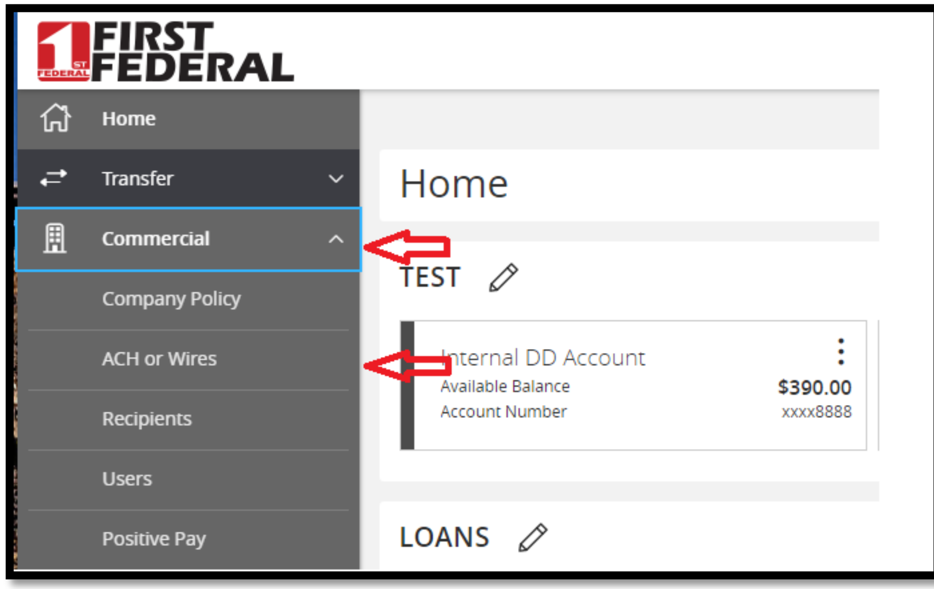
Create A Template

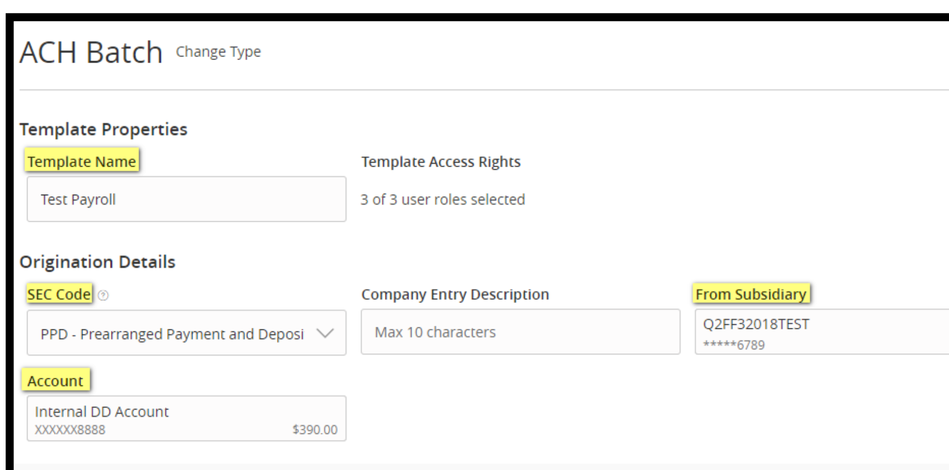
1. Commercial
2. ACH or Wires



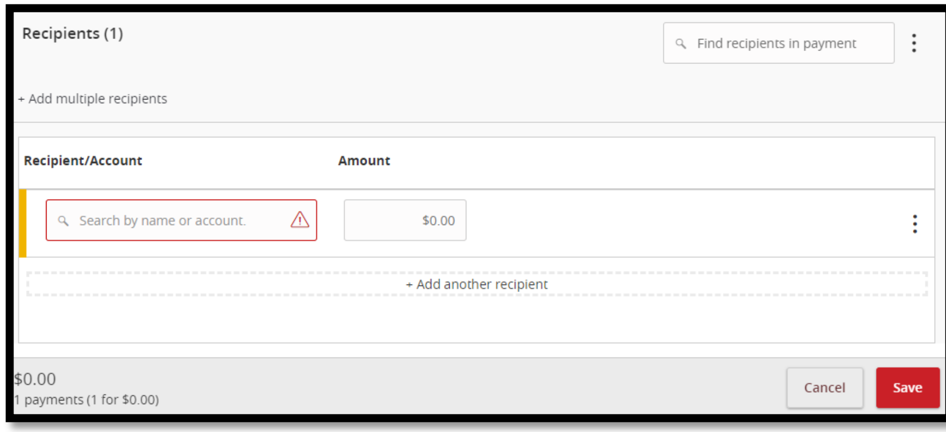
3. Click Create Template

4. Choose option for template you are creating

5. Name Template
6. Choose SEC Code
7. Enter Subsidiary if needed
8. Choose account to pay or collect from (this will depend on what you are using the ACH for)



9. Add recipients to template by either 1) clicking the +Add multiple recipients and checking which recipients to add then clicking add or 2) clicking the Search by name or account and choosing the recipient from the list.



10. Click Save