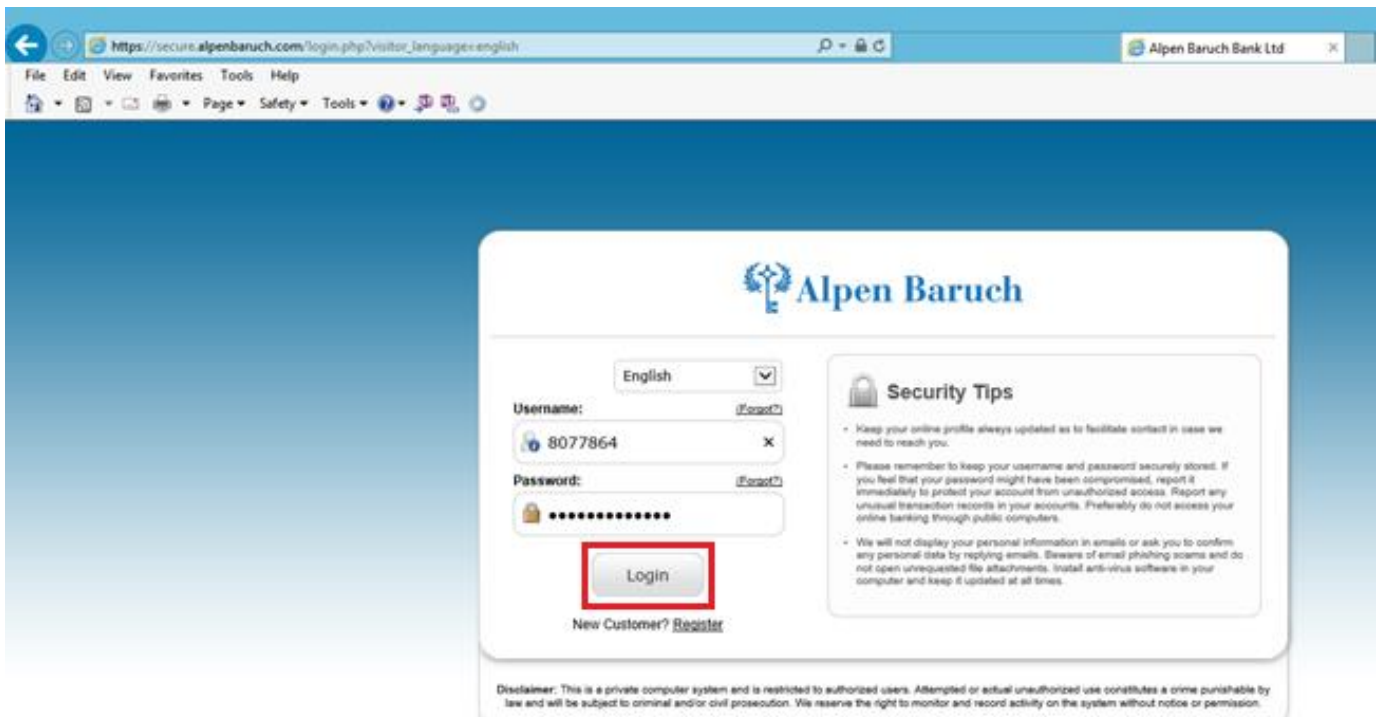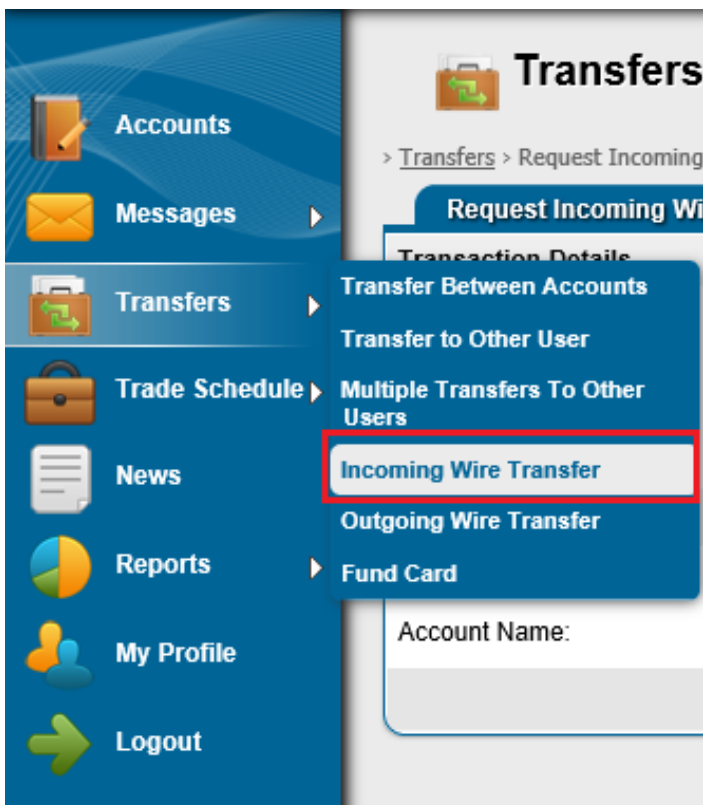# ABB - Procedures for preparing incoming wire transfer transaction

