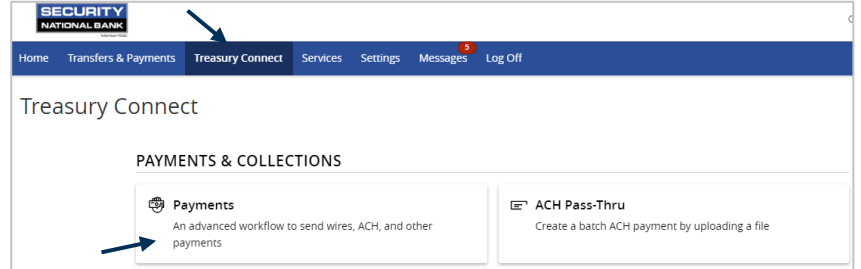
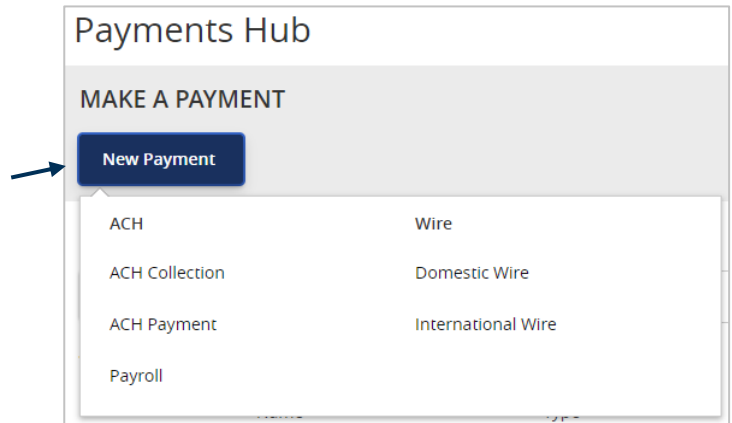




1. Select the 'Treasury Connect' menu and then 'Payments'.



2. Select the desired transaction type within the 'New Payment' drop down menu.



3. Select the corresponding SEC Code.

NOTE: Payroll transactions will automatically default to an ACH Class Code of PPD.

4. Select the 'From Subsidiary'.
5. Select the offset 'Account'.
6. Select the 'Effective Date'.
7. **Optional:** To setup a reoccurring payment, click the 'Set schedule' option.



Questions? Please call our Customer Care Center toll-free at 855-614-4061.



8. Select how often the transaction should repeat.
9. Designate when the transaction should stop.
 - a. Either select the On/Before Date.
 - b. Enter the number of desired occurrences.
 - c. Or select the 'Forever (Until I cancel)' to setup an indefinite recurrence.
10. Click 'Set Recurring Transaction' to finish the recurrence setup process.

Schedule Recurring Transaction ×

How often should this transaction repeat?

<input type="radio"/> 1st Of The Month	<input type="radio"/> Every Other Week
<input type="radio"/> Last Day Of The Month	<input type="radio"/> Monthly
<input type="radio"/> 1st & 15th Of The Month	<input type="radio"/> Quarterly
<input type="radio"/> 15th & Last Day Of The Month	<input type="radio"/> Semi-Annually
<input type="radio"/> Daily (Monday - Friday)	<input type="radio"/> Yearly
<input type="radio"/> Weekly	

When should this transaction stop?

On/Before Date

After occurrence(s)

Forever (Until I Cancel)

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11. If the recipient already exists, select the corresponding recipient from the drop down menu and then enter the desired transaction amount.

Recipient/Account	Amount
<input type="text" value="Search by name or account."/> + New Recipient ACH Recipient ACH Recipient Checking 123456789 Another Recipient Another Recipient Savings 987654321 Betty Boop Betty Boop (TELLIE) Checking 1234567 Cuming Food Mart ATM Rent	\$ 0.00 + Add another recipient

12. To add more than one recipient, click the '+Add another recipient' link.

13. Select the desired recipients and click 'Add' when done.

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

<input type="checkbox"/> ACH Recipient Checking 123456789	<input type="checkbox"/> Demo Test Checking 56789	<input type="checkbox"/> Lindsey Miltner Test E... Checking 123456
<input type="checkbox"/> Another Recipient Savings 987654321	<input type="checkbox"/> Execubanc Commercial Checking 1234565	<input checked="" type="checkbox"/> Megan Holtorf Test Ex... Checking 12345
<input type="checkbox"/> Betty Boop (TELLIE) Checking 1234567	<input type="checkbox"/> Execubanc Small Busi... Checking 234567	<input type="checkbox"/> Security National Ban... Checking 2000006
<input type="checkbox"/> Cuming Food Mart AT... Checking 110564559	<input type="checkbox"/> First National Bank SN... Checking 01551040	<input type="checkbox"/> Security National Ban... Checking 4444475

Cancel Add (1)

Questions? Please call our Customer Care Center toll-free at 855-614-4061.



14. If the recipient has not yet been setup, select the '+New Recipient' link within the drop-down menu.

NOTE: Reference the 'Recipient Management' video for information regarding the setup of a new recipient.

Recipient/Account	Amount
Betty Boop (TELLIE) Checking 1234567	\$ 1.00
Search by name or account.	\$ 0.00
+ Add another recipient	

15. Review the information on the screen for accuracy and select 'Approve' if authorized. Otherwise select 'Draft' to initiate the transaction.

Recipient/Account	Amount
Betty Boop (TELLIE) Checking 1234567	\$ 1.00
Megan Holtorf Test External Checking 12345	\$ 0.00
+ Add another recipient	

\$1.00
2 payments (1 for \$0.00)

Cancel Draft Approve

Questions? Please call our Customer Care Center toll-free at 855-614-4061.