



# How to Manage Payment Rules

1. Under the "Payment Rules Management" section, locate the payment rule you want to modify, and select **Modify Rule**.
2. Under the "**Set Rule Limits**" section, make the desired changes to the payment rules.
3. At the bottom of the page click **Review**.

The screenshot displays the "Payment Rules Management" interface. It is divided into two sections. The top section, titled "Active Payment Rules", shows a tab for "Wire" and a "Book Transfer" tab. Below this, the "Rule Limit Details" section displays a table with columns for "Approver Limits", "Minimum Amount", "Maximum Amount", and "Number of Approvers". The values shown are \$ 0 USD, \$ 999999999.99 USD, and 1. A yellow circle with the number "1" highlights the "Modify Rule" button at the bottom right of this section. The bottom section, also titled "Active Payment Rules", shows the "Wire" tab selected. A yellow circle with the number "2" highlights the "Set Rule Limits" button. Below this, the "Payments from" field is set to "\$" and "0 USD", with a note "To bank maximum limit." The "Required Approvers" field is set to "1". A yellow circle with the number "3" highlights the "Review" button at the bottom right of this section.

4. At the bottom of the page, click **Submit** to finalize the payment rule change.

Active Payment Rules

[Wire](#) [Book Transfer](#)

Rule Limit Details [Edit](#)

Approver Limits	Minimum Amount	Maximum Amount	Number of Approvers
	\$ 0	\$ 999999.99	1
	\$ 1000000	\$ 4999999.99	2
	\$ 5000000	to bank max	3
	Minimum Amount	Maximum Amount	Number of Approvers

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