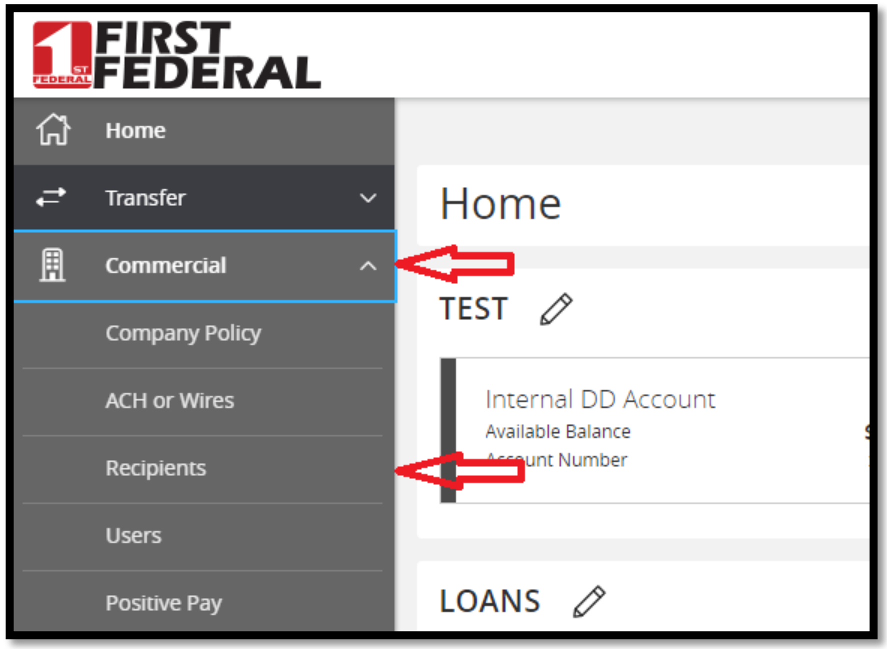
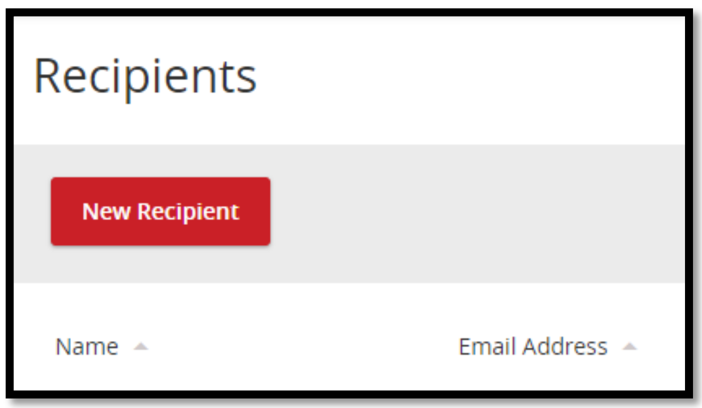
Adding Recipients

