Payments** > Template Center.
- 2) Select Status "**Approved**".
- 3) Select Payment Type "**US Wire**", or "**International Wire**", etc.
- 4) Click on "**Search**" button.
- 5) Check your Templates one by one and make sure that **Recipient's Address** and **Country** are not empty.

TEMPLATE CENTER
Use this page to select template options or review existing templates.

[+ Create a Template](#) [Print](#) [eLearning](#) [? Help](#)

MANAGE TEMPLATES

Template Name: Enter Template Name Payment Type: **US Wire** Template Status: **Approved**

[ADVANCED SEARCH](#)

<input type="checkbox"/>	Template Name Description	Status Availability	Co. Account	Type	Recipient	Amount (Items) Recipient Amount (Items)	Action
<input type="checkbox"/>	Organic Provider	Approved Active	2428723636	US Wire	ABC Organic Farmers		<input type="checkbox"/>
<input type="checkbox"/>	Flo Mechanical	Approved Active	2428723636	US Wire	Flo Mechanical LLC	\$ 459,264.87 (1)	<input type="checkbox"/>
<input type="checkbox"/>	Blat	Approved Active	2428095085	US Wire	BLACKROCK	\$ 15,000.00 (1)	<input type="checkbox"/>

[VIEW LAST MODIFIED BY](#)

Please note that Recipient's Address Line 1, Address Line 2 and Country will become required in 2025.

Update Address/Country fields in Stored Templates

On the Template Information screen, click on the **Recipient's Name** link to Edit the Recipient.

TEMPLATE INFORMATION Required Fields

Template Activation: Active Inactive

Template Name: Organic Provider

Debit Account: AZ Corporation - 2428723636 - USD

Recipient:

Bank: MILESTONES FEDERAL CREDIT UNION
ABA (Wire) 211287900
LEWISTON UNITED STATES

Template Limit: 1,000.00

EDIT RECIPIENT Required Fields

Recipient Name: ABC Organic Farmers

Recipient ID Type: Account Number

Recipient ID: 659347968

Address Line 1: Enter Address Line 1

Address Line 2: Enter Address Line 2

Address Line 3: Enter Address Line 3

Country/Region:

- 1) Fill out the fields **Address Line 1**, **Address Line 2**, and **Country**.
- 2) Click on the "**Preview**" button.
- 3) Click on the "**Submit Recipient**" button.
- 4) Click on the "**Save Template**" button.

EDIT RECIPIENT Required Fields

Recipient Name: ABC Organic Farmers

Recipient ID Type: Account Number

Recipient ID: 659347968

Address Line 1: 409 Weir Cove Rd, Harborside

Address Line 2: Maine, 04642

Address Line 3: Enter Address Line 3

Country/Region: United States

Bank: Select from List Enter Bank Information with Bank ID

MILESTONES FEDERAL CREDIT UNION
ABA (Wire) 211287900
LEWISTON UNITED STATES