

Basics for Business Quick Reference Guide

Wire Transfer Payments



The Wire Transfer Payments service allows authorized users to send domestic, international, and FX wire transfers through BBVA Compass net cash.

Creating a Wire Transfer

1. To create a wire transfer, click **Payment Center** in the left navigation menu of the BBVA Compass net cash homepage.
2. In the **Payments** section, click **Add A Payment**.
Note: In order to send a wire transfer to a beneficiary, you must first set up the beneficiary as a Payee using the Payees service. See the Creating a Payee section for more information on creating payees.
3. Select a **Payee Name**. The drop-down menu will populate with Payees who have been set up to receive wire payments.
4. Select a **Payee Account**. The drop-down menu will display accounts associated with the selected Payee.
5. Under **Payment Method**, select the appropriate option – either **Expedited Payment (Wire)** or **International Expedited Payment (Wire)**. If you are making an international wire payment, the rate for the currency you selected for the payment will also populate on this screen. The debit amount will be automatically calculated by the system and will display in the total section at the bottom of the pop-up window.
6. Select a From Account and a Payment date for the wire payment and enter a Payment Amount. You also have the option to enter Comments about the payment, if desired.
7. Click **Submit and Verify**. You will receive a confirmation screen with payment details. Click **Edit** if you want to make changes or **Pay** to submit for approval.
8. The new payment will appear in the Payments List. If it requires approval, it will show in “Awaiting Approval” status. Depending on your user entitlements, either you or another user must approve the payment. (Users may have different levels of approval rights – 100%, 50%, or 33%.)
9. **To approve**, click the arrow next to the payment and select Approve from the drop-down menu. You can also click the box next to the payment and click Approve under the list view.
10. All approvers for the payment will undergo a security authentication challenge. Enter the security code you receive through your security device (one time passcode delivered through text or voice message, or hard or soft token). After you successfully submit the security code, you will receive a confirmation message, and your payment will be in an “approved” status.

Creating a Payee

Before you can send a wire transfer, you must first set up the beneficiary as a Payee. A Payee can be an individual, an employee, or a business.

1. To create a Payee, click **Payees** in the left navigation menu of the BBVA Compass net cash homepage.
2. On the Payees screen, click **Add New Contact**.
3. Select whether the Payee is a Business, Individual, or Employee. A Payee can be a business only, individual only, or employee (payroll) only. A Payee can also be an individual and an employee.
4. Under Contact Information, enter a Name for the Payee.

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5. You may enter additional information about the Payee, including a Contact ID Number, address information, and Contact Person information.
6. In the **Payment Information** section, you must enter the account information associated with the Payee. Enter the Payee's **Bank Information** or **IBAN**. Use the IBAN field when creating a Payee who has an international bank account number.
7. When entering Bank Information, select an **Account Type** and **Account Number**.
8. Select a Bank Routing Code from the list of banks in the drop-down menu. If for some reason the desired bank does not appear in the Bank Code list, you can click Freeform Entry and enter the information (Bank Account Number, Bank Name, Bank Address, and Account Number). Once you have selected a Bank Routing Code, the Currency field will populate automatically. If you are setting up a Payee for international wire payments, enter the SWIFT BIC code in the Bank Routing Code field. You can then select the credit currency for your transaction.
9. Select the type(s) of wire payments you want to assign to the Payee – **International Expedited Payments** and/or **Expedited Payments**.
10. If you want to add additional bank accounts for the Payee, click **Add Another Account**. You can designate which account is primary by clicking the box next to Make this the Primary Account for this Contact.
11. Click **Save Contact**. The Payee you created will appear in the Payees list. Payees that require approval by another user will display in "Awaiting Approval" status. Depending on your user entitlements, either you or another user must approve the payees. Only approved payees will be available to select to create payments.

BBVA Compass net cash Mobile

As a reminder, you can stay connected to BBVA Compass net cash while away from your desk with BBVA Compass net cash Mobile*. On the app, you can initiate and approve ACH payments, wire payments, and loan payments and draws (when available) using payees that are established and approved through the online channel.

BBVA Compass net cash Mobile is available for iPhone, iPad, Apple Watch, and Android devices through the App Store and Google Play store.

*Message and data rates may apply.