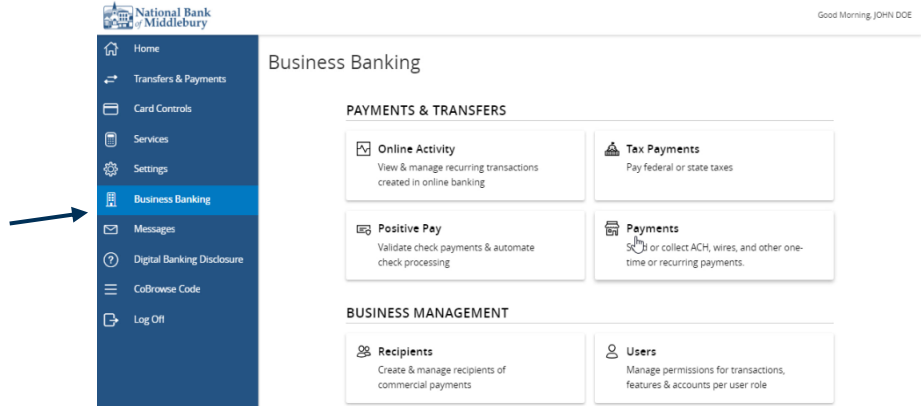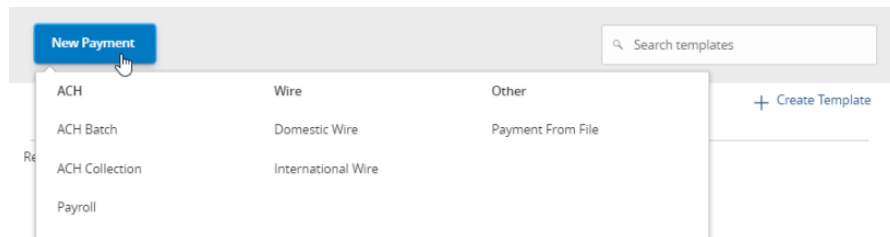1. Select the 'Business Banking' menu and then 'Payments'.

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

3. Select the desired SEC Code.

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

4. Select the 'From Subsidiary'.

5. Select the offset 'Account'.

6. Select the 'Effective Date'.

Questions? We're here to help.
Customer Service: 877.508.8455

7. **Optional:** Click 'Set schedule' to set up the ACH as recurring transactions.

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.

    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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Recipients (1)   Filters: **All** Pre-Notes   🔍 Find recipients in collection ⋮

+ Add multiple recipients

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

SELECT MULTIPLE RECIPIENT ACCOUNTS

🔍

Select All | Clear All

☐ Jane Smith   987654321   ☑ John Smith   123456789
   Savings   Checking

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

Cancel   Add (1)

Recipient/Account   **Amount**

🔍 Search by name or account. $ 0.50

+ New Recipient

Jane Smith   + New Recipient

Jane Smith $ 1.00
Savings   987654321

+ Add another recipient

John Smith

John Smith
Checking   123456789

$1.5   Matched 2 recipient account(s).
2 coll...
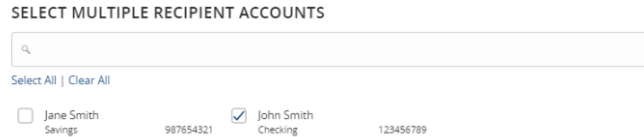
13. Click the '+Add another recipient' link to add an individual ACH transfer.

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.
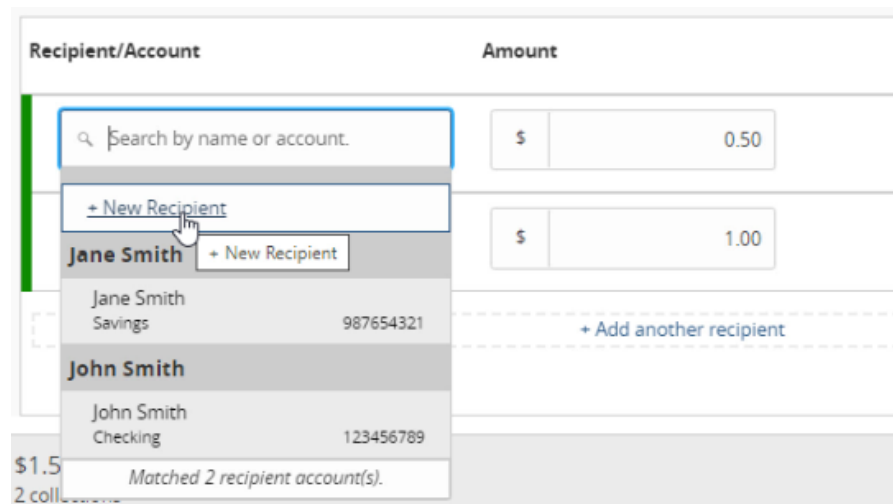
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EQUAL HOUSING LENDER   Member FDIC

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

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