



1. Select the "Business Banking" menu and then select "Payments".

The screenshot shows the Red River Bank Business Banking dashboard. At the top, there is a navigation bar with links for Home, Transfers & Payments, Business Banking (highlighted), Services, Settings, Messages (with a notification badge), and Log Off. Below the navigation bar, the page title is "Business Banking". Underneath, there is a section titled "PAYMENTS & TRANSFERS" containing six tiles: Positive Pay, Recipients, Tax Payments, Payments (highlighted with a red arrow), ACH Reporting, and Remote Deposit Capture. Below this section is a "BUSINESS MANAGEMENT" section.

2. Select "New Payment" and choose either "ACH Batch" (Credit File) or "ACH Collection" (Debit File).

The screenshot shows the Red River Bank Payments Hub. At the top, there is a navigation bar with links for Home, Transfers & Payments, Business Banking (highlighted), Services, Settings, Messages (with a notification badge), and Log Off. Below the navigation bar, the page title is "Payments Hub". Underneath, there is a section titled "MAKE A PAYMENT" with a "New Payment" button. A dropdown menu is open, showing options for ACH, Wire, and Other. Under ACH, there are sub-options for ACH Batch and ACH Collection (highlighted with a red arrow). Below the dropdown menu, there is a table with columns for Name, Type, Recipients, Last Paid Date, Last Paid Amount, and Actions.





Red River Bank-Treasury Management

ACH-One Time Payments

3. Select a "SEC Code" (PPD-personal, CCD-Business), complete "Company Entry Description" if needed, select "From Subsidiary", select "Account" and select "Effective Date". If you are choosing Same Day effective date you will have to agree to the additional same day fee.



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Good Afternoon, Edwin Lagarde

Home Transfers & Payments Business Banking Services Settings Messages Card Controls Log Off

ACH Batch [Change Type](#)

[Upload From File](#)

Origination Details

SEC Code

....Select a SEC Code....

Company Entry Description

Max 10 characters

From Subsidiary

Transfer Test Business 1
*****4871

Account

Payroll
8104 \$28.98

Effective Date

Recurrence

None

4. Search for the "Recipient/Account" in the "Search by name or account field".

Recipients (1) Filters: All Pre-Notes

+ Add multiple recipients

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ 0.00
+ Add another recipient	

\$0.00
1 payments (1 for \$0.00)

Cancel Draft Approve



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Red River Bank-Treasury Management

ACH-One Time Payments

5. Enter the "Amount" of the transaction.

Recipients (1) Filters: All Pre-Notes Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ 0.00
+ Add another recipient	

\$0.00
1 payments (1 for \$0.00) Cancel Draft Approve

6. Select "Approve" if you have full access to draft and approve ACH transactions, or select "Draft" if you are using dual control. If you select Approve, you can view your transaction in the Online Activity Center. If you select Draft, your company Approver can approve the transaction in the Online Activity Center.

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Home Transfers & Payments Business Banking Services Settings Messages Card Controls Log Off

Origination Details

SEC Code PPD - Prearranged Payment and Deposit Company Entry Description Max 10 characters From Subsidiary Transfer Test Business 1 *****4871

Account Payroll 8104 \$28.98

Effective Date 02/10/2025 Recurrence Set schedule

Recipients (1) Filters: All Pre-Notes Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
ABC Company123 Checking 123456854123	\$ 1.00
+ Add another recipient	

\$1.00
1 payments Cancel Draft Approve

