

Red River Bank-Treasury Management

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".

RED RIVER	RED RIVER BANK								
FDIC FDIC-Insured - Back	FDIC FDIC Insured - Backed by the full faith and credit of the U.S. Government								
Home Transfers & Pa	yments Business Banking	Services Settings	Messages	Log Off					
Business Ba	anking								
	PAYMENTS & TRANS	FERS							
	Positive Pay Validate check payment	s & automate check prod	cessing	Payments An advanced workflow to send or collect wire, ACH, and other one-time or recurring payments					
	Recipients eate & manage recipi	ents of commercial payn	nents	CH Reporting ACH NOC's, ACH Returns and EDI Reporting					
	A Tax Payments Pay federal or state taxes			Remote Deposit Capture Submit checks via Remote Deposit					
	BUSINESS MANAGEN	IENT							

2. Select "New Recipient".

RED RIVER BANK								Good Evening, Edwin Lagarde	
FDIC	FDIC-Insured - Backed by the ful	l faith and credit of the U.S.	Government						
Home	Transfers & Payments	Business Banking	Services	Settings	Messages	Card Controls	Log Off		
Rec	ipients								
N	ew Recipient							۹ Search recipients	
	Name 🔺			Ema	ail Address 🔺			Number of Accounts 🔺	Actions

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.



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Recipient Management (Payee)

Display Name *	Email Address	
		Send email notifications for template payment

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 (*).

Payment Type		Beneficiary Type		
ACH and Wire	\sim	Domestic		
ACH Only		Account *		
Wire Only				
ACH and Wire				
Financial Institution (FI)	Refined Search	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	Beneficiary Type	
ACH and Wire	✓ Domestic	\sim
Account Type *	Account *	
Select Account Type	\sim	
Financial Institution (FI) Refi	ned Search ACH Routing Number *	
Search by name or routing #.		
seneficiary Fl 💿		
Name *	Country *	FI ABA Number *
	United States	\sim
Address 1	Address 2	City
State	Postal Code	
Select State	\sim	
Intermediary Fl 💿		
Name	Country	Wire Routing Number
	United States	
Address 1	Address 2	City





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	\sim			
Account Type *		Account *		
Select Account Type	\sim			
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	Beneficiary Type	
Wire Only 🗸	Domestic	
Account *	Financial Institution (FI) Refined Sear	ch
	Search by name or routing #.	
Beneficiary Fl 💿		
Name *	Country *	FI ABA Number *
	United States	
Address 1	Address 2	City
State	Postal Code	
Select State 🗸		
Intermediary Fl 💿		
Name	Country	Wire Routing Number
	United States	

5. Select the "Check Mark" when done with required fields.

Search by name or routing #.	
Recipient Details	^





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Recipient Management (Payee)

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 ③	
Country	Address 1 *	Address 2	
United States			
City *	State *	ZIP *	
	Select State	~	
Templates (0)			~
		Cancel Sa	ave Recipient

Existing Recipient

 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.

Hor	ne Transfers & Payments	Business Banking	Services	Settings	Messages	Card Controls	Log Off		
	Emma (employee id)							1	
	rankj							Edit	
	aank							Delete	-
								Payment History	
	Нарру Day							1	:

