



NOTE: A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

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

New Recipient

2. Click the 'New Recipient' button.

Name	Email Address	Number of Accounts	Actions
Jane Smith	smith123@abc.com	1	⋮
John Smith	smith@abc.com	1	⋮

3. Enter 'Display Name and 'Email Address'.

NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or wire transaction is processed by Mutual of Omaha Bank. The email message does not contain confidential information.

4. Select the 'Payment Type' which designates the transaction type(s) for which the account is eligible.

- a. Payment Type 'ACH and Wire' displays fields corresponding with both ACH and wires. Complete all

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required fields designated with an asterisk.

NOTE: The Financial Institution (FI) search function allows for the dynamic search of domestic banks and credit unions. Enter the FI name or ABA number in the field. When the desired FI has been selected, the corresponding ACH Routing Number and Wire Beneficiary FI information will automatically populate.

b. 'Payment Type 'ACH Only' displays fields corresponding with only ACH. Complete all required fields designated with an asterisk.

The screenshot shows the 'Account - New' form with the 'ACH and Wire' tab selected. The 'Payment Type' dropdown is set to 'ACH Only'. Below it, the 'Account Type *' dropdown is set to 'Select Account Type'. The 'Account #' field is empty. The 'Financial Institution (FI)' search field contains the text 'Search by name or routing #.' The 'ACH Routing Number #' field is empty. There are 'X' and checkmark buttons at the bottom right.

c. Payment Type 'Wire Only' displays fields corresponding with only wires. Complete all required fields

d. designated with an asterisk.

The screenshot shows the 'Account - New' form with the 'ACH and Wire' tab selected. The 'Payment Type' dropdown is set to 'Wire Only'. The 'Beneficiary Type' dropdown is set to 'Domestic'. The 'Account #' field is empty. The 'Financial Institution (FI)' search field contains the text 'Search by name or routing #.' There are 'X' and checkmark buttons at the bottom right.

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Recipient Management

- 5. Click the check mark when the account setup is complete.

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

Done - accept adding account to recipient

- 6. Select 'Add another account' to add an additional account or select 'Save Recipient' to complete the setup.

Display Name * Email Address *

Test User test@abc.com Send email notifications for template payments

Accounts (1) [+ Add account](#)

- 7. Complete all required fields in the 'Recipient Details' section.

NOTE: Address fields within 'Recipient Details' are for the recipient's address. This is required for Wire Transfers.

Recipient Details

Wire Name * ACH Name * ACH ID *

Country Address 1 * Address 2

City * State * ZIP *

Templates (0)

Cancel Save Recipient

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