

CREATING WIRE TRANSFER FROM TEMPLATE
AUGUST 2016

IF USING ACCOUNTING'S COMPUTER CLICK ON **INTERNET SITES**
CLICK ON **ALLOYA LOGIN**
USERNAME: SEE SHEET (CASE SENSITIVE)
PASSWORD: SEE SHEET (CASE SENSITIVE)
HOLD BUTTON ON ENTRUST TOKEN UNTIL ALL DASHES THEN LET GO
ENTER NUMBERS THAT APPEAR ON TOKEN
CLICK ON **SUBMIT**

CLICK ON **ELECTRONIC SERVICES**
CLICK ON **DOMESTIC WIRE TEMPLATE**
CLICK ON **CREATE WIRE FROM TEMPLATE**
PIN: SEE SHEET (CASE SENSITIVE)
CLICK ON **SUBMIT**
CHOOSE CORRECT TEMPLATE FROM "TEMPLATE" DROP DOWN BOX
ENTER A "WIRE AMOUNT"
YOU MAY ENTER A "PURPOSE" IN THE PURPOSE FIELD (OPTIONAL)
CLICK ON **SUBMIT**
ENTER TOKEN NUMBER

CLOSE
GIVE TO SOMEONE ELSE TO APPROVE
ONCE APPROVED, PRINT ALLOYA DOMESTIC WIRES DETAIL SHEET
GIVE TO ACCOUNTANT TO POST TO MEMBER'S ACCOUNT