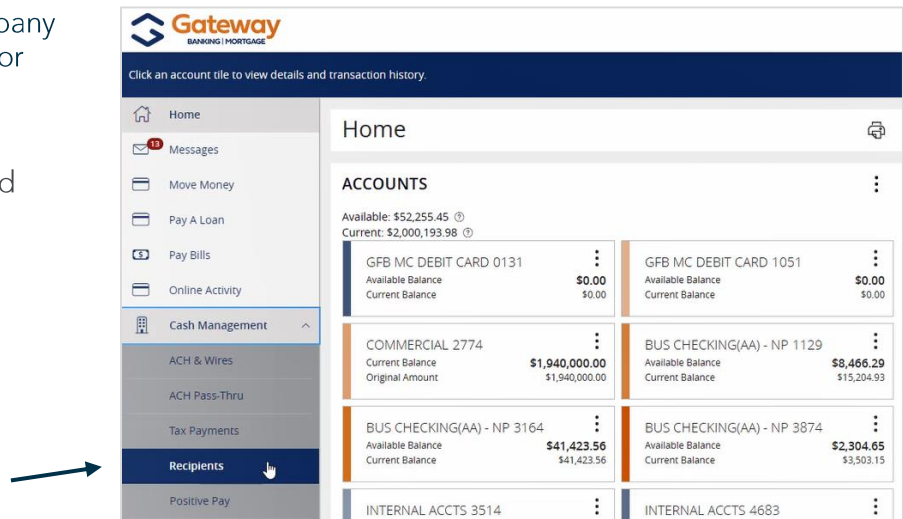


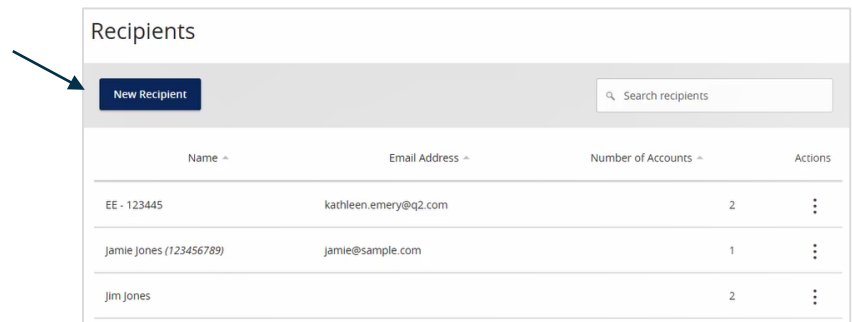
**NOTE:** A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

1. Select the 'Cash Management' menu and then select 'Recipients'.



## New Recipient

2. Click the 'New Recipient' button.



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

**NOTE:** 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or wire transaction is processed. The email message does not contain confidential information.



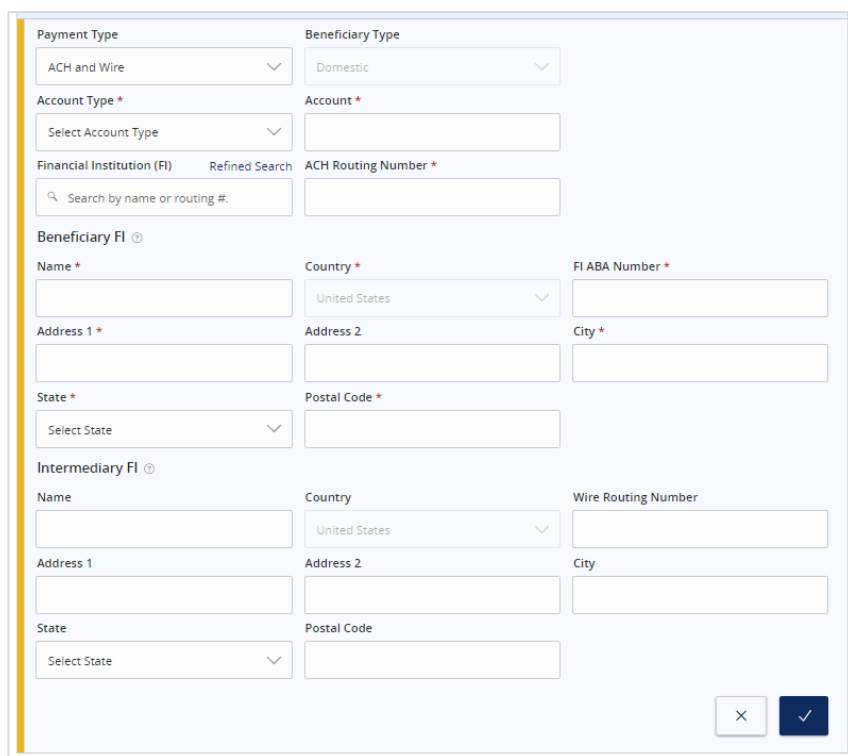
The screenshot shows the 'Add Recipient' form. It includes a 'Display Name' field (with a cursor), an 'Email Address' field, and a checkbox for 'Send email notifications for template payments'. Below these fields is a section for 'Accounts (1)' with a '+ Add account' link. The table below shows the account details.

