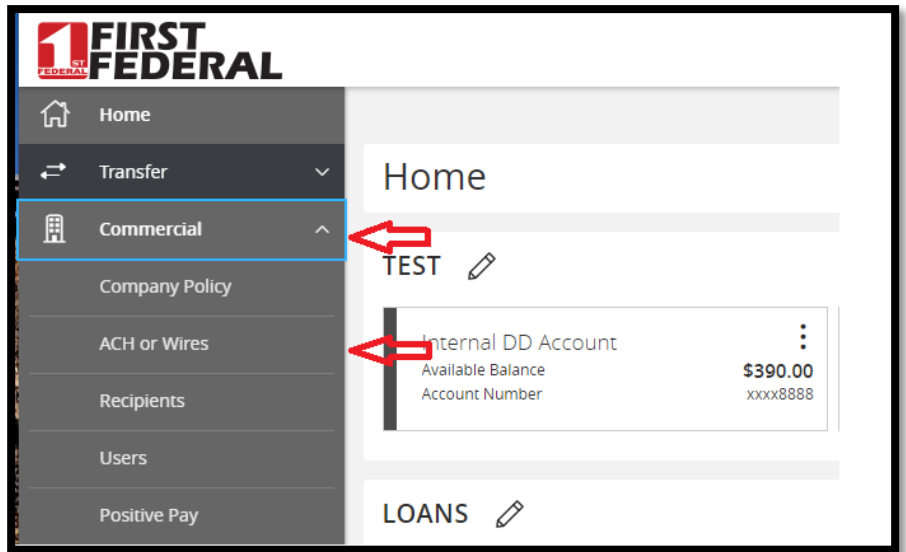
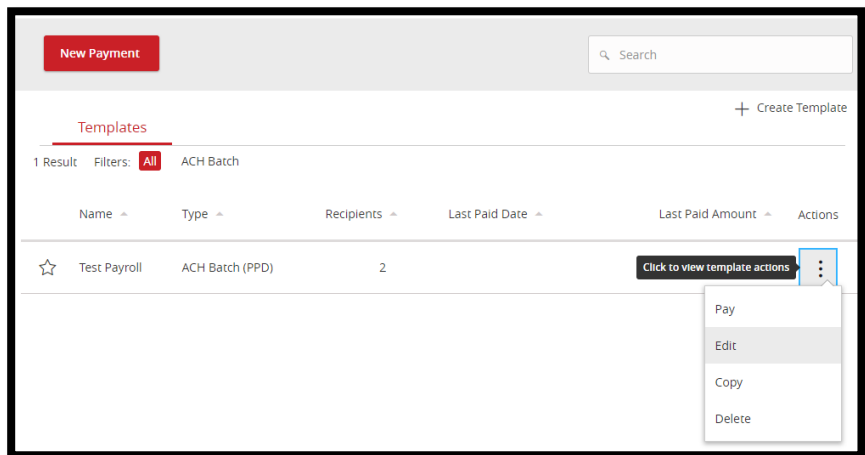


## Changes to a Template

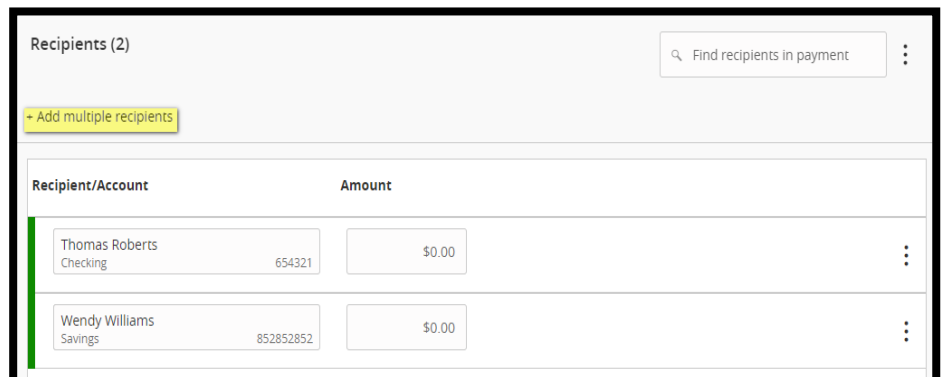
1. Commercial
2. ACH or Wires



3. Click on the 3 dots on the right side of the screen to pull up actions
4. Choose Edit



5. To Add New Recipient when the recipient has already been added to the system Click either:  
+ Add Multiple Recipients



Select Recipient to add to the file

A dialog box titled "SELECT MULTIPLE RECIPIENT ACCOUNTS" with a search bar at the top. Below the search bar, there are two links: "Select All" and "Clear All". The main area contains six recipient entries, each with a checkbox and text: "Bobbie Jones Checking 444444", "Felica Botham Checking 99999999", "Wendy Williams Savings 963852", "Doug Page Checking 753951", "Janet Reno Checking 123456789", and "Doug Page Savings 8522222". At the bottom right, there are two buttons: "Cancel" and "Add (0)".

Second Option is to Click +Add another recipient

The "Recipients (2)" interface shows a search bar "Find recipients in payment" and a "+ Add multiple recipients" link. Below is a table with two columns: "Recipient/Account" and "Amount". The table contains two rows: "Thomas Roberts Checking 654321" with an amount of "\$0.00", and "Wendy Williams Savings 852852852" with an amount of "\$0.00". At the bottom right, there is a yellow button labeled "+ Add another recipient".

Select from recipients list

The "Recipients (3)" interface shows the same table as the previous screenshot, but with a search dropdown menu open. The dropdown menu has a search bar "Search by name or account" and a list of options: "+ New Recipient", "Bobbie Jones", "Bobbie Jones Checking 444444", and "Doug Page". The "Bobbie Jones" option is highlighted. At the bottom right, there are "Cancel" and "Save" buttons.

- To Remove Recipient  
Click- 3 dots and click  
remove

The screenshot shows a payment interface with the following elements:

- Header:** "Recipients (3)" and a search bar "Find recipients in payment".
- Buttons:** "+ Add multiple recipients" and "+ Add another recipient".
- Table:** A table with two columns: "Recipient/Account" and "Amount".

Recipient/Account	Amount
Thomas Roberts Checking 654321	\$0.00
Wendy Williams Savings 963852	\$0.00
Doug Page Checking 753951	\$0.00
- Context Menu:** A menu is open for the "Doug Page" row, showing options: "Copy", "Remove", "Expand Row", and "Show Details". A "Show payment actions" button is also visible.
- Summary:** "\$0.00" and "3 payments (3 for \$0.00)".

- Click Save