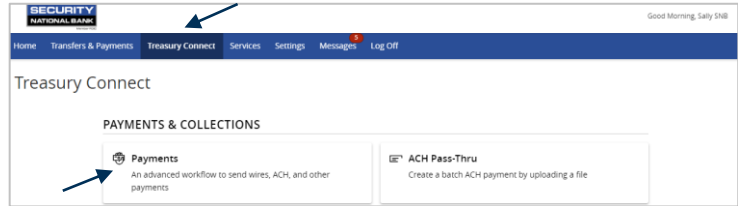1. Select the 'Treasury Connect' menu and then select the 'Payments' tile.
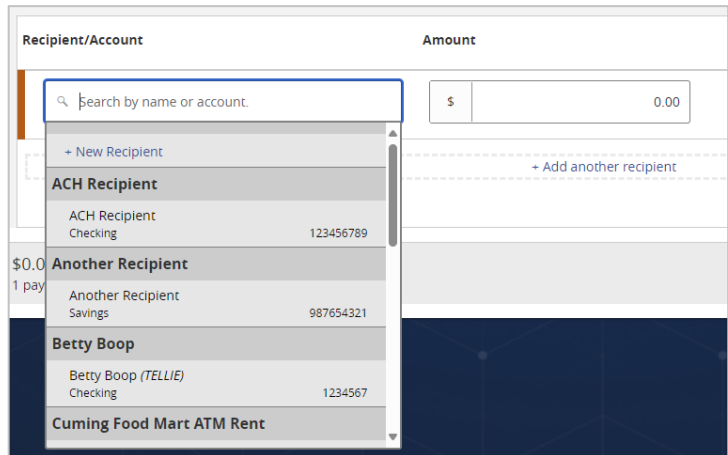
NOTE: The 'Split Payments' option is only available for Payroll transactions.

2. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.

3. Select the desired recipient's primary account from the drop down list of existing recipients.

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

4. Enter total dollar amount of the payroll transaction.

5. Click the 'Show payment actions' icon and select the 'Split Payment' option.

6. Select the recipient's secondary account from the drop-down list.

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7. Enter the desired dollar amount to be allocated to the secondary account.

NOTE: The dollar amount allocated to the primary account will be automatically reduced in accordance to the total dollar amount of the payroll transaction.

8. Select 'Draft' or 'Approve'.

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