Account	Payment Type	Financial Institution (FI)	Routing Number

4. Select the 'Payment Type' which designates the transaction type(s) for which the account is eligible.

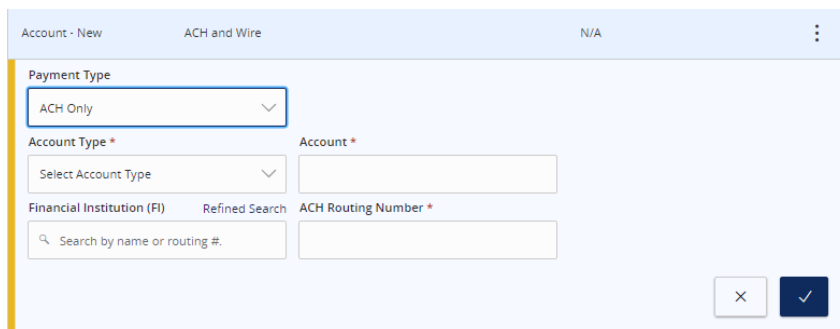
- a. Payment Type 'ACH and Wire' displays fields corresponding with both ACH and wires. Complete all required fields designated with an asterisk.

**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.



This screenshot shows the 'ACH and Wire' payment type form. It includes fields for Payment Type (ACH and Wire), Beneficiary Type (Domestic), Account Type (Select Account Type), Account (empty), Financial Institution (FI) (Search by name or routing #), ACH Routing Number (empty), Beneficiary FI (Name, Address 1, State, Country (United States), FI ABA Number, Address 2, City, Postal Code), and Intermediary FI (Name, Address 1, State, Country (United States), Wire Routing Number, Address 2, City, Postal Code). The form has a close button (X) and a save button (checkmark).

