**How to Pay via Wire Transfer**

Website: <https://www.rbc.com>  
User Email: [barb@brtgroup.com](mailto:barb@brtgroup.com)  
Password: saved separately

*\*\*(do not put token info in yet)*

* Click “Sign In”
* Payments/Transfers/Wire Payments
* Select “Create”, and then Advanced Filter
* Type in first letter of vendor name, Filter and Find to select template  
  *\*\*Ensure you are selecting the correct template as there could be multiple currency for some vendors*
* (enter in payment amount)
* Change date to 1 day later
* Payment Details = enter invoice #
* Click “Continue”

DOUBLE CHECK ALL INFO (Value Date, Amount, Vendor, Currency)

* Select “Approve & Release” and then “Submit” (will need password & token code)
* Write “PAID” on invoice, along with the payment date
* From left side of screen select Reports/Wire Activity/Activity Report
* Change date to tomorrow (for Iceland & most overseas
* Pick USD account
* OK
* Detail
* Submit
* Choose “Printer Friendly Version” & then Print
* Sign Out