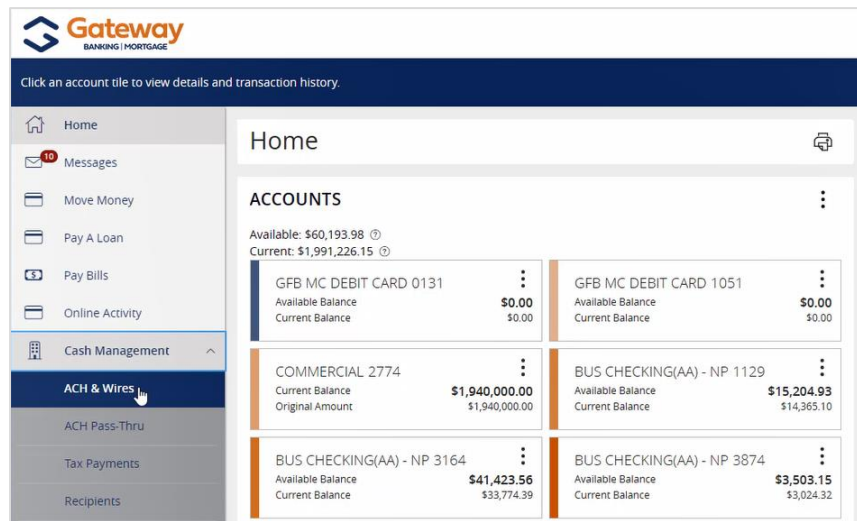


1. Select the 'Transfers & Payments' menu and then select 'Payments & Wires'.

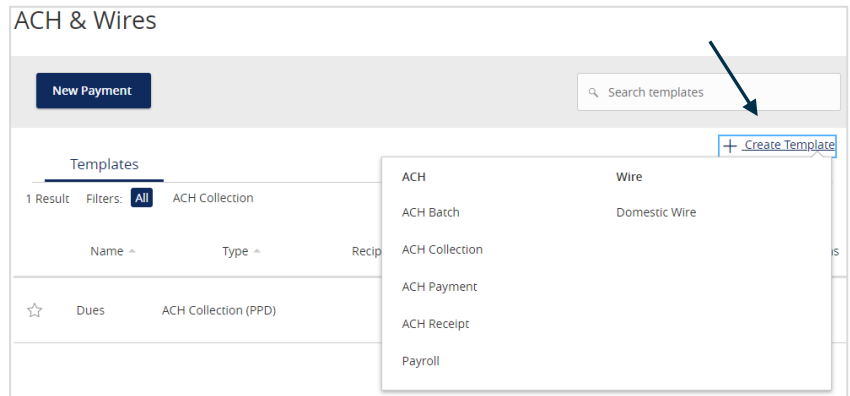
NOTE: The 'Split Payments' option is only available for Payroll transactions.



2. Three options are available.
 - a. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.

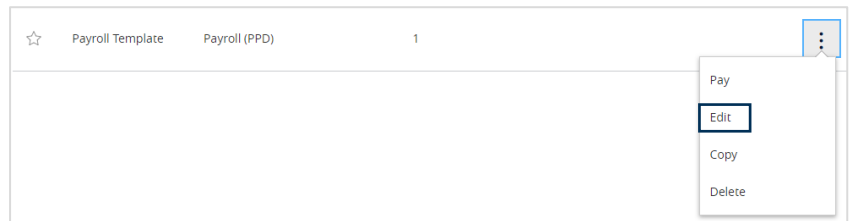


- b. Click 'Create Template' and select the 'Payroll' option to create a new payroll template.



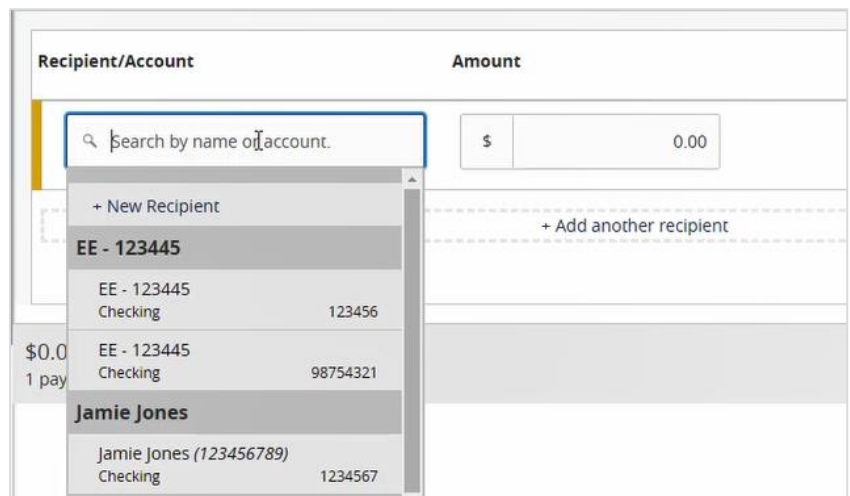
The screenshot shows the 'ACH & Wires' section with a 'New Payment' button and a search bar. A blue arrow points to the '+ Create Template' button. A dropdown menu is open, showing options for ACH and Wire. The 'Payroll' option is highlighted under the ACH section.

- c. Click the 'template actions' icon and select 'Edit' to work with an existing Payroll template.



The screenshot shows the 'Payroll Template' section with a table containing one result. A blue box highlights the 'Edit' option in the template actions menu.

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



The screenshot shows the 'Recipient/Account' section with a search bar and a dropdown list of recipients and accounts. The dropdown list includes options for 'EE - 123445' and 'Jamie Jones'.

4. Enter total dollar amount of the payroll transaction.

Recipient/Account	Amount
<input checked="" type="checkbox"/> This payment is valid.	
<div>Jim Jones</div> <div>Checking 123456987</div>	<div>\$</div> <div>5.00</div>
<input type="checkbox"/> Notify Recipient	Show Details

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

Recipient/Account	Amount
<input checked="" type="checkbox"/> This payment is valid.	
<div>Jim Jones</div> <div>Checking 123456987</div>	<div>\$</div> <div>5.00</div>
<input type="checkbox"/> Notify Recipient	Show Details
<div>Addendum (optional)</div> <div></div>	
<div>+ Add another recipient</div>	

[Show payment actions for account](#)

- Split Payment
- Copy
- Remove
- Collapse Row
- Show Details
- Notify Recipient

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

Recipient/Account	Amount
<input type="checkbox"/> This payment is incomplete	
<div>Jim Jones</div> <div>Checking 123456987</div>	<div>\$5.00</div>
<div> <input type="text" value="Search for account"/> </div> <div> <div>Jim Jones</div> <div>Jim Jones Checking 123456</div> </div>	<div> <div>\$</div> <div>0.00</div> <div>×</div> </div> <div> <div>\$</div> <div>5.00</div> </div>
<input type="checkbox"/> Notify Recipient	Show Details

7. Enter the desired dollar amount to be allocated to the secondary account. Then select Draft or Approve, depending on user entitlement.

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

Recipient/Account	Amount
✓ This payment is valid.	
Jim Jones Checking 123456987	\$3.00
Jim Jones Checking 123456	\$ 2.00
Total:	\$ 5.00
<input type="checkbox"/> Notify Recipient Show Details	