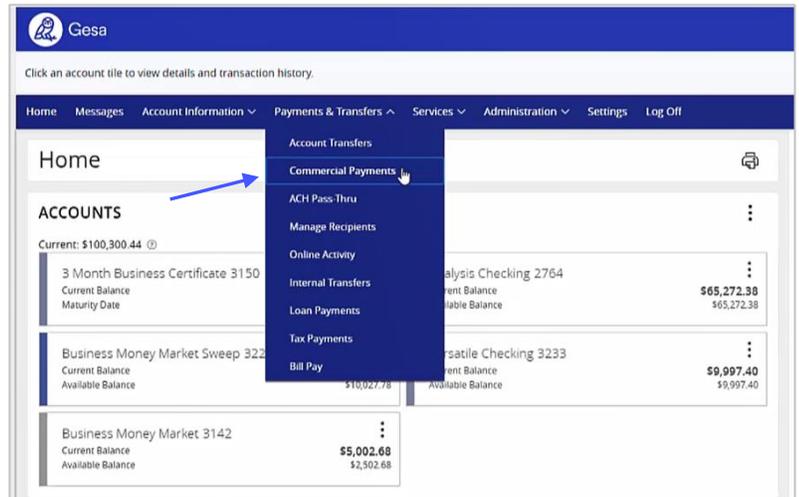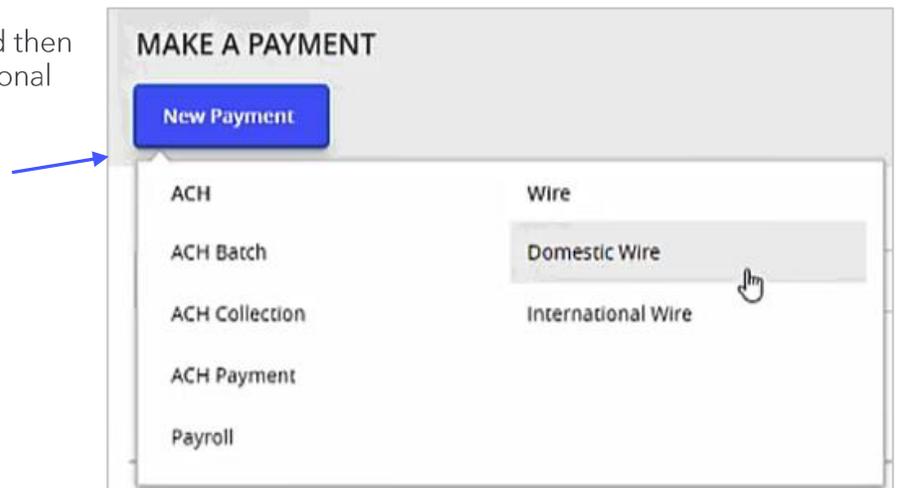**Gesa Credit Union**

NOTE: Wire Upload allows you to upload a formatted CSV file that includes multiple wire transfers, instead of entering the wire information manually.

1. Select the "Payments & Transfers" menu and then select "Commercial Payments".

2. Select the "New Payment" button and then choose "Domestic Wire" or "International Wire".

3. Select the "Upload from File" link in the top right corner.

Questions? We're here to help.
Contact us at (833) 322-1893 or at CBCC@gesa.com   1

4. Select the "Use" option to upload a CSV formatted file.

5. Click the "Please select a file to import" box to browse for the file to be uploaded.

6. Select "Upload File".

7. Indicate the "Process Date" for the wires.
   a. If all wires need to be processed on the same day, check the "Use same Date for all wires" checkbox and click on the calendar to specify the desired Process Date.
   b. If the wires need to be processed on varied days, leave the "Use same Date for all wires" box unchecked and indicate the Process Date for each wire individually.
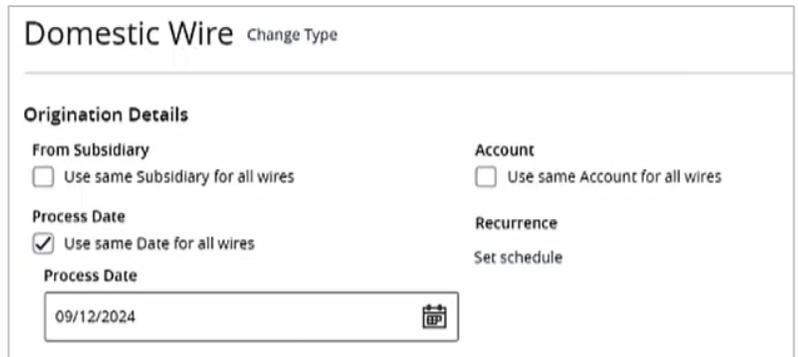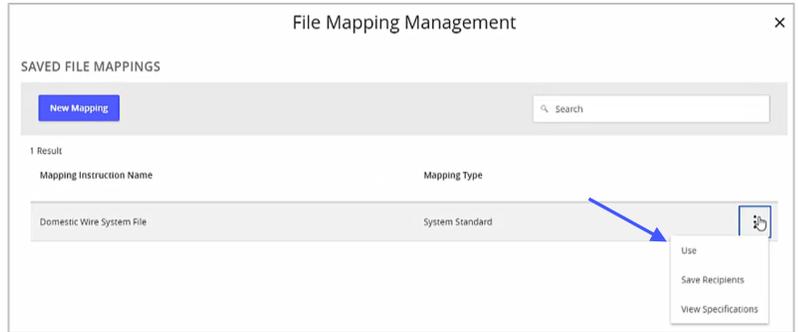
NOTE: The fields for each wire will be populated in accordance with the data included in the CSV file being imported.

8. Review all information on the screen for accuracy and select "Approve" or "Draft" depending on user entitlements.