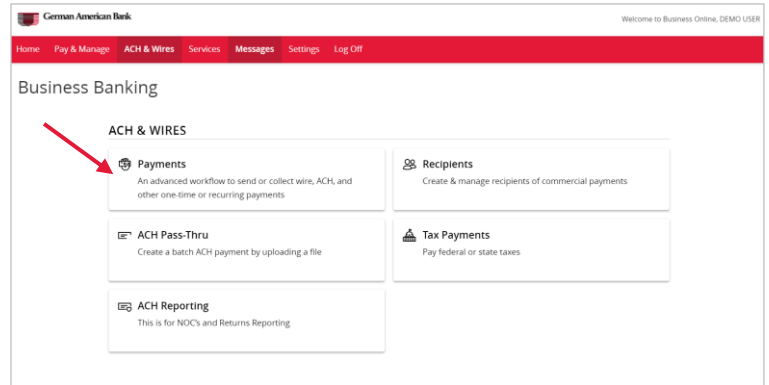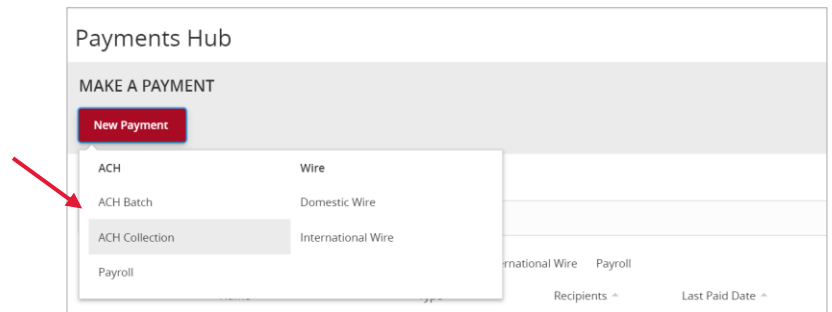**German American Bank**

1. Select the 'ACH & Wires' menu and then select 'Payments'.
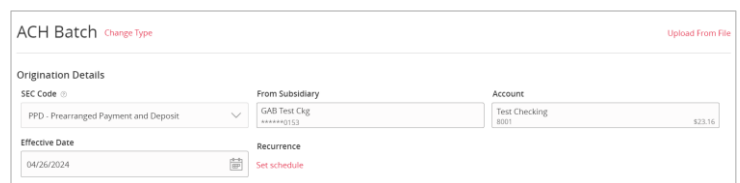

1. Select the desired transaction type within the 'New Payment' drop down menu.

2. Select the desired ACH Class Code.

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

   a. PPD class code - Personal

   b. CCD class code - Corporate

3. Select the 'Subsidiary'.

4. Select the offset 'Account'.

5. Select the 'Effective Date'.

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6. Click 'Set schedule' to set up the transaction in a recurring series if needed.

7. Select how often the transaction should repeat.

8. 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.
9. Click 'Set Recurring Transaction' to save the recurrence setup.

NOTE: Steps 6-9 are optional.

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

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

+ Add multiple recipients

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

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

☑ 1111111111111 (111...	☐ Alicia Berry	☐ chris test
Checking 4737986634	Checking 112233	Checking 1122
☑ ACH Recipient	☐ Alicia Berry	☐ chris test
Checking 123456789	Checking 112233	Checking 1122
☐ ACH Recipient	☑ Another Recipient	☐ Cisco Oil
Savings 113231321	Savings 987654321	Checking 4567
☐ ADVANTIX DEVELOP...	☑ Building Owner LLC (...	☐ Cisco Systems - Cont...
Checking 1075701901	Savings 108273335	Checking 789456
☐ Alicia Berry	☐ Catherine Test (4567...	☐ Clover Food Delivery
Checking 7115288	Savings 1001558020	Checking 467979

‹ 1 of 5 ›

Cancel   **Add (4)**

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12. 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.

13. Enter the dollar amount for each transaction.

NOTE: Leave the dollar amount as $0.00 for any transaction that needs to be sent as a prenote.

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

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