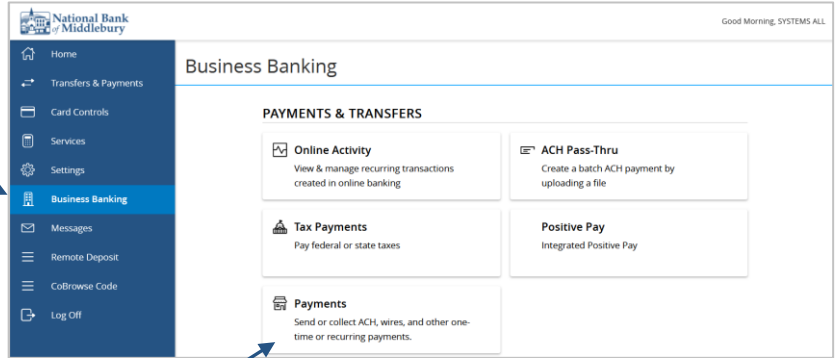


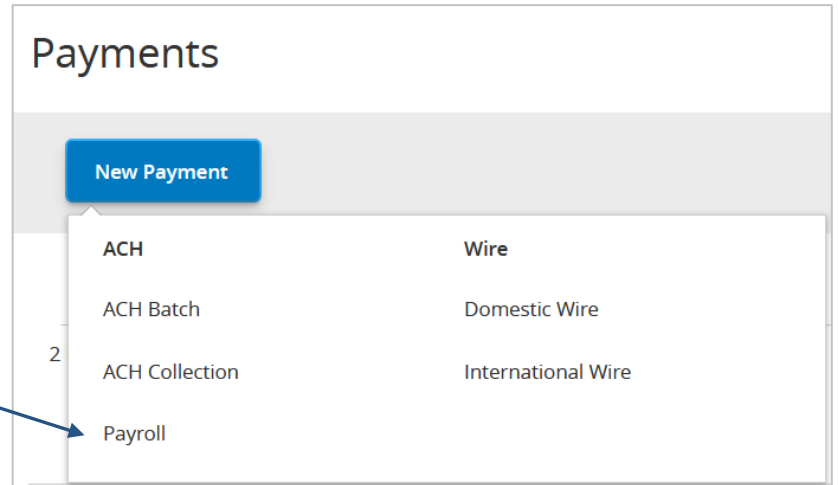


1. Select the 'Business Banking' menu and then select 'Payments'.

**NOTE:** The 'Split Payments' option is only available for Payroll transactions.



2. Three options are available.
  - a. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.



- b. Click 'Create Template' and select the 'Payroll' option to create a new payroll template.

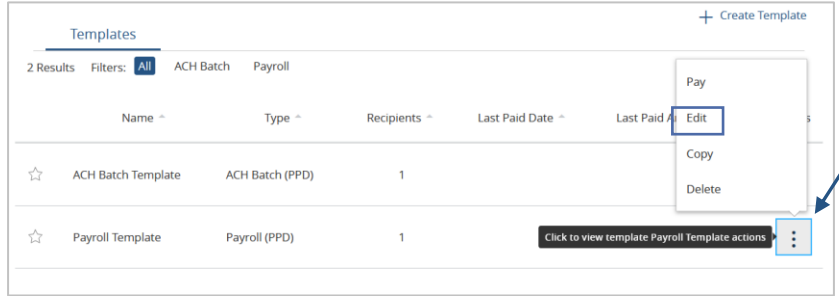


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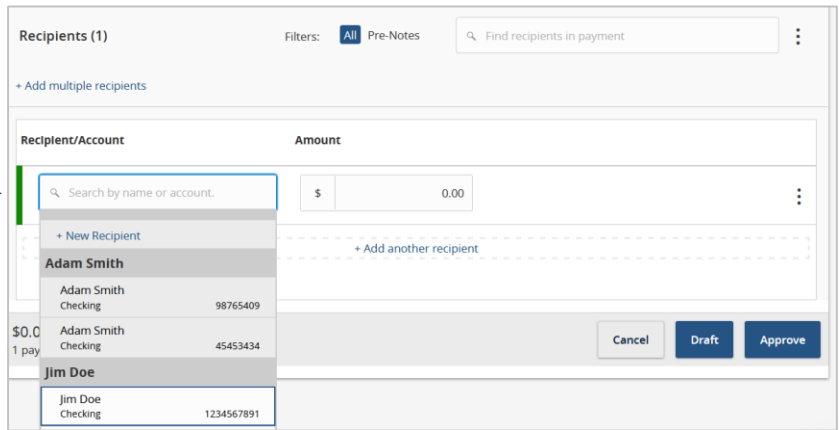




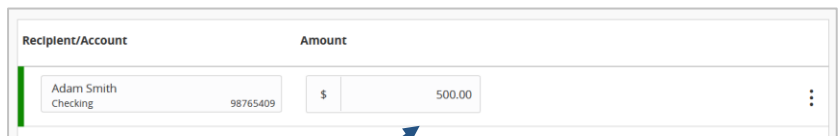
- c. Click the 'template actions' icon and select 'Edit' to work with an existing Payroll template.



- 3. Select the desired recipient's primary account from the drop down list of existing recipients.



- 4. Enter total dollar amount of the payroll transaction.



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- Click the 'Show payment actions' icon and select the 'Split Payment' option.

- Select the recipient's secondary account from the drop-down list.

- Enter the desired dollar amount to be allocated to the secondary account. Then select Draft or Approve, depending on user entitlement.

**NOTE:** The dollar amount allocated to the primary account will be automatically reduced in accordance with the total dollar amount of the payroll transaction.

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