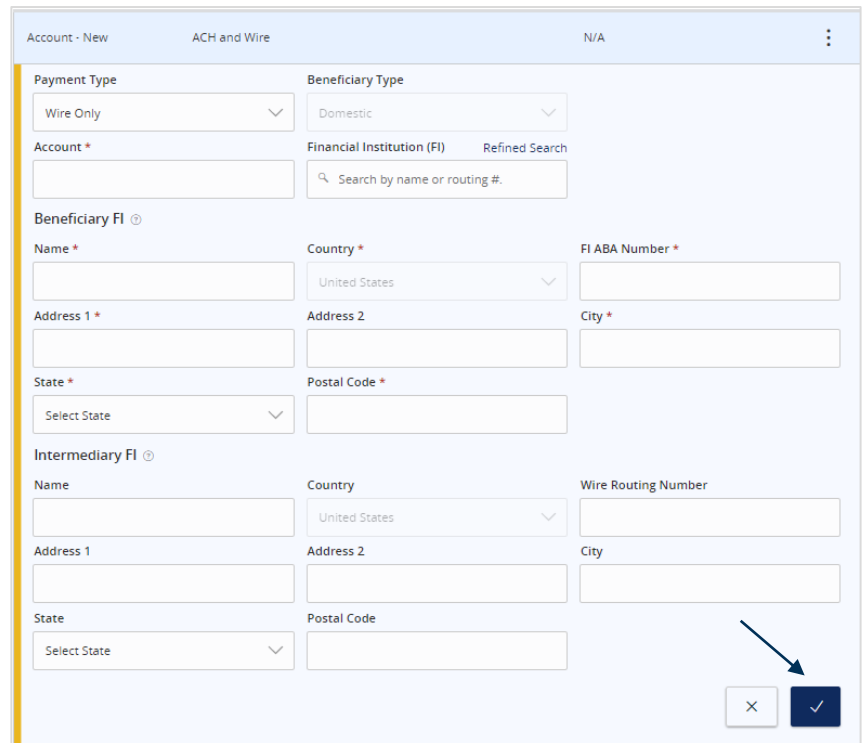
- b. 'Payment Type 'ACH Only' displays fields corresponding with only ACH. Complete all required fields designated with an asterisk.



This screenshot shows the 'ACH Only' payment type form. It includes fields for Payment Type (ACH Only), Account Type (Select Account Type), Account (empty), Financial Institution (FI) (Search by name or routing #), and ACH Routing Number (empty). The form has a close button (X) and a save button (checkmark).

- 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.



Account - New ACH and Wire N/A

Payment Type: Wire Only (dropdown)

Beneficiary Type: Domestic (dropdown)

Account \* (text field)

Financial Institution (FI) Refined Search (text field with search icon)

Search by name or routing #.

Beneficiary FI ⓘ

Name \* (text field)

Country \* (dropdown: United States)

FI ABA Number \* (text field)

Address 1 \* (text field)

Address 2 (text field)

City \* (text field)

State \* (dropdown: Select State)

Postal Code \* (text field)

Intermediary FI ⓘ

Name (text field)

Country (dropdown: United States)

Wire Routing Number (text field)

Address 1 (text field)

Address 2 (text field)

City (text field)

State (dropdown: Select State)

Postal Code (text field)

Buttons: X, ✓ (highlighted with arrow)

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



Add Recipient

Display Name \* (text field)

Email Address (text field)

☐ Send email notifications for template payments

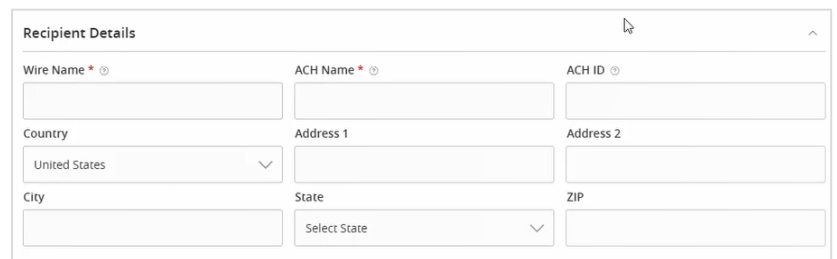
+ Add account ^ (highlighted with arrow)

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number

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

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



Recipient Details

Wire Name \* ⓘ (text field)

ACH Name \* ⓘ (text field)

ACH ID ⓘ (text field)

Country (dropdown: United States)

Address 1 (text field)

Address 2 (text field)

City (text field)

State (dropdown: Select State)

ZIP (text field)

## Existing Recipient

1. Click the 'Actions' icon next to an existing recipient to display available options.
  - a. Edit the recipient.
  - b. Delete the recipient.
  - c. View online payment history for which the recipient was linked.

<a href="#">New Recipient</a> <input type="text" value="Search recipients"/>			
Name ^	Email Address ^	Number of Accounts ^	Actions
EE - 123445	kathleen.emery@q2.com	2	⋮
Jamie Jones (123456789)	jamie@sample.com	1	⋮
Jim Jones		2	⋮

Edit  
 Delete  
 Payment History