1. Click -Commercial
2. Click -Recipients



3. Click the red box -New Recipient



4. Enter ALL information with a *

   -Enter Display Name

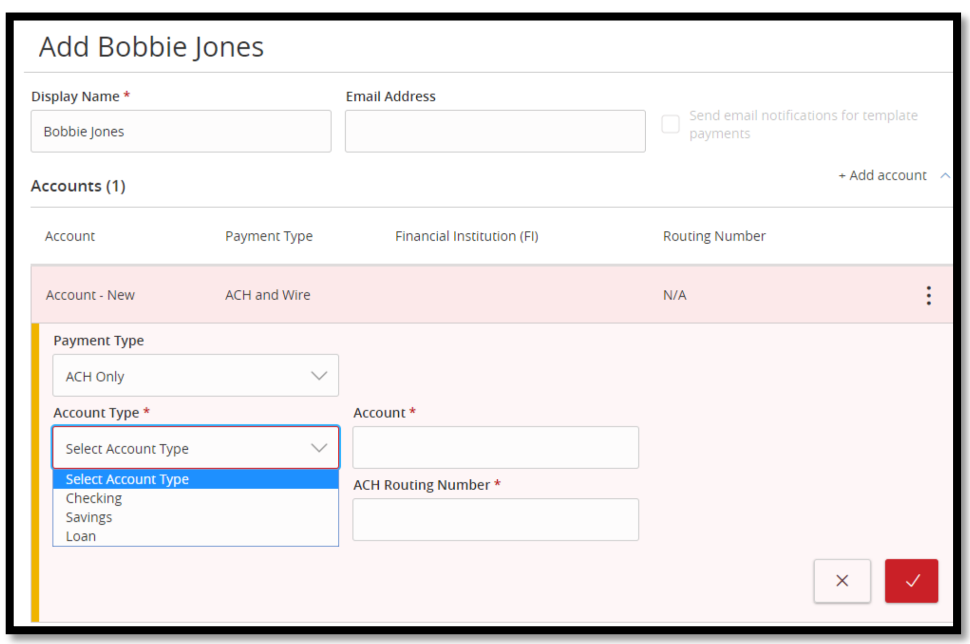
   -Choose Payment Type

   -Choose Account Type

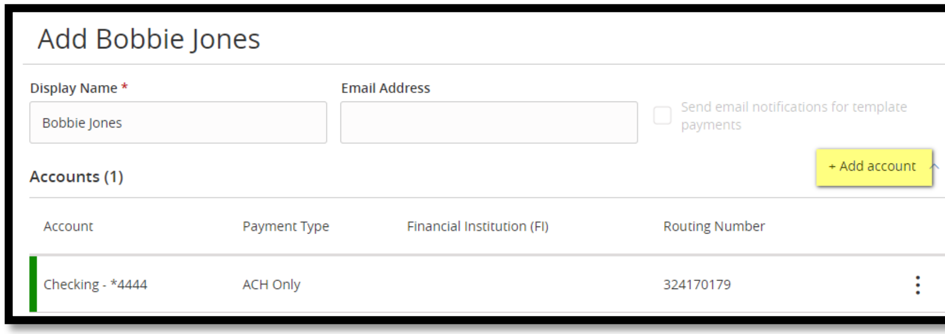
   -Enter Account Number

   -Enter ACH Routing Number

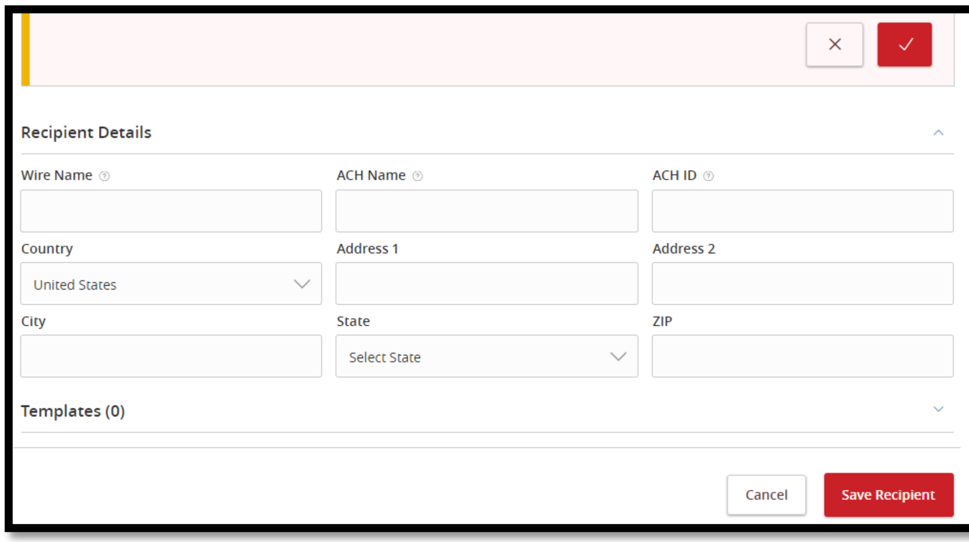
   -Click -Red Checkmark



5. If recipient has more than one account
   Click -Add Account and repeat steps 4-9



6. When information has been entered
   Click -Save Recipient



7. Continue to add all recipients by go back to step 1