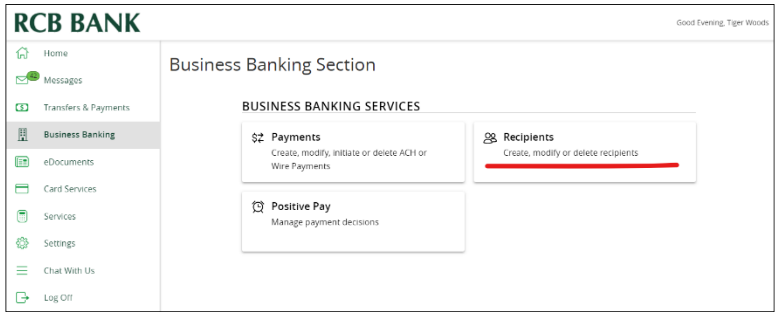
Adding a Recipient

In the navigation menu, select Business Banking.

Click on the Recipients Tile.

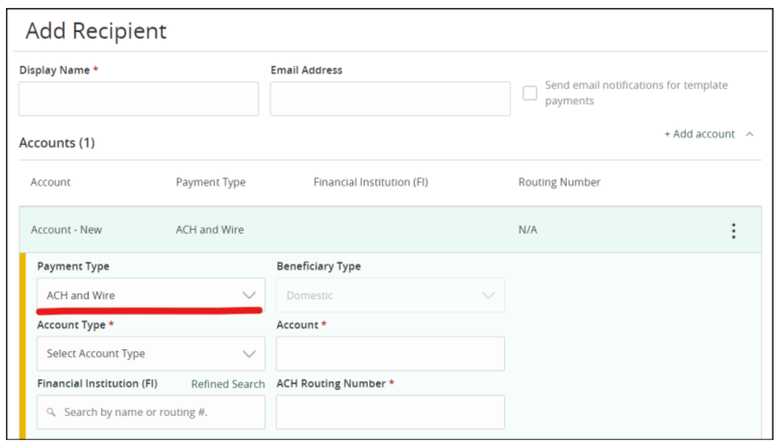


Select the New Recipient button.

On the Add Recipient page, enter the Display Name.

(Optional) Enter the recipient Email Address, then select the check box to send email notifications for template payments.

In the Accounts sections, select a Payment Type, then do one of the following:



For an ACH Only payment type, do the following:

- Select an Account Type.
- Enter an Account number.
- In the Financial Institution (FI) field, enter the FI's name or routing number, then select your FI. This populates the ACH Routing Number field.

For a Wire Only payment type, do the following:

- Select a Beneficiary Type.
- Enter an Account number.
- In the Financial Institution (FI) field, enter the FI's name or routing number, then select your FI. This populates the fields in the Beneficiary FI section. If the FI uses a

correspondent or intermediary bank for wires, this will also populate the Receiving FI or Intermediary FI fields.

- (Optional) In the Receiving FI section, enter the Name and Wire Routing Number.
- (Optional) In the Intermediary FI, enter the Name, Wire Routing Number, Address, City, State, and Postal Code.

For an ACH and Wire payment type, do the following:

- Select an Account Type.
- Enter an Account number.
- In the Financial Institution (FI) field, enter the FI's name or routing number, then select your FI. This populates the fields in the Beneficiary FI section.
- (Optional) In the Receiving FI section, enter the Name and Wire Routing Number.
- (Optional) In the Intermediary FI, enter the Name, Wire Routing Number, Address, City, State, and Postal Code.

In the Recipient Details section, do the following:

- Enter a Wire Name, ACH Name, and ACH ID.
- Select a Country, then enter the Address, City, State, and Postal Code.

Click or tap Save Recipient.

> Tip: To add additional associated accounts to the recipient, click or tap + Add account in the Accounts section, then repeats steps 5-7.