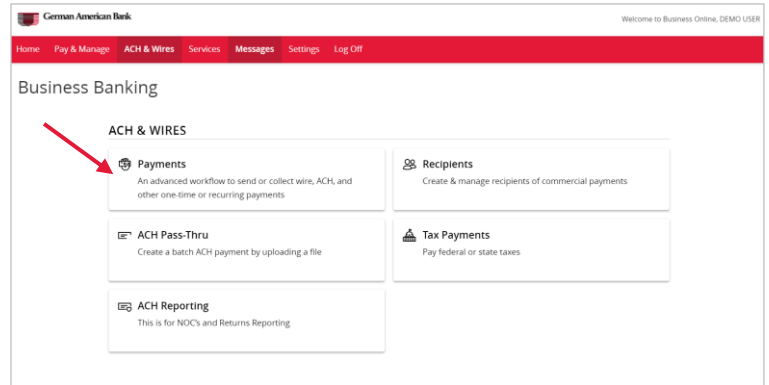
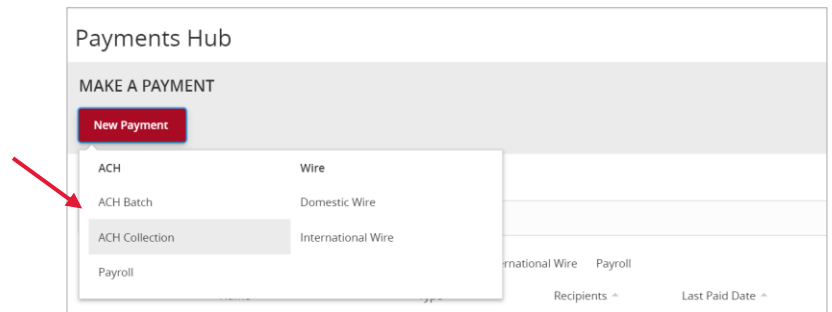




1. Select the 'ACH & Wires' menu and then select 'Payments'.



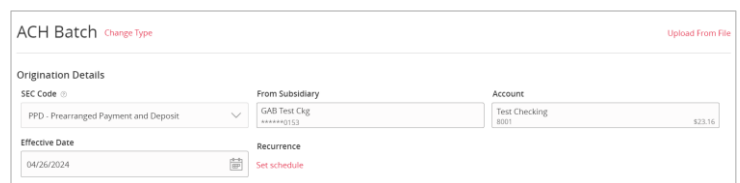
1. Select the desired transaction type within the 'New Payment' drop down menu.



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'.





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

ACH Batch Change Type Upload From File

Origination Details

SEC Code: PPD - Prearranged Payment and Deposit

From Subsidiary: GAB Test Ctg \*\*\*\*\*0153

Account: Test Checking 8001 \$23.16

Effective Date: 04/26/2024

Recurrence Set schedule

7. Select how often the transaction should repeat.

### Schedule Recurring Transaction

How often should this transaction repeat?

1st Of The Month

Every Other Week

Last Day Of The Month

Monthly

1st & 15th Of The Month

Quarterly

15th & Last Day Of The Month

Semi-Annually

Daily (Monday - Friday)

Yearly

Weekly

8. Designate when the transaction should stop.

- Click the 'Forever (Until I cancel)' to setup an indefinite recurrence.
- 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.

### When should this transaction stop?

On/Before Date

After  occurrence(s)

Forever (Until I Cancel)

NOTE: Steps 6-9 are optional.



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

|                                     |   |                                     |   |                          |  |
|-------------------------------------|---|-------------------------------------|---|--------------------------|--|
| <input checked="" type="checkbox"/> | 1111111111111111 (111...<br>Checking 4737986634 | <input type="checkbox"/>            | Alicia Berry<br>Checking 112233               | <input type="checkbox"/> | chris test<br>Checking 1122                |
| <input checked="" type="checkbox"/> | ACH Recipient<br>Checking 123456789             | <input type="checkbox"/>            | Alicia Berry<br>Checking 112233               | <input type="checkbox"/> | chris test<br>Checking 1122                |
| <input type="checkbox"/>            | ACH Recipient<br>Savings 113231321              | <input checked="" type="checkbox"/> | Another Recipient<br>Savings 987654321        | <input type="checkbox"/> | Cisco Oil<br>Checking 4567                 |
| <input type="checkbox"/>            | ADVANTIX DEVELOP...<br>Checking 1075701901      | <input checked="" type="checkbox"/> | Building Owner LLC (...<br>Savings 108273335  | <input type="checkbox"/> | Cisco Systems - Cont...<br>Checking 789456 |
| <input type="checkbox"/>            | Alicia Berry<br>Checking 7115288                | <input type="checkbox"/>            | Catherine Test (4567...<br>Savings 1001558020 | <input type="checkbox"/> | Clover Food Delivery<br>Checking 467979    |

< 1 of 5 >

Cancel **Add (4)**



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.

**Recipient/Account**

Search by name or account.

- + New Recipient
- 111111111111
- 111111111111 (1111111111111111)  
Checking 4737986634

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.

| Recipient/Account                              | Amount    |
|--|-----------|
| ACH Recipient Checking 123456789               | \$ 500.00 |
| ACH Recipient Checking 123456789               | \$ 250.00 |
| Another Recipient Savings 987654321            | \$ 0.00   |
| Building Owner LLC (8815912) Savings 108273335 | \$ 750.00 |
| Clover Food Delivery Checking 407979           | \$ 0.00   |

+ Add another recipient

\$1,500.00  
5 payments (2 for \$0.00)

Cancel Draft Approve