



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

The screenshot shows the Red River Bank Business Banking interface. At the top, there is a navigation bar with links for Home, Transfers & Payments, Business Banking, Services, Settings, Messages, and Log Off. Below the navigation bar, the page title is "Business Banking". Underneath, there is a section titled "PAYMENTS & TRANSFERS" which contains five cards: Positive Pay, Recipients, Tax Payments, Payments, and ACH Reporting. The "Payments" card is highlighted with a red arrow. Below this section is a "BUSINESS MANAGEMENT" section.

2. Select "New Template". The Select the template type.

The screenshot shows the Red River Bank Payments Hub interface. At the top, there is a navigation bar with links for Home, Transfers & Payments, Business Banking, Services, Settings, Messages, Card Controls, 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. Below this, there is a section titled "PAYMENT TEMPLATES" with a "New Template" button. A dropdown menu is open from the "New Template" button, showing a search bar and a list of template types: ACH, ACH Batch, ACH Collection, Wire, and Domestic Wire. A red arrow points to the "Wire" option. Below the dropdown, there is a table with columns for Recipients, Last Paid Date, Last Paid Amount, and Actions. The table contains one row with the value "1" in the Recipients column.





Red River Bank-Treasury Management

ACH-Creating a New Template

3. Enter a "Template Name", Select an "SEC Code", use "Company Entry Description" (only if RRB has given a value to enter), select "From Subsidiary", and select "Account".

RED RIVER BANK
FDIC FDIC-insured - Backed by the full faith and credit of the U.S. Government

Good Evening, Edwin Lagarde

Home Transfers & Payments Business Banking Services Settings Messages 64 Card Controls Log Off

Template Properties

Template Name

Template Access Rights
8 of 9 user roles selected

Origination Details

SEC Code

Company Entry Description

From Subsidiary

Account

Payroll
8104 \$28.98

4. Select the "Recipient/Account".

Note-If you use the "Search by name or account field" and begin to type your recipients name or account number it will auto populate.

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

+ Add multiple recipients

Recipient/Account	Amount
<input type="text" value="Ab"/>	\$ 0.00
+ Add another recipient	

ABC Company123
ABC Company123
Checking 123456854123

ABC Corp
ABC Corp

\$0.00
1 pay

Cancel Save



Member
FDIC

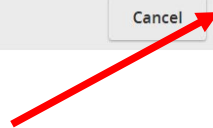


Red River Bank-Treasury Management

ACH-Creating a New Template

5. Select "Save" when complete.

\$0.00 1 payments (1 for \$0.00)	Cancel	Save
-------------------------------------	--------	------



Member
FDIC