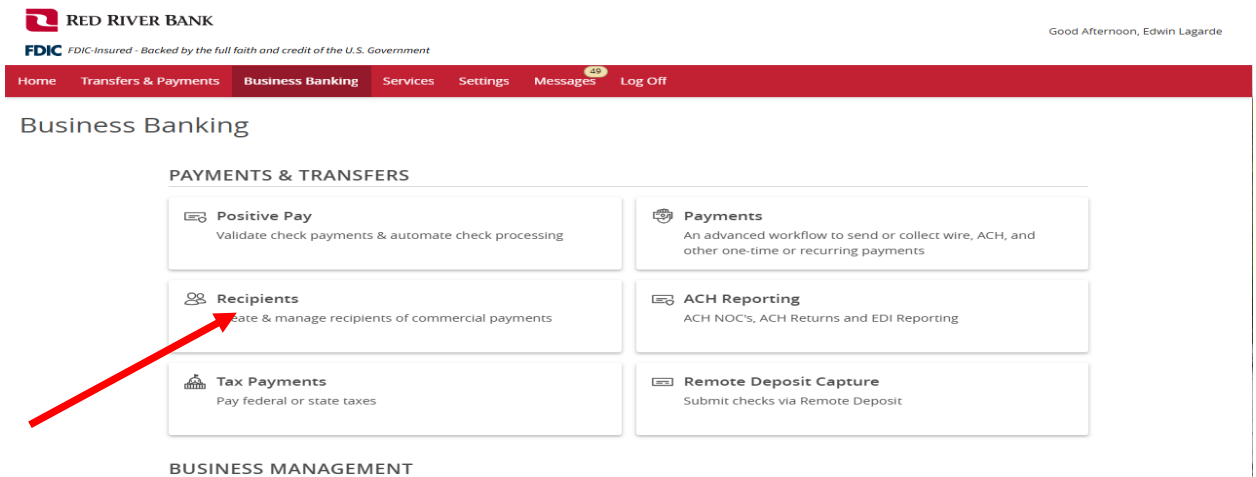




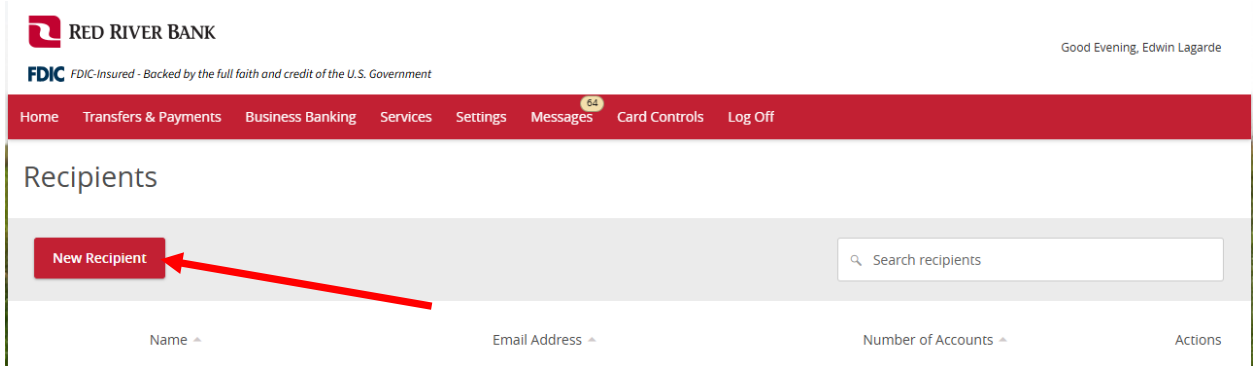
Note: A “Recipient” formally known as a “Payee” is an individual or a company which is either debited or credited via ACH and or Wire.

Creating a New Recipient

1. Select the “Business Banking” menu and then select “Recipients”.



2. Select “New Recipient”.



3. Enter “Display Name” and “Email Address”.

Note: “Send e-mail notifications” generates an email to the recipient at the time the ach or wire transaction is processed. The email message does not contain confidential information.





Add Recipient

Display Name * Email Address Send email notifications for template payments

4. Select the "Payment Type".

Note-Payment Type "ACH and Wire" displays fields corresponding with both ACH and wires. Complete all required fields designated with an asterisk (*).

Account - New N/A

Payment Type: ACH and Wire (selected), ACH Only, Wire Only, ACH and Wire (highlighted), Financial Institution (FI) Refined Search

Beneficiary Type: Domestic

Account *

ACH Routing Number *

Note-Payment Type "ACH and Wire" displays fields corresponding with both ACH and wires. Complete all required fields designated with an asterisk (*).

Note-"The Financial Institution FI" search function allows for a dynamic search of domestic banks and credit unions. Enter the FI name or routing number and the information will auto populate.

Payment Type: ACH and Wire

Beneficiary Type: Domestic

Account Type *

Account *

Financial Institution (FI) Refined Search

ACH Routing Number *

Beneficiary FI ⓘ

Name *

Country *

FI ABA Number *

Address 1

Address 2

City

State

Postal Code

Intermediary FI ⓘ

Name

Country

Wire Routing Number

Address 1

Address 2

City

State

Postal Code





Note-Payment Type “ACH Only” displays fields corresponding with only ACH. Complete all required fields designated with an asterisk (*).

Account - New N/A

Payment Type
ACH Only

Account Type * Account *
Select Account Type

Financial Institution (FI) Refined Search ACH Routing Number *
Search by name or routing #.

Note-Payment Type “Wire Only” displays fields corresponding with only ACH. Complete all required fields designated with an asterisk (*).

Payment Type: Wire Only

Beneficiary Type: Domestic

Account * Financial Institution (FI) Refined Search
Search by name or routing #.

Beneficiary FI ⓘ

Name * Country * FI ABA Number *
United States

Address 1 Address 2 City

State Postal Code
Select State

Intermediary FI ⓘ

Name Country Wire Routing Number
United States

5. Select the “Check Mark” when done with required fields.

Recipient Details ^



6. Complete all required fields in the "Recipient Details" section and select "Save Recipient".

Note-The Address fields are for the recipients address. This is required for wires.

Recipient Details ^

Wire Name * ⓘ	ACH Name * ⓘ	ACH ID ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Address 1 *	Address 2
<input type="text" value="United States"/> ▼	<input type="text"/>	<input type="text"/>
City *	State *	ZIP *
<input type="text"/>	<input type="text" value="Select State"/> ▼	<input type="text"/>

Templates (0) ▼



Existing Recipient

1. Select the Ellipses next to an existing recipient to display available options. You can "Edit", "Delete" or view "Payment History". Please note the "Payment History" will only be available from 2/10/25 going forward.

Home	Transfers & Payments	Business Banking	Services	Settings	Messages 64	Card Controls	Log Off
Emma (employee id)					1	⋮	
frankj						⋮	
hank						⋮	
Happy Day					1	⋮	

