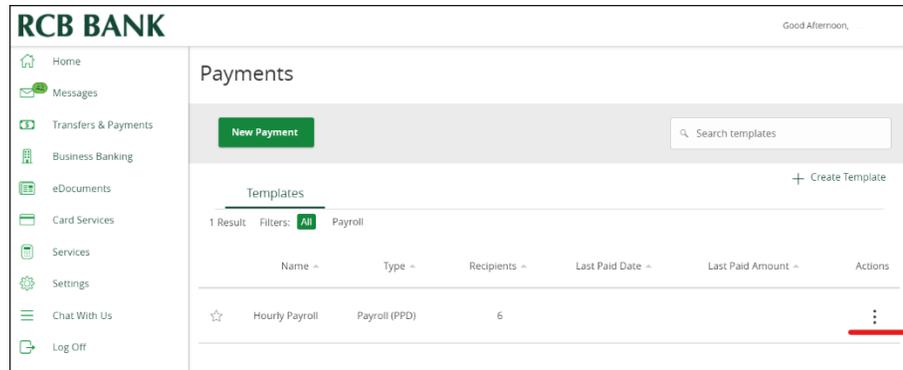# Creating a payment from an existing template

In the navigation menu, select Business Banking.
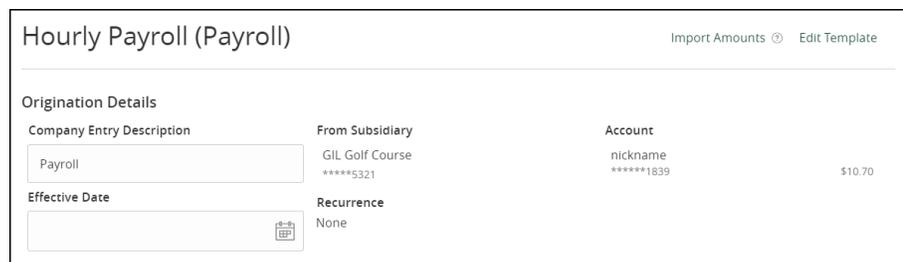
Select the New Payments button.

Click the three vertical dots (⋮) on the right to pay/edit/copy or delete a template.

To create an ACH, select the Pay/Collect option from the menu of an existing template.

(Optional) Enter information in the Company Entry Description field.

Enter the payment date in the Effective Date field.

(Optional) To create a recurring payment or template, do the following:

Choose a date in the Effective Date field. 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.
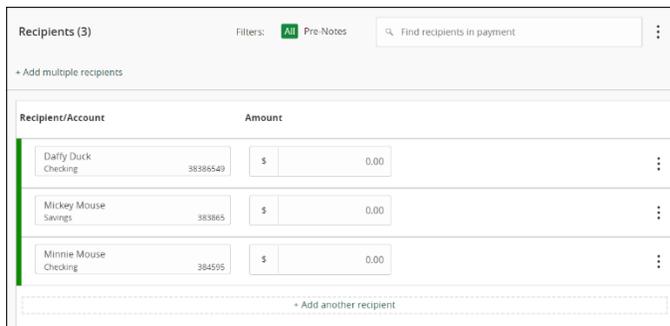
In the Recipient/Account section review recipient details.

To edit recipient details, click the three vertical dots (⋮) on the right click and select Show Details.

Click the pencil icon to edit the recipient details.

Click Approve.