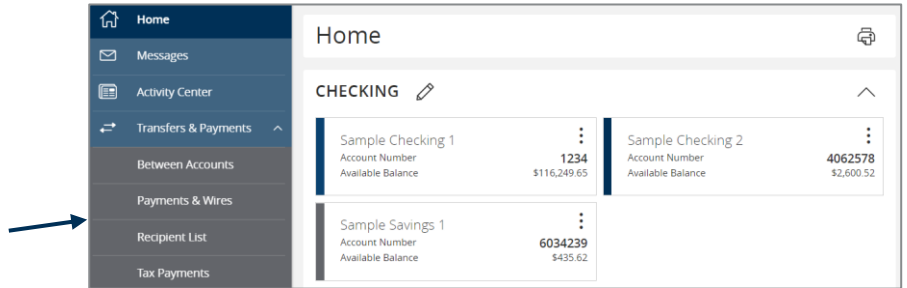
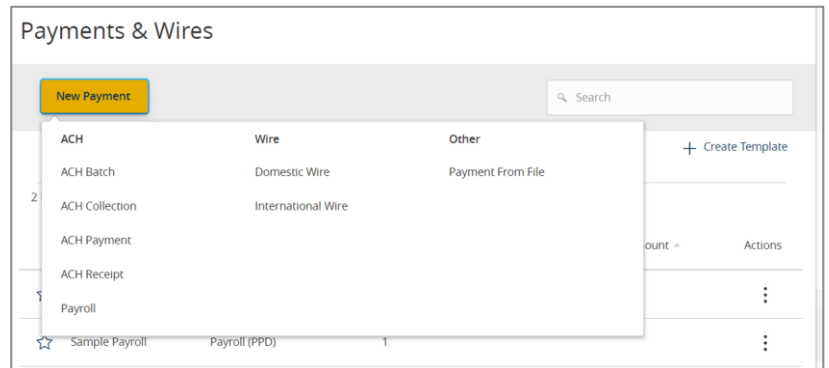


1. Select the 'Transfers & Payments' menu and then 'Payments & Wires'.



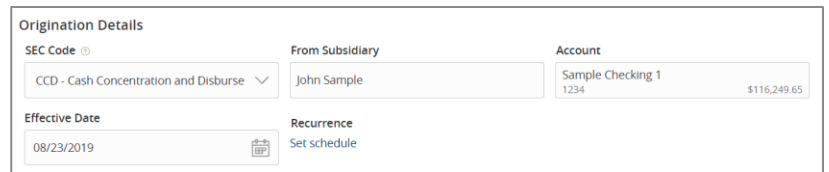
2. Select the desired transaction type within the 'New Payment' drop down menu.



3. Select the desired ACH Class Code.

NOTE: Payroll transactions will automatically default to an ACH Class Code of PPD.

4. Select the 'From Subsidiary'.
5. Select the offset 'Account'.
6. Select the 'Effective Date'.
7. **Optional:** Click 'Set schedule' to set up the wires as recurring transactions.



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8. Select how often the transaction should repeat.
9. Designate when the transaction should stop.
 - a. Click the 'Forever (Until I cancel)' to setup an indefinite recurrence.

Schedule Recurring Transaction ✕

How often should this transaction repeat?

1st of the month Last day of the month

1st & 15th of the month 15th & last day of the month

Weekly Every other week

Monthly Quarterly

Semi-annually Yearly

When should this transaction stop?

Forever (Until I cancel)

Save

- b. Click the calendar and select a date to designate a specific date to stop the recurrence.

10. Click 'Save' to save the recurrence setup.

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Schedule Recurring Transaction

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Save

11. Click the '+Add multiple recipients' link to select multiple recipients at one time.

Recipients (6)

Find recipients in payment

+ Add multiple recipients

12. Select the desired recipients and click 'Add' when done.

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

- ACH Recipient
Checking 123456789
- Joe Sample (13456)
Checking 12345
- Sample Recipient (12345)
Checking 12345
- Another Recipient
Savings 987654321
- Joe Sample (13456)
Savings 23456

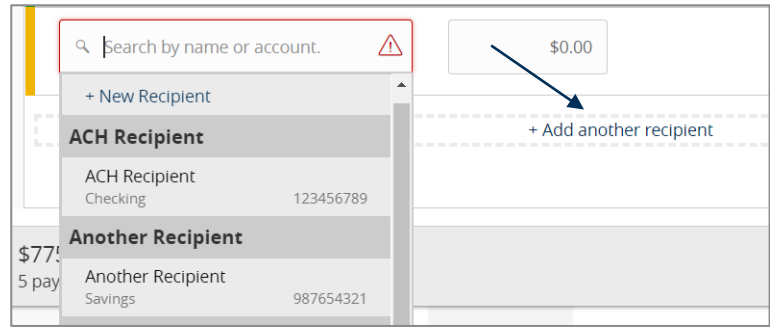
Cancel Add (5)

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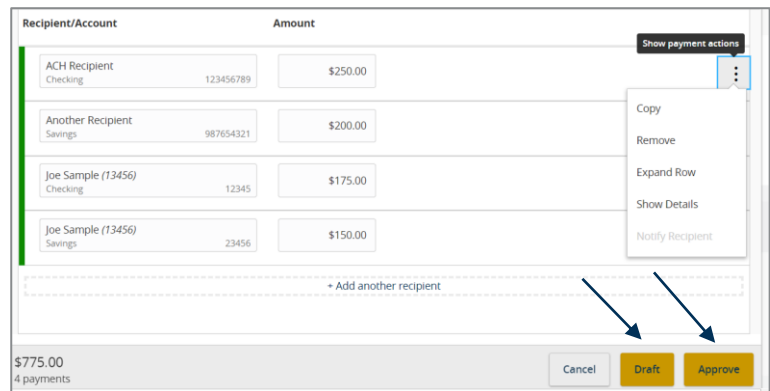
13. Click the '+Add another recipient' link to add an individual wire transfer.

14. Select an existing recipient from the drop-down menu or select '+New Recipient' to create a new recipient.

NOTE: Reference the 'Recipient Management' setup document for information regarding the setup of a new recipient.



15. Review the information on the screen for accuracy and then select 'Approve' to authorize the wires or 'Draft' to only draft the



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