1. Please use internet explorer to go to below URL, input username and password, then click the button "**Login**":

   https://secure.alpenbaruch.com

2. Please select "**Transfer**" → "**Incoming Wire Transfer**"

3. Please select "**Credit to Account**", "**Currency**" and input the "**Amount**", "**Sender Information**", then click the button "**Continue**"

4. Please click the button "**Browse**"

5. Please select the softcopy file of "receipt information from sender bank" and then click the button "Open"
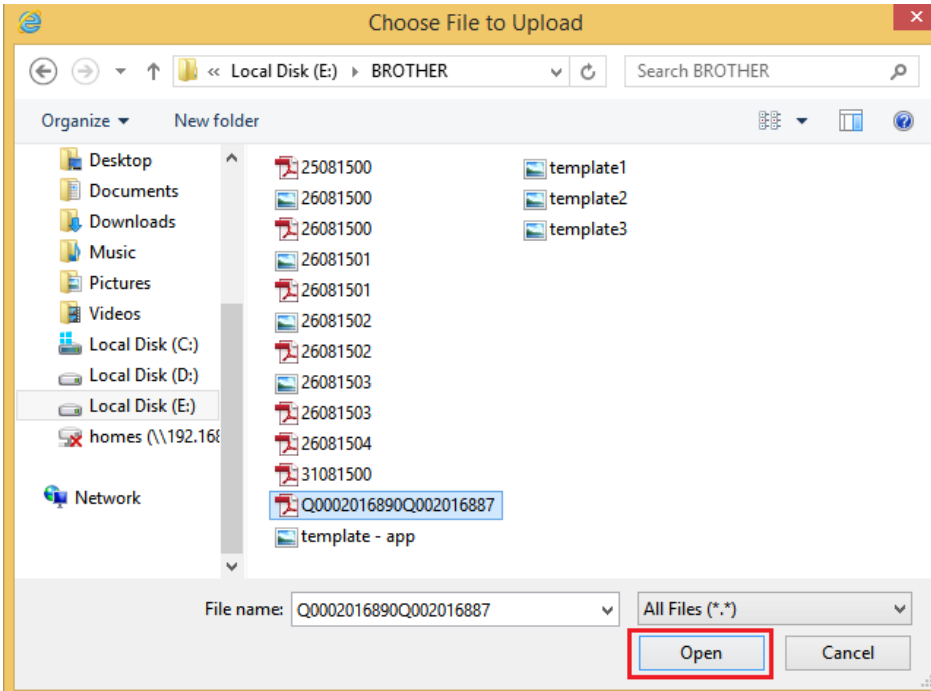
6. Please verify the information, if it's correct, please click the button "**Continue**".
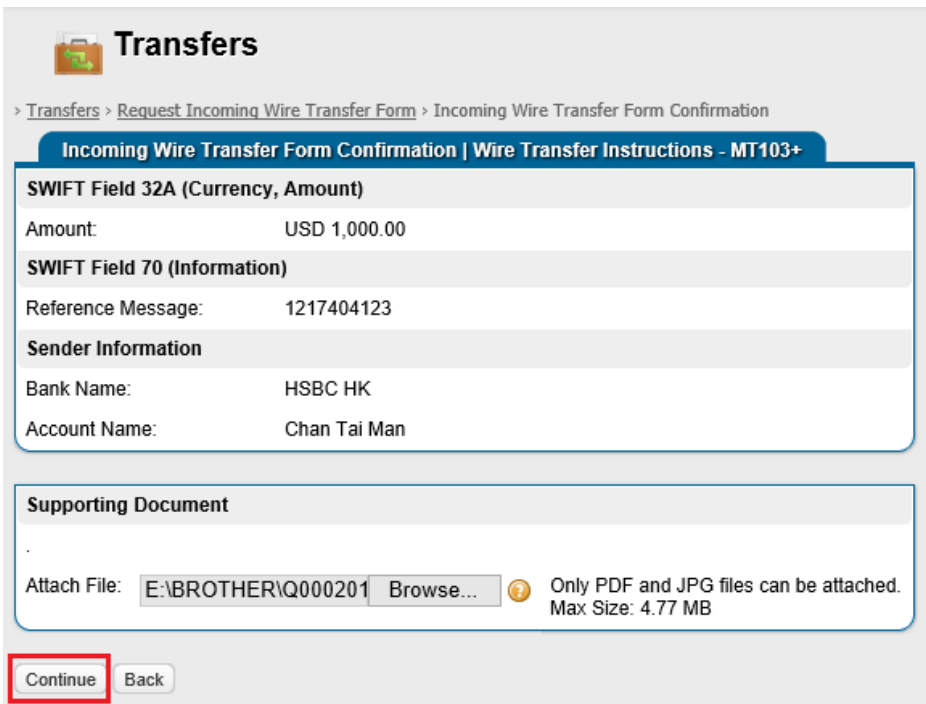
