



NOTE: A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

1. Select the 'Treasury Connect' menu and then select 'Recipients' tile.

Treasury Connect

PAYMENTS & COLLECTIONS

- Payments: An advanced workflow to send wires, ACH, and other payments
- Positive Pay QuickView: Validate check payments & automate check processing payments
- Positive Pay: Validate check payments and ACH transactions
- Tax Payments: Pay federal or state taxes
- Recipients: Create & manage recipients of payments
- Wire Activity: View all incoming and outgoing wire activity

New Recipient

2. Click the 'Add Recipient' button.

Recipients

[Add recipient](#)

Active Prenote

Name %	Email Address %	Total Accounts %	Status
jane doe		1	Active
SNB Commercial Account		1	Active
SNB SBA Account		1	Active
test		1	Active
Test Account		1	Active

3. Enter 'Display Name' and 'Email Address'.

NOTE: 'Send e-mail notifications for template payments' generates an e-mail to the recipient at the time the ACH or wire transaction is processed by Security National Bank. The email message does not contain confidential information.

Add Recipient

Display Name *

Email Address

Send email notifications for template payments

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



4. Select the 'Payment Type' which designates the transaction type(s) for which the account is eligible.
 - a. Payment Type 'ACH and Wire' displays fields corresponding with both ACH and wires. Complete all required fields designated with an asterisk.

NOTE: The Financial Institution (FI) search function allows for the dynamic search of domestic banks and credit unions. Enter the FI name or ABA number in the field. When the desired FI has been selected, the corresponding ACH Routing Number and Wire Beneficiary FI information will automatically populate.

- b. 'Payment Type 'ACH Only' displays fields corresponding with only ACH. Complete all required fields designated with an asterisk.

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- c. Payment Type 'Wire Only' displays fields corresponding with only wires. Complete all required fields designated with an asterisk.
5. Click the check mark when the account setup is complete.

6. Select 'Add another account' to add an additional account or select 'Save Recipient' to complete the setup.

7. Complete all required fields in the 'Recipient Details' section.

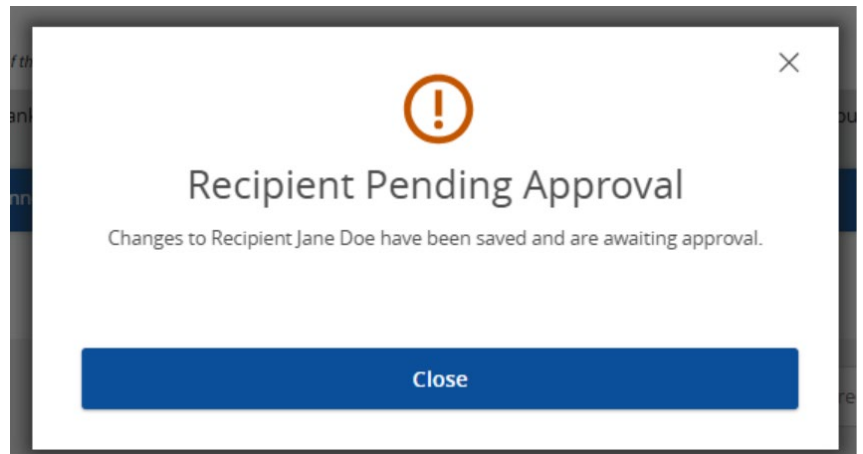
NOTE: Address fields within 'Recipient Details' are for the recipient's address. This is required for Wire Transfers.

8. When Dual Control for Recipients is enabled, a second user must review and approve the new recipient.

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- To review the recipient, login to online banking, and navigate to the Recipients tile on the Treasury Connect Page. Any new recipients needing approval will be shown in the list of recipients.



- Click on the 3-dot menu and select the review changes option to complete the review.

Recipients

[Add recipient](#)

Active Needs approval Prenote

<input type="checkbox"/>	Name	Email Address	Total Accounts	Status	Actions
<input type="checkbox"/>	New Recipient		1	Changes need approval	⋮
	jane doe		1	Active	⋮
	SNB Commercial Account		1	Active	⋮

[Add recipient](#)

Active Needs approval Prenote

<input type="checkbox"/>	Name	Email Address	Total Accounts	Status	Actions
<input type="checkbox"/>	New Recipient		1	Changes need approval	⋮

- Review Changes
- View Change History
- Payment History

- Once the changes have been reviewed, click on Approve Updates to complete the process and save the new recipient.

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12. The recipient creation will then show as approved.

Review Changes

Review Changes

The following 1 recipients have changes that require approval. Recipient changes are approved and acknowledged by default.

