

CREATING A NEW BENEFICIARY.

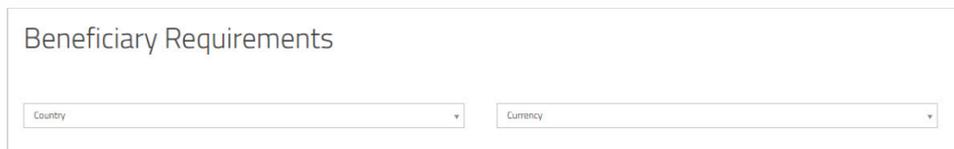
There are four main steps to creating a beneficiary:

- Always obtain full wiring instructions from the Beneficiary (Creditor) prior to creation
- Enter basic details such as the beneficiary's name, destination country, and currency.
- Enter the beneficiary's contact information including their physical address and email address.
- Enter the beneficiary's banking information including the bank's name and the beneficiary's account number.
- Complete any additional information fields that may be required to satisfy regulatory requirements.

VIEWING BENEFICIARY REQUIREMENTS.

Note: To make sure that you have all the data required for the beneficiary's country and currency use the Beneficiary Requirements tool.

1. In the toolbar, under Templates, click Beneficiary Requirements.



The screenshot shows a window titled "Beneficiary Requirements". Inside the window, there are two dropdown menus. The first dropdown menu is labeled "Country" and the second is labeled "Currency". Both dropdown menus have a small downward arrow on the right side, indicating they are expandable.

2. From the dropdown list, choose the Country.

The default currency for that country is auto populated in the Currency field. If necessary, you can choose a different currency from the dropdown list. All the rules that apply to that country/currency combination are displayed.

Optionally, to download a PDF of all of the country and currency rules, click Master Currency Capabilities.

CREATING A BENEFICIARY.

The first step in creating a new beneficiary is to enter some basic information such as the beneficiary's name, country, and currency.

1. In the toolbar under Templates, Click Beneficiaries





2. Click Create New Beneficiary

3. Complete the fields on the Beneficiary Details page.

Mandatory fields are indicated by an asterisk.

- **Beneficiary Name**—Enter the Beneficiary's first and last name or the name of the business.
- **Beneficiary Identifier**—Enter a reference that can be used to uniquely identify the beneficiary.
- **Destination Country**—From the dropdown list, choose the country where the beneficiary's bank is located. You can scroll down the list, or you can start typing the country name. The dropdown list is refined to display only those countries that contain the sequence of letters that you enter.
- **Currency**—From the dropdown list, choose the currency that will be sent to the beneficiary. You can scroll down the list, or you can start typing the currency. The dropdown list is refined to display only those currencies that contain the sequence of letters that you enter.
- **Beneficiary Classification**—From the dropdown list, choose the classification that best describes the beneficiary or the beneficiary's business. If the beneficiary is an individual, not a business, choose **Individual**.
- **Method of Payment**— **WIRE**
- **Country** and **Currency**, the methods of payment that can be used to send the selected currency to that country are displayed. Click to put a check in the box beside WIRE (Payments **cannot** be sent as iACH or DRAFT)

4. Click **SAVE & CONTINUE** to move to the next step in the process.

ENTERING BENEFICIARY CONTACT INFORMATION.

The second step in creating a new beneficiary is to enter their contact information.

1. Complete the fields on the Contact Information page.

Mandatory fields are indicated by an asterisk.





- **Country**—This field is auto-populated based on the selection you made in the **Destination Country** field on the **Beneficiary Details** page. To choose a different country, choose it from the dropdown list.
- **Address Line 1**—Enter the beneficiary's street address.
Note: You cannot enter **PO Box** or any variation of **PO Box** in the Beneficiary address fields if the Beneficiary country is **Australia, Canada, or Mexico**.
- **Address Line 2—Optionally**, enter the second line of the beneficiary's address.
- **City**—Type the name of the city or choose it from the dropdown list. When you start typing the name of the city, a dropdown list appears that includes many of the cities in the specified country that contain that sequence of letters. If the city that you want is in that list, click to select it.
- **State/Province**—From the dropdown list, choose the state or province where the beneficiary lives. The list that you see depends on what you entered in the **Country** field. This field is mandatory when the country is **Canada** or **United States**.
- **Postal Code/Zip**—Enter the beneficiary's postal code or zip code. This field is mandatory when the country is **Canada** or **United States**.
- **Primary Contact Number**—Enter the beneficiary's primary phone number. You can enter up to 50 characters in this field.

2. Click **SAVE & CONTINUE**

ENTERING BENEFICIARY BANK INFORMATION.

The third step in creating a new beneficiary is to enter their banking information.

