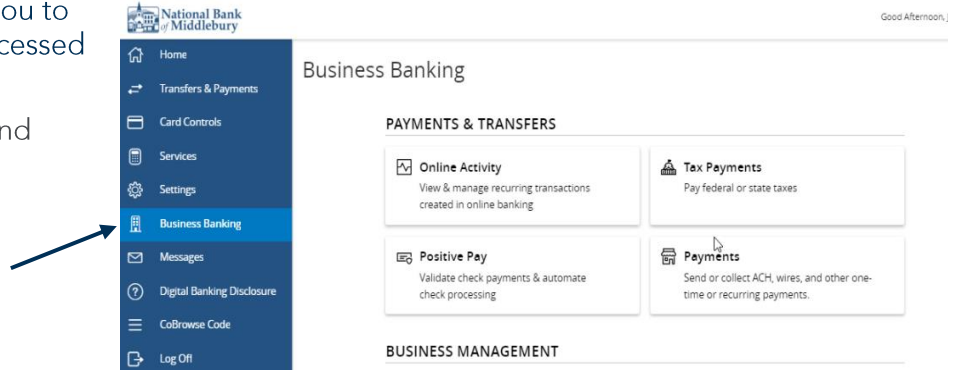
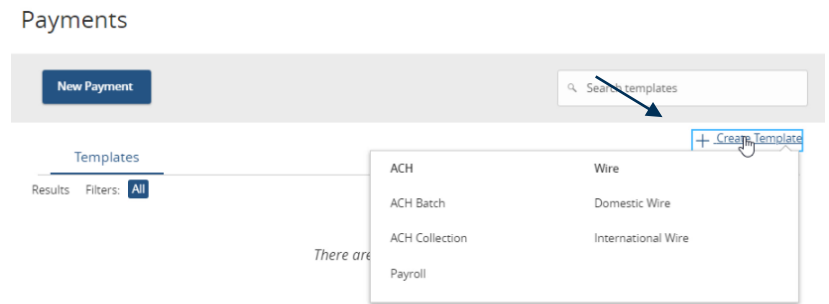


NOTE: A Commercial Template allows you to save payment information that can be accessed in the future.

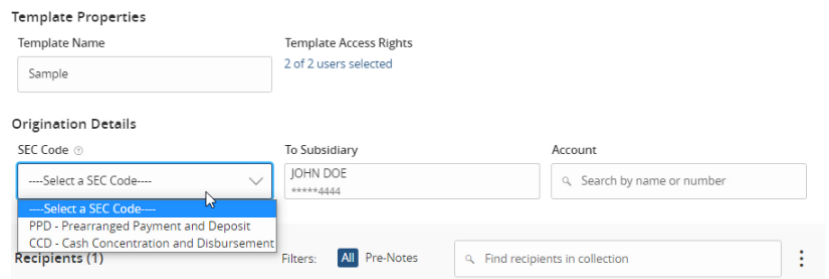
1. Select the 'Business Banking' menu and then select 'Payments'.



2. Select 'Create Template' and the desired payment type.



3. Designate a 'Template Name'.
4. Select an 'SEC Code'.
5. Select a 'Subsidiary'.
6. Select an offset 'Account'.



Questions? We're here to help.
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National Bank of Middlebury

Payment Template Creation

- 7. Click the link below 'Template Access Rights'.
- 8. Select the User Role(s) who should have access to the template.

NOTE: A User Role will appear as greyed out if the feature allowing access to all templates is enabled. This overrides the ability to remove template access from the corresponding User Role.

SELECT USER(S)

Select All | Deselect All

Sample User Demo User

Done

- 9. Click the '+Add multiple recipients' link to add multiple recipients to the template.

Recipients (1) Filters: **All** Pre-Notes

[+ Add multiple recipients](#)

- 10. Select the desired recipients and click the 'Add' button when done.

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

<input type="checkbox"/> Jane Smith Savings	987654321	<input checked="" type="checkbox"/> John Smith Checking	123456789
--	-----------	--	-----------

Cancel **Add (1)**

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11. Enter a dollar amount for each linked recipient.

NOTE: The amount may be left as \$0.00 if the amount will differ from file to file.

12. Review the information on the screen for accuracy and then select 'Save'.

The screenshot shows a web interface for creating a payment template. At the top, there are two columns: 'Recipient/Account' and 'Amount'. The 'Amount' column has a text input field with a dollar sign and the value '0.00'. Below the columns is a search bar with the text 'Search by name or account.' and a red warning triangle icon. Below the search bar is a list of recipients. The first recipient is 'Jane Smith' with 'Savings' and account number '987654321'. The second recipient is 'John Smith' with 'Checking' and account number '123456789'. There are buttons for '+ New Recipient' and '+ Add another recipient'. At the bottom right, there are 'Cancel' and 'Save' buttons. An arrow points to the 'Save' button.

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