New Recipient
Created by [User] at 11:05AM 06/27/2026

Recipient Details			
ADDED			
Display Name New Recipient	Email notifications No	Wire Recipient Name Test Recipient Approve	ACH Name Test Recipient Approve

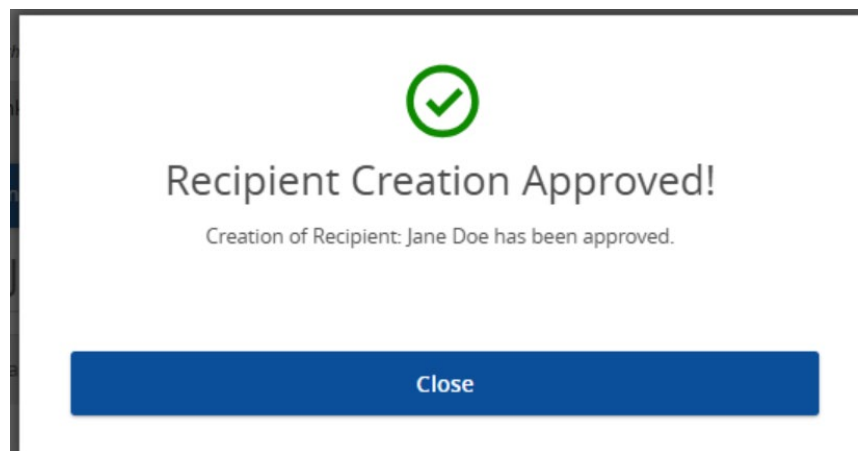
Accounts			
ADDED			
Checking - *4789	ACH Only	Account No.	Hide Details
Account Type Checking	ACH Routing Number		

Approve Changes
 Reject Changes

Cancel Submit Changes

Existing Recipient

- Click the 'Actions' icon next to an existing recipient to display available options.
 - Edit the recipient.
 - Delete the recipient.
 - View online payment history for which the recipient was linked.
- To delete a recipient, approval will also be needed. The first user will select the delete option and confirm that the recipient should be removed from the system.



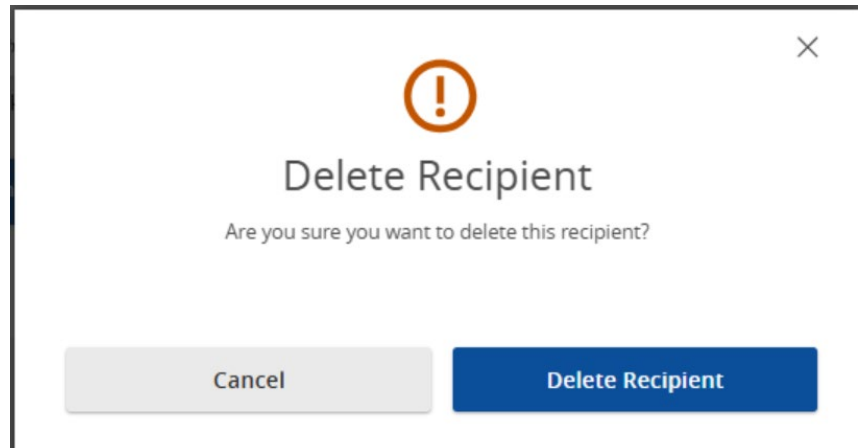
Name %	Email Address %	Total Accounts %	Status
Jane doe		1	Active
New Recipient		1	Active

Edit
View Change History
Delete
Payment History

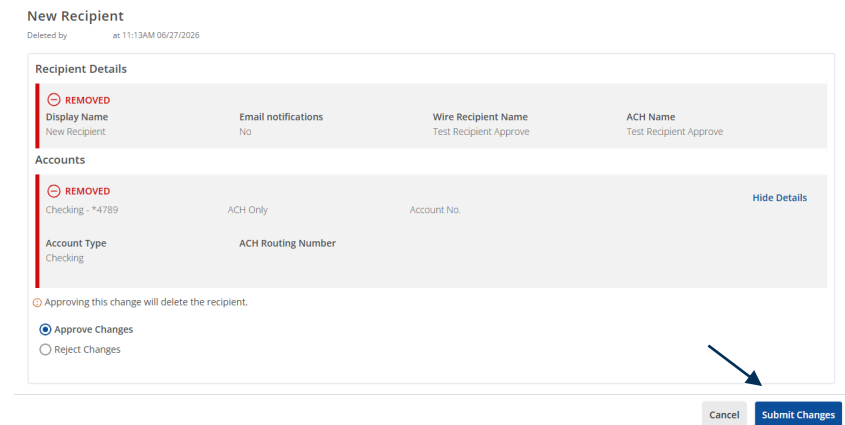
Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



3. The second user will go in and review the deletion and either accept or reject the changes.



4. If you accept the changes, the recipient will be permanently deleted.



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



Recipient Deletion Approved!

Deletion of Recipient: Jane Doe has been approved.

Close

5. If the deletion is rejected, a reason for the rejection must be entered.

New Recipient

Deleted by: at 11:13AM 06/27/2026

Recipient Details

REMOVED

Display Name

New Recipient

Email notifications

No

Wire Recipient Name

Test Recipient Approve

ACH Name

Test Recipient Approve

Accounts

REMOVED

Checking - *4789

ACH Only

Account No.

Hide Details

Account Type

Checking

ACH Routing Number

Approving this change will delete the recipient.

Approve Changes

Reject Changes

Reason for rejection

Change is no longer needed

Cancel

Submit Changes



Recipient Deletion Rejected!

Jane Doe

Close

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