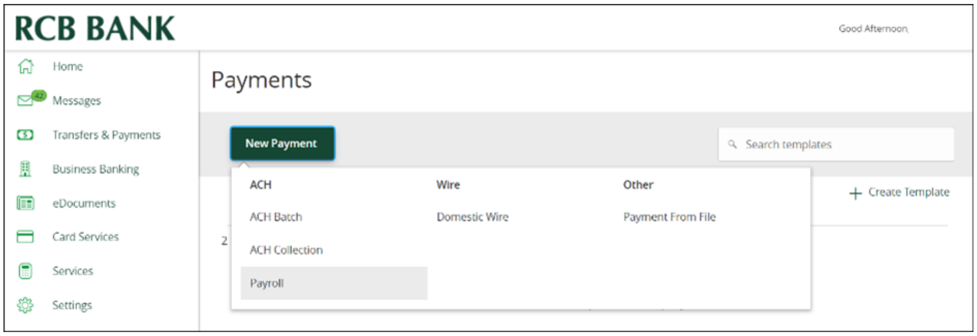
Creating a Manual ACH Transaction

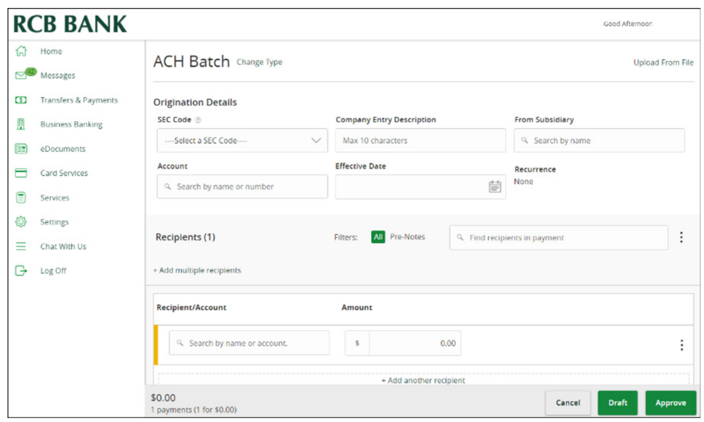
In the navigation menu:

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

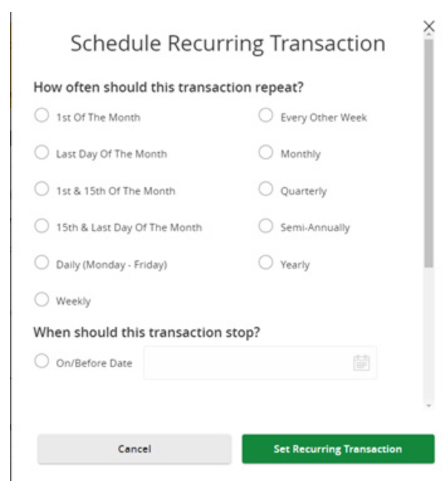


On the ACH page:

- 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**.



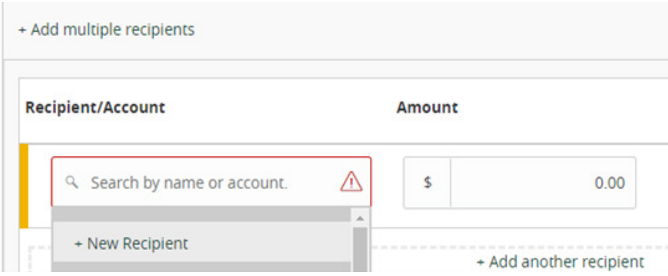
- *(Optional) Click Set Schedule. The Schedule Recurring Transfer window appears.*
- *Select a date on the calendar or click or tap Forever (Until I cancel).*
- *Select Save.*



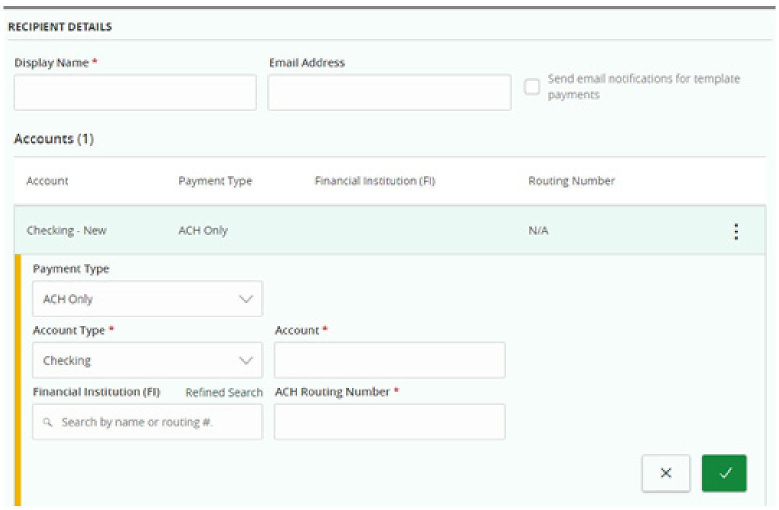
Additional steps on the next page.

To create an individual recipient:

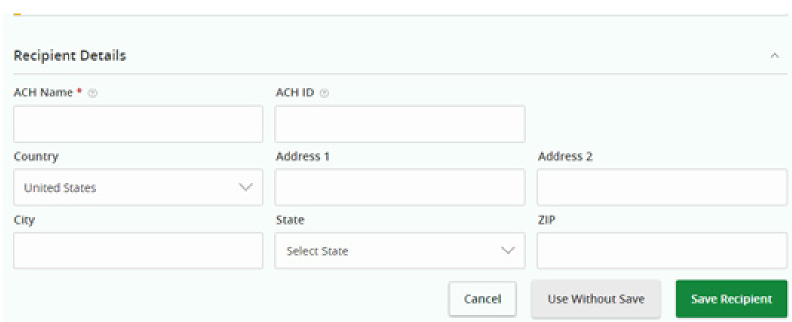
- Click in the Search by name or account box then click **New Recipient**.



- Complete the details and click the green check mark.



- The ACH Name and display name must match exactly.

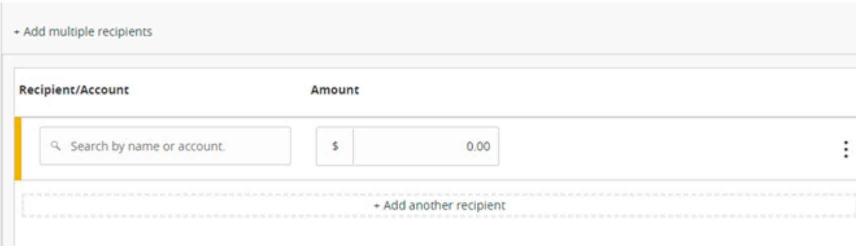


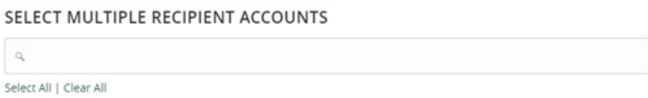
- Choose either **Use Without Save** or **Save Recipient**.

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.





(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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