7. The message "**The transaction has been requested**" appeared and please click the button "**Done**" or "**Print**" to generate a hardcopy of this new created instruction request.
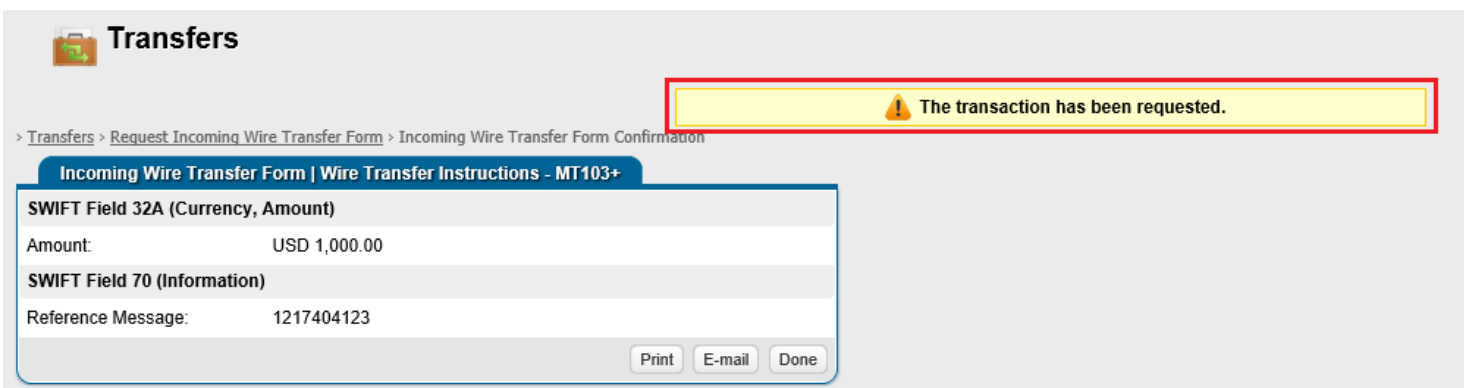
Procedures for checking the status of Incoming Wire Transfer

1. Please click the button "**Account**"

2. The new created transaction shows in the list with the status "**Pending**" and please click the highlighted Transaction ID for the details information.

Date / Time	Transaction ID	Transaction Description	Debit	Credit	Available Balance	Status
/2015 11:18 AM	81	Incoming Wire Transfer - HSBC HK - Chan Tai Man		1,000.00	0.00	Pending

3. The status will be updated in our bank system according to the different stages of transaction processing. Please check the status of transaction through this system.

<END>