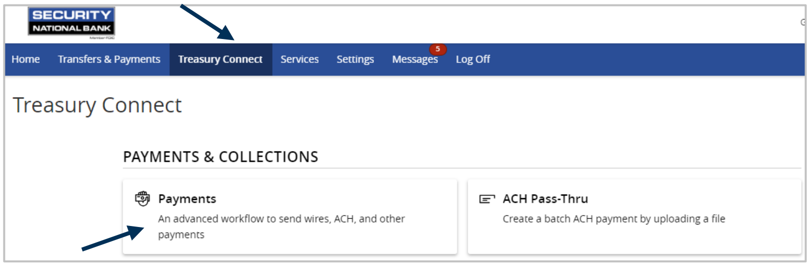
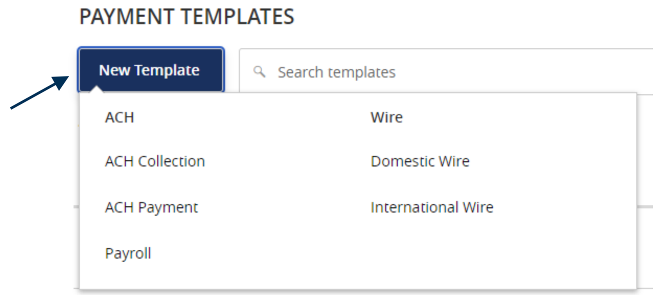
NOTE: A Commercial Template allows you to save payment information that can be accessed in the future.

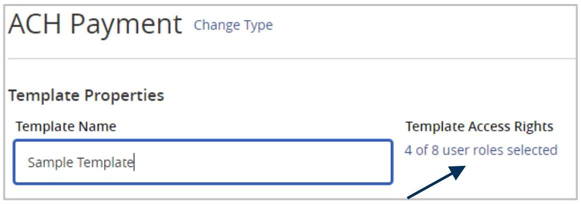
1. Select the ‘Treasury Connect’ menu and then select ‘Payments’.



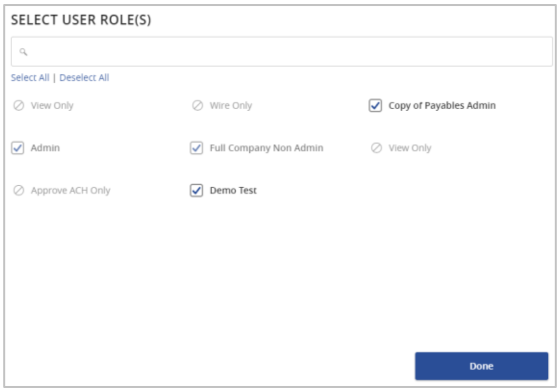
2. Select ‘New Template’ and the desired transaction type from the drop-down menu.



3. Designate a ‘Template Name’.
4. Click the link below ‘Template Access Rights’.



5. Select the User Role(s) who should have access to the template.



NOTE: A User Role will appear as greyed out if the feature allowing access to all templates is enabled. This overrides the ability to remove template access from the corresponding User Role.

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

6. Select a ‘SEC Code’.

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

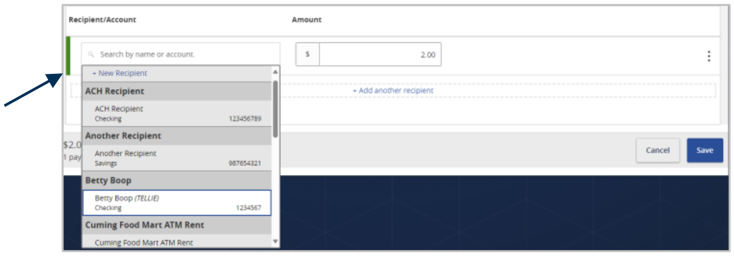
7. Select a ‘Subsidiary’.

8. Select an offset ‘Account’.

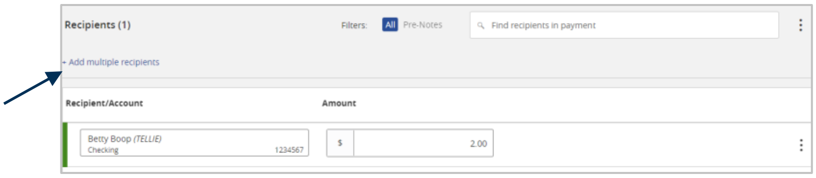
9. Select each recipient who will be linked to the template.

10. Enter a dollar amount for each recipient selected.

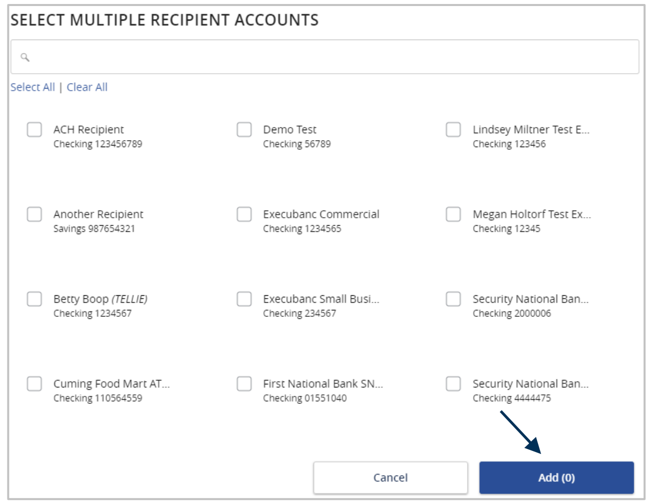
NOTE: The amount may be left as $0.00 if the amount will differ from file to file.



11. To add more than one recipient, click the ‘+Add Multiple Recipients’ link.

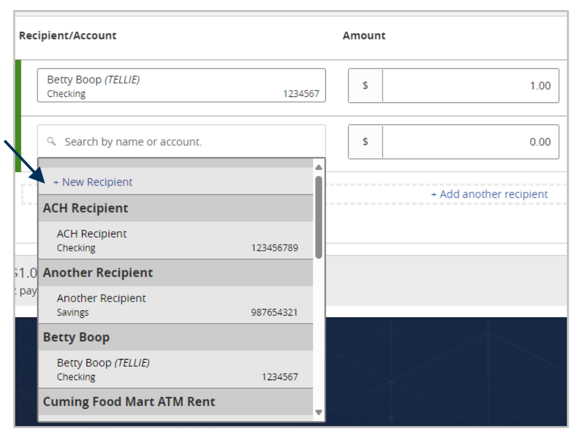


12. Select the desired recipients. Click 'Add' when done.



13. 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.



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14. Review the information on the screen for accuracy and select ‘Save’ when done.