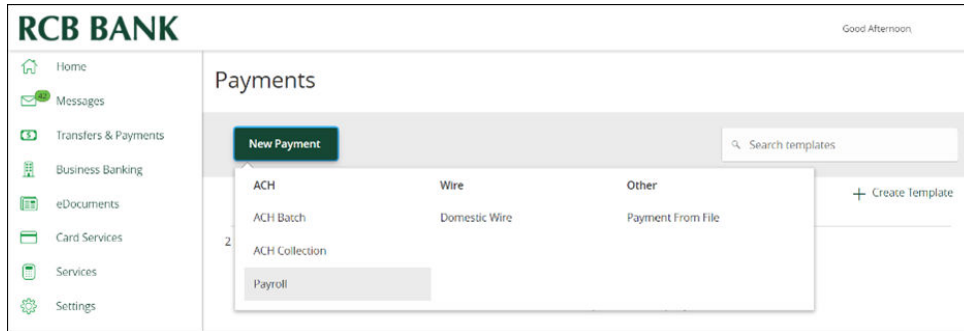


Creating a Manual ACH Transaction

> 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**.

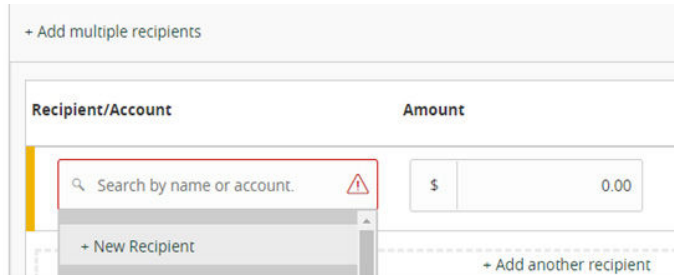
The screenshot shows the 'ACH Batch' page in the RCB BANK interface. The 'Origination Details' section includes fields for 'SEC Code' (a dropdown menu), 'Company Entry Description' (a text field with a 'Max 10 characters' limit), 'From Subsidiary' (a dropdown menu), 'Accounts' (a search field), 'Effective Date' (a date picker), and 'Recurring' (a checkbox). Below this is a 'Recipients (1)' section with a table for 'Recipient/Account' and 'Amount'. The table has one row with a search field and a value of '\$ 0.00'. At the bottom, there are buttons for 'Cancel', 'Draft', and 'Approve', along with a total of '\$0.00' and a note '1 payments (1 for \$0.00)'.

- (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**.

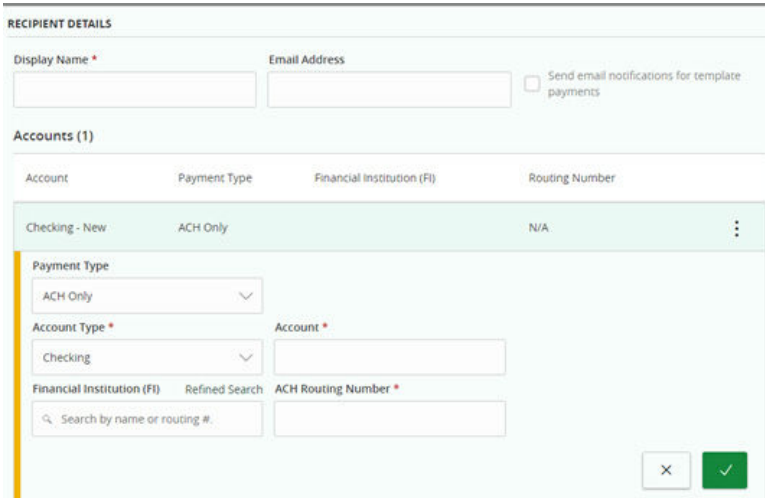
The screenshot shows the 'Schedule Recurring Transaction' window. It has a title bar with a close button. The main content area is titled 'How often should this transaction repeat?' and contains several radio button options: '1st Of The Month', 'Every Other Week', 'Last Day Of The Month', 'Monthly',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

> Additional steps on the next page.

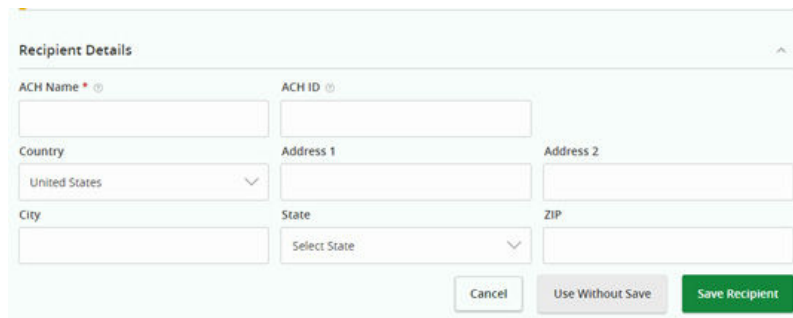
- > **To create an individual recipient:**
- Click in the Search by name or account box then click **New Recipient**.



- 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

(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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