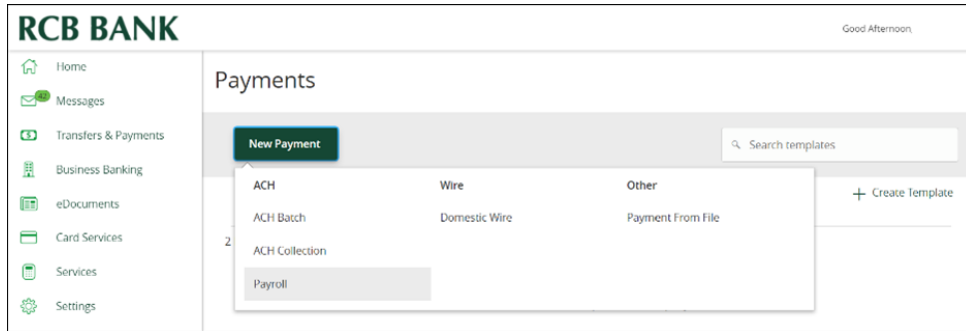


Creating a Manual ACH Transaction

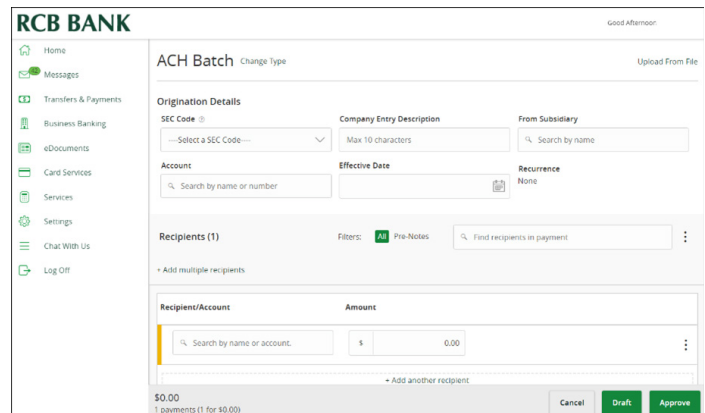
> In the navigation menu:

- Select **Business Banking**.
- Select the **Payments** tile.
- Select the **New Payments** button.
- Select the **ACH payment type**.

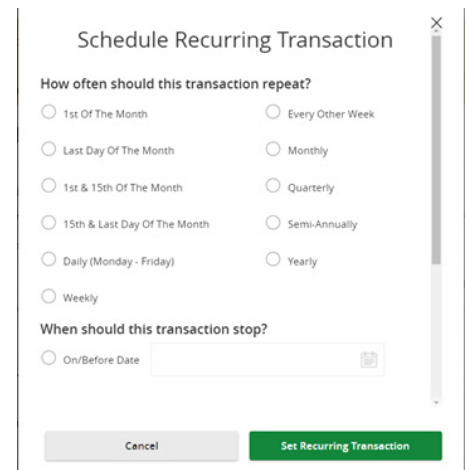


> On the ACH page:

- Choose an ACH SEC Code from the drop-down.
- *(Optional)* Enter a Company Entry Description.
- Select Subsidiary, if applicable.
- **DON'T** select the LLC option.
- Select the account to originate the ACH.
- Select the **Effective Date**.



- *(Optional)* Click **Set Schedule**. The **Schedule Recurring Transfer** window appears.
- Select a date on the calendar or click or tap **Forever (Until I cancel)**.
- Select **Save**.



> Additional steps on the next page.

> **To create an individual recipient:**

- Click in the Search by name or account box then click **New Recipient**.

The screenshot shows a form with a header '+ Add multiple recipients'. Below it is a table with two columns: 'Recipient/Account' and 'Amount'. In the 'Recipient/Account' column, there is a search box containing the text 'Search by name or account.' with a magnifying glass icon and a warning triangle. Below the search box is a button labeled '+ New Recipient'. In the 'Amount' column, there is a currency symbol '\$' and a text input field containing '0.00'. To the right of the table is a button labeled '+ Add another recipient'.

- Complete the details and click the green check mark.

The screenshot shows the 'RECIPIENT DETAILS' form. It has two main sections. The first section contains 'Display Name *' and 'Email Address' text input fields, and a checkbox labeled 'Send email notifications for template payments'. The second section is titled 'Accounts (1)' and contains a table with columns: 'Account', 'Payment Type', 'Financial Institution (FI)', and 'Routing Number'. The table has one row with values: 'Checking - New', 'ACH Only', 'N/A', and a vertical ellipsis. Below the table are several form fields: 'Payment Type' (dropdown menu with 'ACH Only' selected), 'Account Type *' (dropdown menu with 'Checking' selected), 'Account *' (text input field), 'Financial Institution (FI)' (text input field with a search icon and 'Search by name or routing #' text), 'Refined Search' (checkbox), and 'ACH Routing Number *' (text input field). At the bottom right of the form are two buttons: a grey 'X' button and a green checkmark button.

- The ACH Name and display name must match exactly.

The screenshot shows the 'Recipient Details' form. It has several text input fields: 'ACH Name *', 'ACH ID *', 'Country' (dropdown menu with 'United States' selected), 'Address 1', 'Address 2', 'City', 'State' (dropdown menu with 'Select State' selected), and 'ZIP'. At the bottom of the form are three buttons: 'Cancel', 'Use Without Save', and 'Save Recipient'.

- Choose either **Use Without Save** or **Save Recipient**.

> **Additional steps on the next page.**

> **If there are multiple recipients to add to a batch:**

- Use the **Add Multiple Recipients** to search and select from recipients list if available.

Recipient/Account	Amount
<input type="text" value="Search by name or account."/> ⋮	\$ 0.00
+ Add another recipient	

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

(Optional) If you have the Manage Recipients right, click or tap New Recipient to create and assign a new recipient. In the Recipient Details section, enter details.

In the Accounts section, enter details for the Recipient, click or tap Save Recipient, or Use Without Save to complete the transaction without saving Recipient details.

- Enter Amount(s).
- *(Optional) Select the ellipse at the end of the record to expand details if you want to enter addendum information.*
- Confirm totals and number of payments. Click Approve. Enter Token.

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