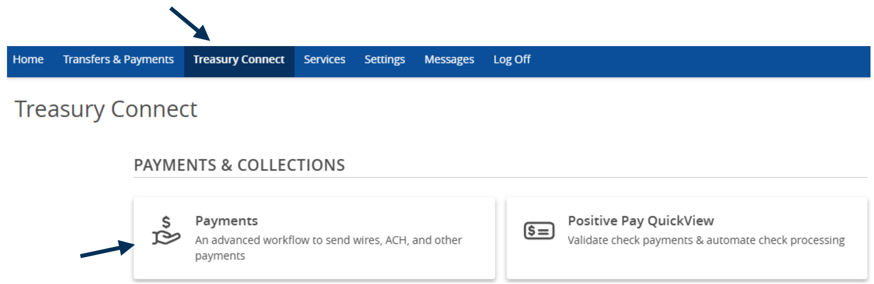
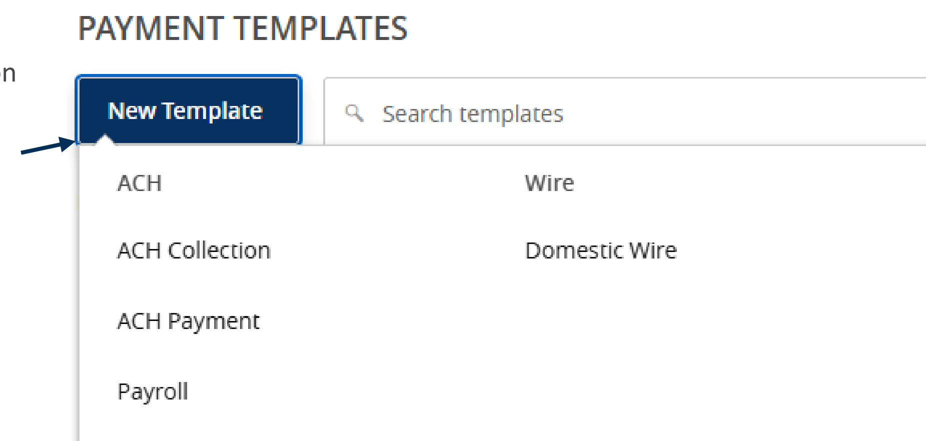
Payment Template Creation

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

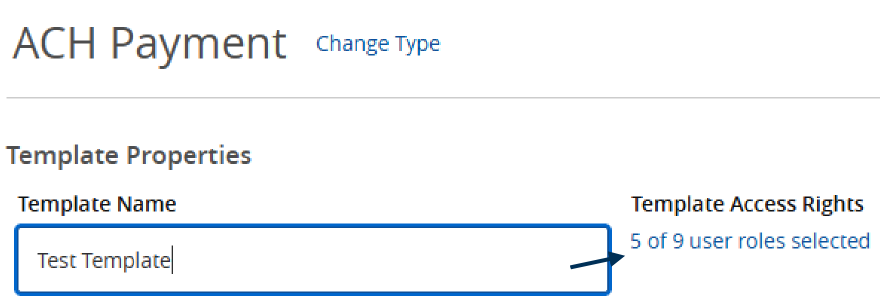
1. Select the 'Treasury Connect' menu and then 'Payments'.



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



3. Designate a 'Template Name'.
4. Click the 'Template Access Rights' link.



Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.

