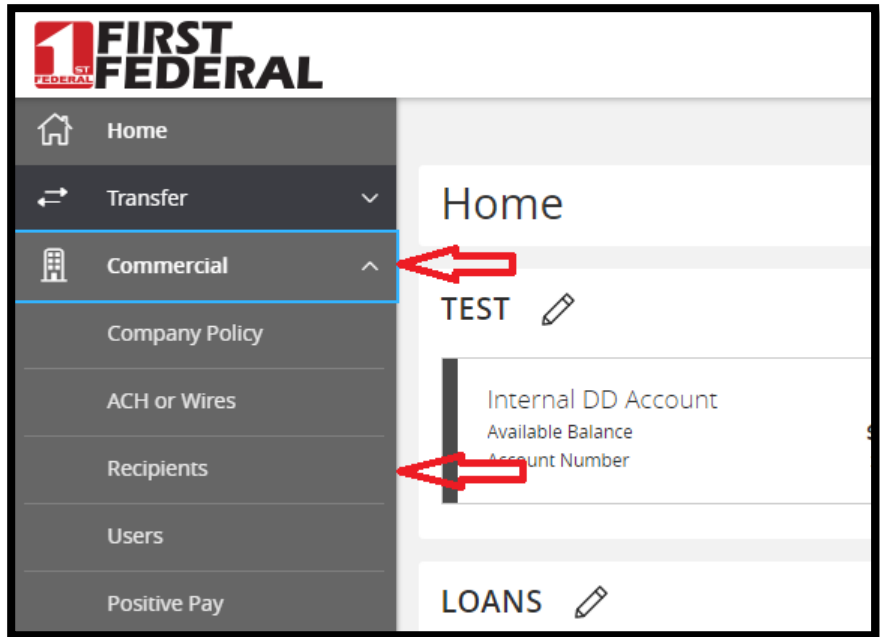
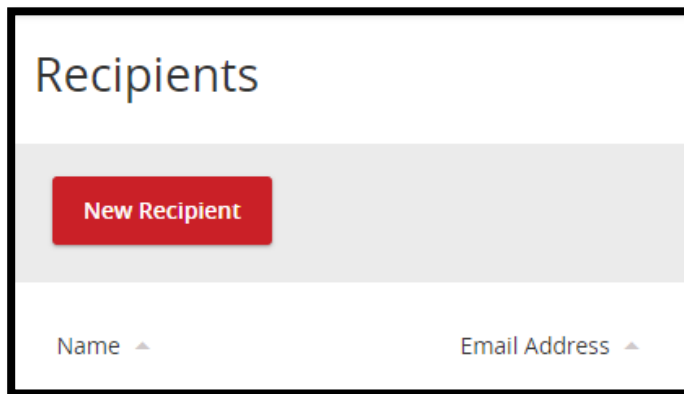


## Adding Recipients

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

The screenshot shows the 'Add Bobbie Jones' form. It includes the following fields and options:

- Display Name \***: Text input field containing 'Bobbie Jones'.
- Email Address**: Text input field.
- Send email notifications for template payments
- Accounts (1)**: A table with columns: Account, Payment Type, Financial Institution (FI), Routing Number. The table contains one row: 'Account - New', 'ACH and Wire', 'N/A', and a vertical ellipsis icon.
- Payment Type**: A dropdown menu with 'ACH Only' selected.
- Account Type \***: A dropdown menu with 'Select Account Type' selected. The dropdown list shows 'Checking', 'Savings', and 'Loan'.
- Account \***: Text input field.
- ACH Routing Number \***: Text input field.
- At the bottom right, there are two buttons: a white 'X' button and a red checkmark button.

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

The screenshot shows a form titled "Add Bobbie Jones". It includes a "Display Name" field with "Bobbie Jones" entered, an "Email Address" field, and a checkbox for "Send email notifications for template payments". Below this is a table of accounts with one entry: "Checking - \*4444" with "ACH Only" payment type and routing number "324170179". A yellow "+ Add account" button is visible in the top right of the table area.

| Account          | Payment Type | Financial Institution (FI) | Routing Number |
|------------------|--------------|----------------------------|----------------|
| Checking - *4444 | ACH Only     |                            | 324170179      |

- 6. When information has been entered  
Click -Save Recipient

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

The screenshot shows a "Recipient Details" form. It contains fields for "Wire Name", "ACH Name", and "ACH ID". Below these are fields for "Country" (set to "United States"), "Address 1", "Address 2", "City", "State" (set to "Select State"), and "ZIP". At the bottom right, there are "Cancel" and "Save Recipient" buttons. A red checkmark icon is visible in the top right corner of the form area.