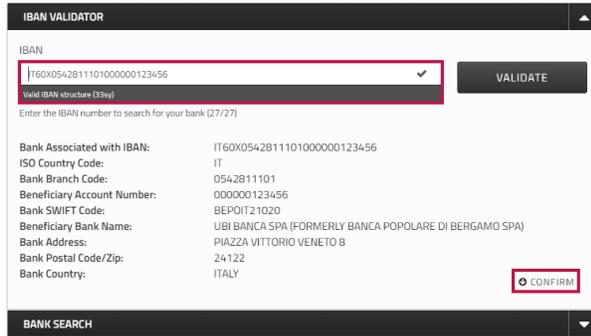
There are three ways to add the bank information for the beneficiary:

1. **IBAN VALIDATOR**

- If the bank is located in a country that requires an IBAN (International Bank Account Number), enter the IBAN in the **IBAN VALIDATOR** section. If the IBAN you enter is correct, the corresponding bank's details are displayed. Validate the Bank Details match the wiring instructions. When you click **CONFIRM** to indicate

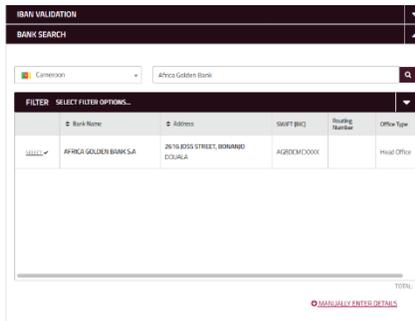


that this is the correct bank, the **BANK DETAILS** section is automatically populated with those details.



2. BANK SEARCH

- If the bank details are not automatically populated, use the **BANK SEARCH** feature to locate the bank. Search using any combination of the



following: *Bank Name, SWIFT Code or Address*. When you select the beneficiary's bank, the **BANK DETAILS** fields are automatically populated. In that case, you only need to enter the beneficiary's account number. Ensure the information selected matches the wire instructions provided.

3. MANUAL ENTRY

- If you know all the banking information, you can enter the details manually, however we advise using the **IBAN VALIDATOR** or **BANK SEARCH** function when possible.

When you've confirmed that all the information in the **BANK DETAILS** section is correct, click **SAVE & CONTINUE** to continue to the next step in the process.

ENTERING ADDITIONAL BENEFICIARY INFORMATION.

On the Additional Information page, you can enter email addresses that will be notified whenever a payment is released.



Depending on the country where the beneficiary's bank is located and the currency that you are sending, you may need to supply some additional information to satisfy regulatory requirements. If that is the case, you will see the required regulatory fields displayed on the **Additional Information** page.

Note: Mandatory fields are indicated by an asterisk (*).

1. **Payments to this Account**

- a. Click to put a check in the box beside **Send Pay Tracker** if you want an email alert to be sent to the specified email address whenever a payment is released.
- b. If you enter more than one email address, the email will be sent to all the addresses.

2. **Email Address**

- a. Enter the email address that you want to be notified when a payment is released. This field is optional, but becomes mandatory if you put a check in the **Send Pay Tracker** box.
- b. To enter more than one address, click **ADD ANOTHER**, and enter another email address.

3. **Regulatory Information**

- a. If the beneficiary's country and currency require additional information for regulatory reasons, you will see this section on this page. The names of the fields that you see in this section depend on the country and currency.

4. **Attachment(s) - Optional**

- a. Attach any related files. You can attach files in any of the following formats: .pdf, .doc, .docx, .xls, .xlsx, .csv, .txt, .png, .bmp, .jpeg, and .jpg.

5. **Payment Confirmations**

- a. Enter the email address that you want to receive various types of alerts.
- b. Click **ADD ANOTHER** to add more than one address in either category.

6. **Internal Payment Alert**

- a. Enter the email addresses of the individuals in the company that you want to receive an email alert when a payment is released.

7. **External Payment Alert**





- a. Enter the email addresses of the individuals outside the company that you want to receive an email alert when a payment is released.

8. Further Credit Details (FFC) – If Applicable

- a. Enter the name and account number of the recipient who will receive the funds. This field is relevant when the beneficiary is a trust or investment account, and the final recipient is the person holding an account in that trust fund. **Note:** The details must be entered in this format — FFC followed by the name and account number, with no special characters and a maximum of 50 characters. For example, **FFC Tom Roe 000304756**.

9. Confirm

- a. Click to put a check in box at the bottom of the page to confirm that the information you entered is authentic, accurate, and authorized.

Cambridge is committed to helping you reduce your risk exposure to fraudulent payment scams. [More Info](#)

By clicking "I confirm", you are confirming that the beneficiary details you are about to save are authentic, accurate and appropriately authorized.

10. FINISH

- a. Click 'Finish' to save the beneficiary details,

