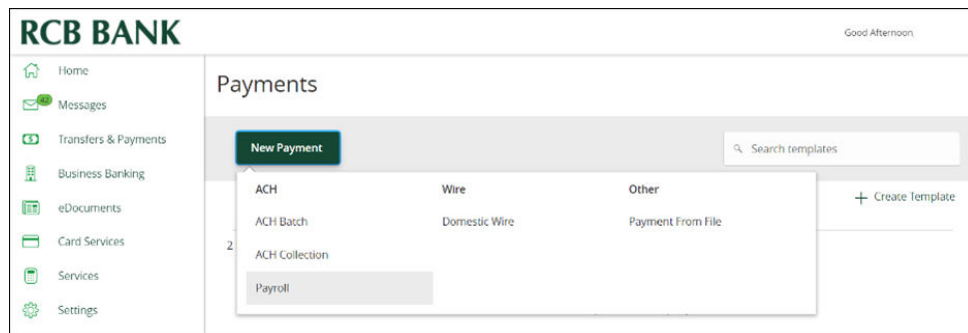


Creating a Manual ACH Transaction

> 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.
- **DON'T** select the LLC option.
- Select the account to originate the ACH.
- Select the **Effective Date**.

The screenshot shows the 'ACH Batch' page in the RCB BANK interface. The page has a sidebar with navigation options: Home, Messages, Transfers & Payments, Business Banking, eDocuments, Card Services, Services, Chat With Us, and Log Off. The main area is titled 'ACH Batch' and includes a 'Change type' link and an 'Upload from file' button. The 'Origination Details' section contains several fields: 'SEC Code' (a dropdown menu), 'Company Entry Description' (a text field with a 'Max 10 characters' limit), 'From Subsidiary' (a dropdown menu), 'Accounts' (a search field), 'Effective Date' (a date picker), and 'Reurrence' (a dropdown menu). Below this is a 'Recipients (1)' section with a 'Filter: All Pre-Notes' and a search field. There is a table with columns 'Recipient/Account' and 'Amount'. The table has one row with a search field and a value of '\$ 0.00'. At the bottom, there is a total of '\$0.00' and a note '1 payments (1 for \$0.00)'. There are 'Cancel', 'Draft', and 'Approve' buttons at the bottom right.

- (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**.

The screenshot shows the 'Schedule Recurring Transaction' window. It has a title bar with a close button. The main content is divided into two sections. The first section is 'How often should this transaction repeat?' and contains several radio button options: '1st Of The Month', 'Every Other Week', 'Last Day Of The Month', 'Monthly', '1st & 15th Of The Month', 'Quarterly', '15th & Last Day Of The Month', 'Semi-Annually', 'Daily (Monday - Friday)', 'Yearly', 'Weekly', and 'Forever (Until I cancel)'. The second section is 'When should this transaction stop?' and contains a radio button for 'On/Before Date' followed by a date picker. At the bottom, there are 'Cancel' and 'Set Recurring Transaction' buttons.

> 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.

+ Add multiple recipients

Recipient/Account	Amount
Search by name or account.	\$ 0.00

+ Add another recipient

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

- 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.
- (Optional) If you are on dual control, you will select Draft and then the final approver will come in after and select Approve and then enter the Token.

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