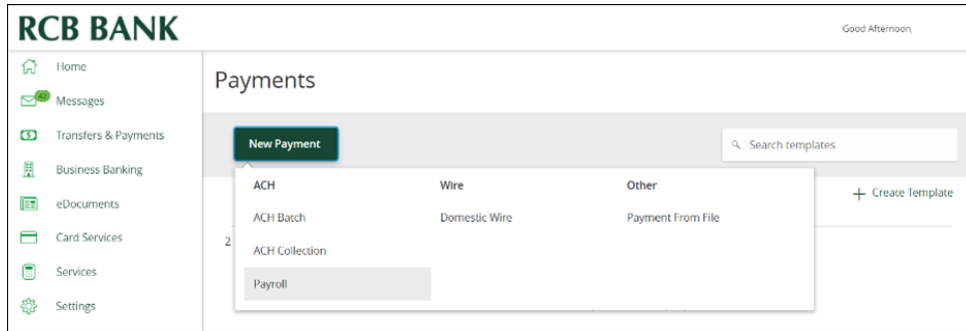


Creating a Manual ACH Transaction

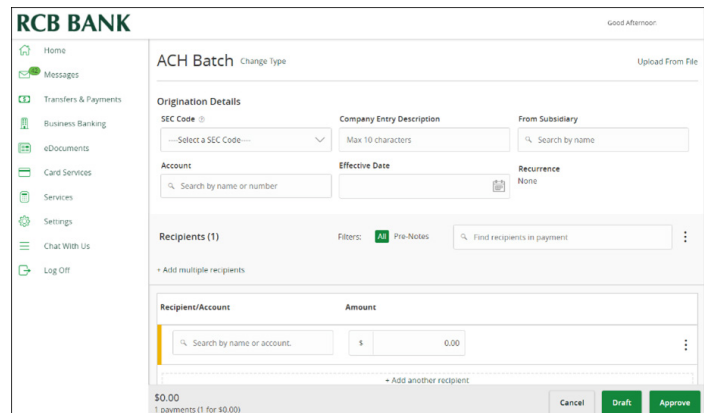
> In the navigation menu:

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

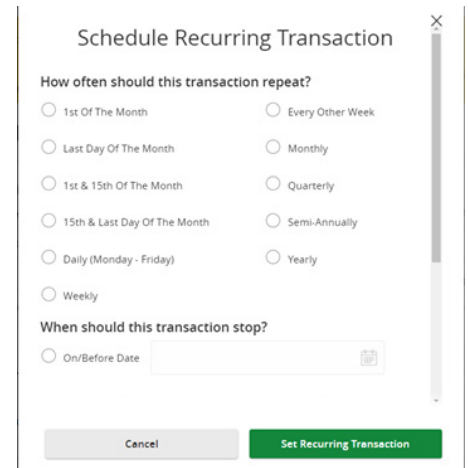


> On the ACH page:

- 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'. To the right of the search box is an amount field with a dollar sign and the value '0.00'. At the bottom right of the table area is a link '+ 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 boxes, 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: 'Checking - New', 'ACH Only', 'N/A', and a vertical ellipsis menu. Below the table are several form fields: 'Payment Type' (dropdown menu with 'ACH Only' selected), 'Account Type *' (dropdown menu with 'Checking' selected), 'Account *' (text box), 'Financial Institution (FI)' (text box), 'Refined Search' (checkbox), and 'ACH Routing Number *' (text box). At the bottom right are 'X' and checkmark buttons.

- The ACH Name and display name must match exactly.

The screenshot shows the 'Recipient Details' form. It has several fields: 'ACH Name *' and 'ACH ID' (text boxes), 'Country' (dropdown menu with 'United States' selected), 'Address 1' and 'Address 2' (text boxes), 'City' (text box), 'State' (dropdown menu with 'Select State' selected), and 'ZIP' (text box). At the bottom 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.

+ Add multiple recipients

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ <input type="text" value="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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