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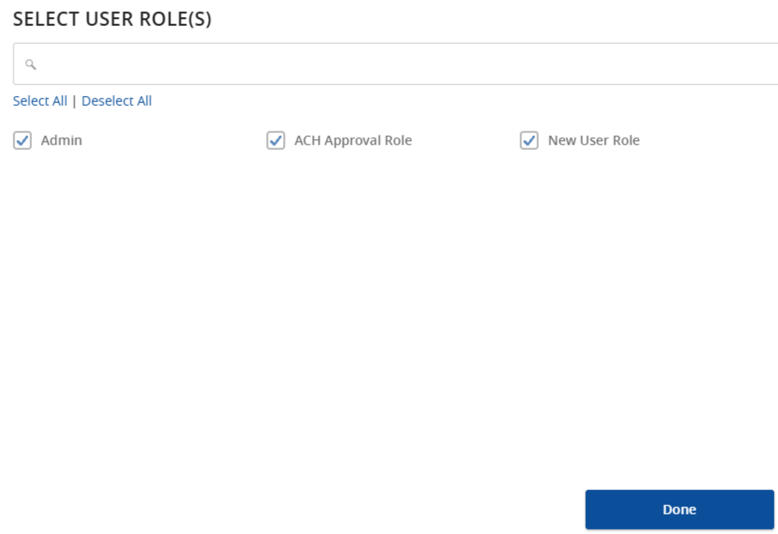
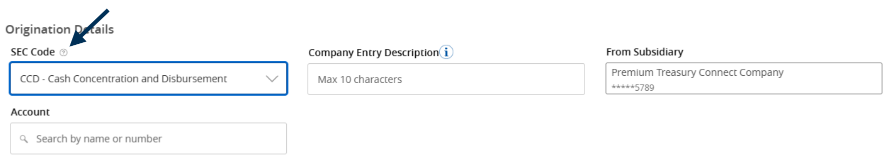
5. Select the User Role(s) who should have access to the template. Click done once all roles have been added.

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 for the corresponding User Role.



6. For ACH templates, select the corresponding SEC Code, company description, subsidiary and account number.

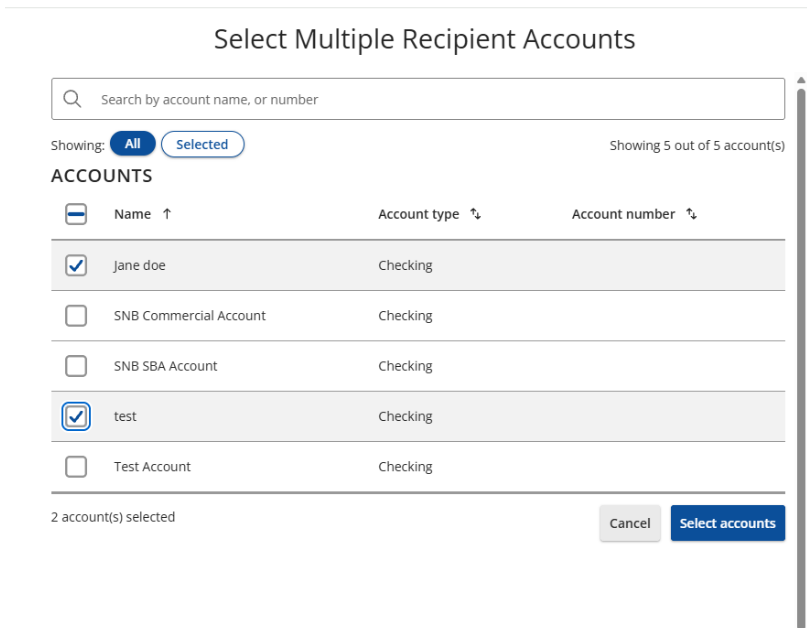
NOTE: Payroll transactions will automatically default to an ACH Class Code of PPD. The Company Entry description is used to provide additional descriptive information about ACH Transactions, i.e. DONATIONS, PAYMENTS, RETURN, RETRY PYMT etc. This is not a required field. If left blank it will default to the transaction type.



7. Select the ‘From Subsidiary’.

8. Select the 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. Click ‘Set Recurring Transaction’ to finish the recoccurrence setup process.

12. If the recipient has not yet been set up, select the ‘+New Recipient’ link within the drop-down menu.

NOTE: Reference the ‘Recipient Management’ guide for information regarding the setup of a new recipient.

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