

Create Recipient

1. Select 'Commercial' and then 'Recipients'.
2. Select 'New Recipient'.
3. Display Name is what is viewed within TreasuryLink.

Add Sample Wire User

Display Name (22 Character Limit) *

Sample Wire User

Email Address

wires@camdennational.com

Send email notifications for template payments

NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the Wire transaction is processed by Camden National Bank. The email message is generic and does not contain confidential information.

Accounts

4. Select 'Wire Only' for Payment Type
5. Select 'International' for Beneficiary Type
6. Select 'IBAN', 'Account and SWIFT/BIC' or 'Account, IBAN & SWIFT/BIC' under 'International Account Type'.
7. Enter the Account Number
8. Use the Financial Institution (FI) Search by entering the name or SWIFT/BIC.

Note: A drop down will appear as you begin typing information. Selecting an FI will populate the Beneficiary Bank information in the next section.

9. Enter the Intermediary Bank's information if applicable.
10. Click the blue check mark to save the Account information.
11. Click 'Add Account' to add additional accounts for this one recipient.

(Screen shot below)

Questions? We can help!

Phone: 866-265-9195

Email: TreasuryManagement@CamdenNational.com

Accounts (1)

+ Add account ^

| Account | Payment Type | Financial Institution (FI) | Routing Number |
|--|--------------------|---|---|
| Account - New | ACH and Wire | | N/A |
| Payment Type Wire Only | | | |
| Beneficiary Type International | | International Account Type Account and SWIFT/BIC | |
| Account * 123456789 | | Financial Institution (FI) Search by name or SWIFT/BIC #. | |
| Beneficiary Bank | | | |
| Name * Bank of Montreal | | Country * Canada | SWIFT/BIC * BOFMCAM2 |
| Address 1 * 100 King Street West, 21st Floor | | Address 2 * Toronto, ON | Address 3 MSX 1A1 |
| Intermediary Bank | | | |
| Name | | Country United States | Wire Routing Number |
| Address 1 | | Address 2 | City |
| State Select State | Postal Code | | |
| | | | <input type="button" value="x"/> <input type="button" value="✓"/> |

Recipient Details

12. Wire Recipient Name is the name that will be sent with the wire.

Note: Hover over the ? for more information.

13. Fill in Country and Address Fields for the Wire Recipient.

Note: Recipient Address is REQUIRED for International Wires.

(Screen shot below)

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Recipient Details ^

| | | |
|---|-----------------------------|----------------|
| Wire Recipient Name ⓘ Sample Wire User | ACH Name ⓘ | ACH ID ⓘ |
| Country United States ▼ | Address 1 * 1234 Main St | Address 2 |
| City * Camden | State * Maine ▼ | ZIP * 04843 |

14. Click 'Save Recipient'

NOTE: Once the recipient has been successfully setup, it will be listed on the Recipient Management page.

International Wire Creation

15. Select 'Commercial' then 'Payments'

16. Choose 'New Payment' or 'Create Template' and choose 'International Wire' from the list.

Note: A Wire Template can be created and saved for future use or a one-time Wire Payment can be made from this screen.

Payments

New Payment

+ Create Template

17. Multiple Wires can be setup at one time on this screen by clicking 'Add another wire' at the bottom of the screen. If there are multiple wires then 'Use same subsidiary', 'Use same account' and 'Use same currency' for all wires options can be utilized. (Optional)

+ Add another wire

18. Choose 'Set Schedule' to schedule a recurring wire. (Optional)

19. Select the 'Process Date'

Note: The cutoff time for International Wires is 3:30PM.

20. For each wire:

- Select the Recipient/Account
- Choose a Currency
- Enter the Amount
- Select the 'Subsidiary', if applicable.

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- e. Select the Account that the funds will be wired out of.
21. Expand the 'OPTIONAL WIRE INFORMATION' menu
- a. Fill in Message to Beneficiary (Optional)
 - b. Fill in Purpose of Wire (**REQUIRED FOR INTERNATIONAL WIRES**)
 - c. Fill in Description (Optional)

Wires (1)

+ Add multiple recipients

This payment can be drafted but cannot be approved.

| Recipient/Account | Currency | Amount |
|---|-----------------------|--------|
| Sample Wire User SWIFT/BIC BOFMCAM2 1234567... | CAD - Canadian dollar | \$1.00 |

Notify Recipient [Show Details](#)

| | |
|--------------------------------------|--|
| From Subsidiary test *****8900 | Account Test printmail user nickname 777 7777777 \$52.89 |
|--------------------------------------|--|

OPTIONAL WIRE INFORMATION

Message to Beneficiary ⓘ

Purpose Of Wire ⓘ

Description ⓘ

+ Add another wire

\$ (No USD Equivalent)
1 wires

22. Click Draft or Approve based upon approval authority or dual control restrictions.
23. To approve the wire, Enter Secure Token code – either physical token or VIP Access App token.

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