

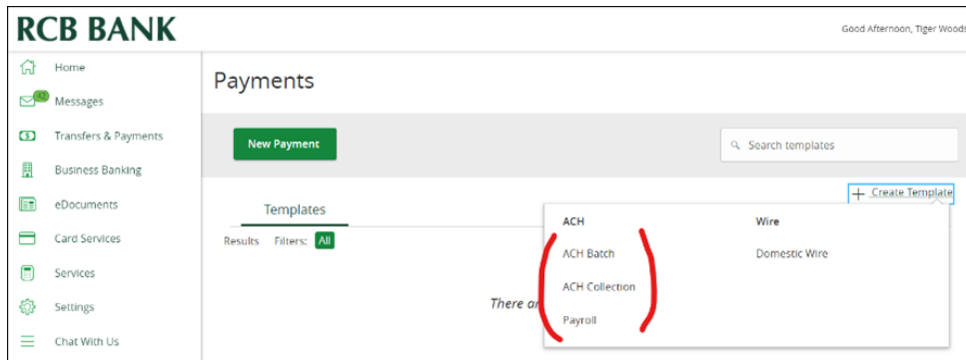
Creating ACH Templates

> In the navigation menu:

- Select **Business Banking**.
- Click **Payments**.
- Select the **+ Create Template** link in the upper right corner of the screen.



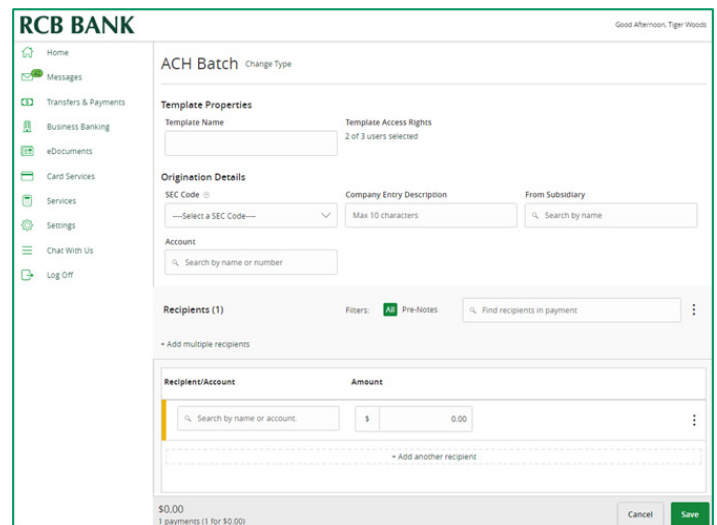
- Select the ACH payment type from the pop-up window.



- Enter a Template Name.

> Under Origination Details, do the following:

- Select an SEC Code.
- Enter a Company Entry Description.
- Select Subsidiary and Account.
- Select Add Multiple Recipients to search and select from recipients list.
- Enter an Amount.
- (Optional) Click the ellipse at the end of the record to expand details if you want to enter addendum information.
- Select Save to complete template creation.



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