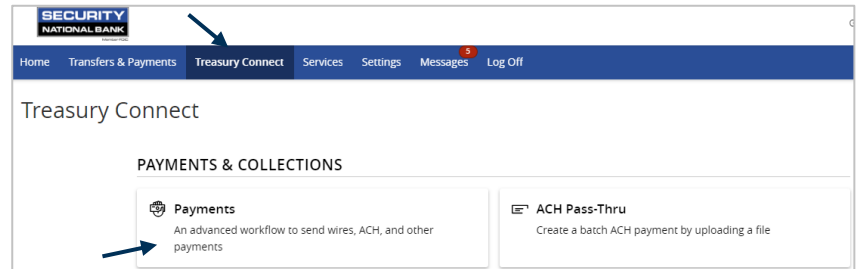
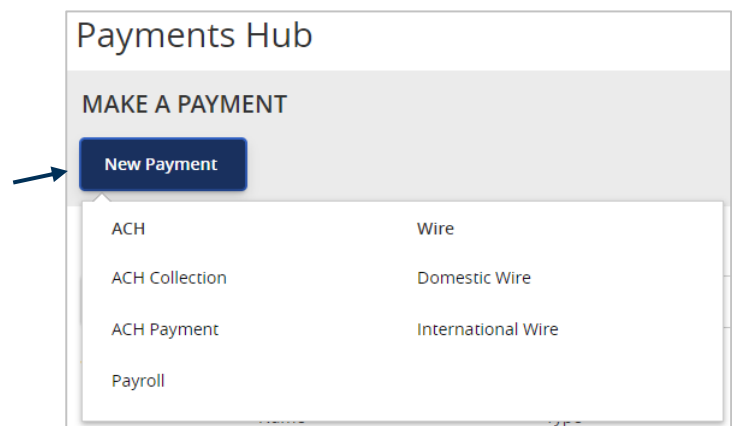




1. Select the 'Treasury Connect' menu and then 'Payments'.



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

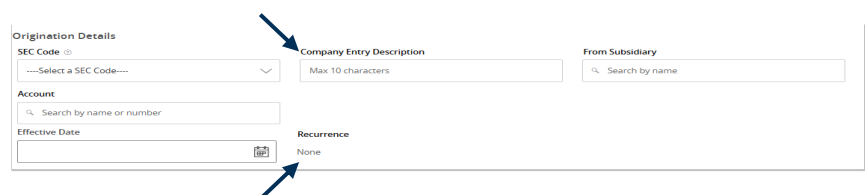


3. Select the corresponding SEC Code.

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

4. Update the optional Company Entry Description field.

**NOTE:** This field is used to provide descriptive information about different types of ACH Transactions, i.e. PAYROLL, DONATIONS, PAYMENTS, RETURN, RETRY PYMT, etc.



5. Select the 'From Subsidiary'.

6. Select the offset 'Account'.

7. Select the 'Effective Date'.

**Optional:** To setup a reoccurring payment click the 'Set schedule' option.

Questions? Please Call our Treasury Operations Department toll-free at 877-686-3590.



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)

Cancel

Set Recurring Transaction

Questions? Please Call our Treasury Operations Department toll-free at 877-686-3590.



## One-Time Commercial Payments

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

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

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

The screenshot shows a web interface for making a payment. On the left, a dropdown menu titled 'Recipient/Account' is open, displaying a search bar and a list of recipients. The recipients listed are: 'ACH Recipient' (Checking, 123456789), 'Another Recipient' (Savings, 987654321), 'Betty Boop' (Betty Boop (TELLIE) Checking, 1234567), and 'Cumming Food Mart ATM Rent'. On the right, there is an 'Amount' field with a dollar sign and the value '0.00'. Below the amount field, there is a link that says '+ Add another recipient'.

The screenshot shows a dialog box titled 'SELECT MULTIPLE RECIPIENT ACCOUNTS'. It contains a search bar and a list of recipients with checkboxes next to them. The recipients listed are: 'ACH Recipient' (Checking 123456789), 'Demo Test' (Checking 56789), 'Lindsey Miltner Test E...' (Checking 123456), 'Another Recipient' (Savings 987654321), 'Execubanc Commercial' (Checking 1234565), 'Megan Holtorf Test Ex...' (Checking 12345), 'Betty Boop (TELLIE)' (Checking 1234567), 'Execubanc Small Busi...' (Checking 234567), 'Security National Ban...' (Checking 2000006), 'Cumming Food Mart AT...' (Checking 110564559), 'First National Bank SN...' (Checking 01551040), and 'Security National Ban...' (Checking 4444475). At the bottom right, there are two buttons: 'Cancel' and 'Add (1)'. The 'Add (1)' button is highlighted with a blue arrow.

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## One-Time Commercial Payments

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	
+ 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	

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 Treasury Operations Department toll-free at 877-686-3590.