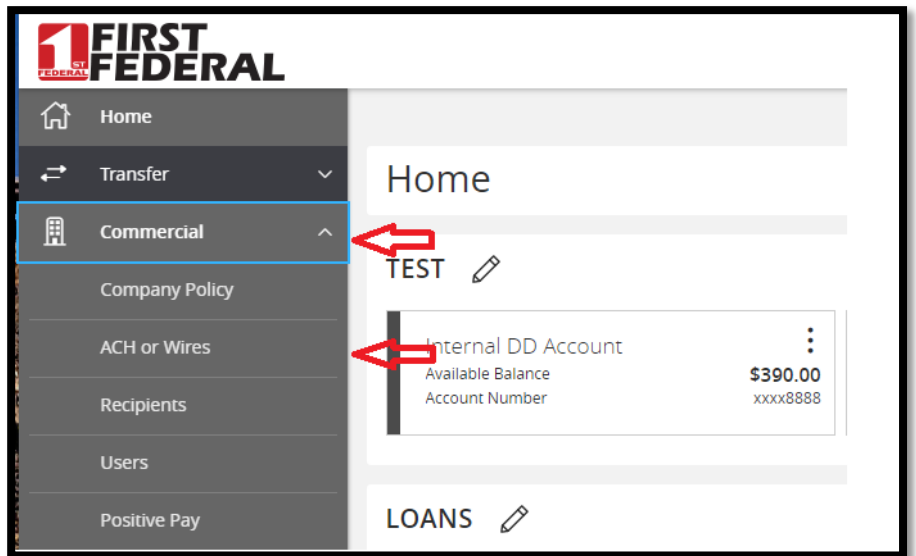


One Time ACH Batch or Collection

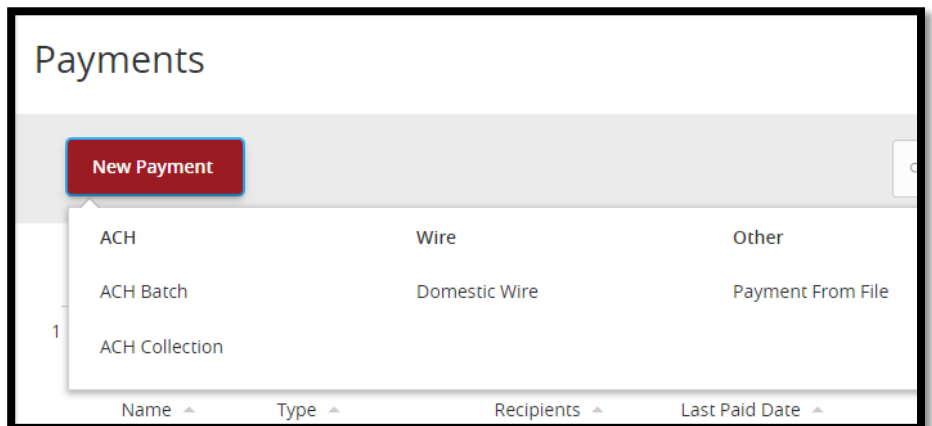
1. Commercial
2. ACH or Wire



3. Click New Payments
4. Choose File type

ACH Batch – Sending a payment or payroll

ACH Collection – Debiting an account



5. Choose SEC Code

PPD - Consumer

CCD – Commercial

6. Choose Account
7. Choose Effective Date

The date the fund will be deposited into an account or pulled from an account.

If Recipients are saved in the system

1. Search by Recipient Name of account
2. Click on correct recipient name or account
3. Enter Dollar amount to deposit or collect

The screenshot shows the 'Recipients (1)' interface. At the top, there is a header 'Recipients (1)' and a sub-header '+ Add multiple recipients'. Below this is a table with two columns: 'Recipient/Account' and 'Amount'. The 'Amount' column contains a text input field with '\$0.00'. A warning message 'This payment is incomplete' is displayed above the search input. The search input is active, showing a dropdown menu with options: '+ New Recipient', 'Bobbie Jones', and 'Bobbie Jones' (with a red checkmark next to it).

4. Click Approve
5. Enter Token

If Recipient is NOT saved in the system

1. Click Add another recipient

The screenshot shows the 'Recipients (1)' interface. At the top, there is a header 'Recipients (1)' and a sub-header '+ Add multiple recipients'. Below this is a table with two columns: 'Recipient/Account' and 'Amount'. The 'Amount' column contains a text input field with '\$0.00'. A warning message 'This payment is incomplete' is displayed above the search input. The search input is active, showing a dropdown menu with options: '+ New Recipient', 'Bobbie Jones', and 'Bobbie Jones' (with a red checkmark next to it).

2. Enter Display Name
3. Account Type
4. Account Number
5. Routing Number
6. Click Red Checkmark

The screenshot shows the 'Add Bobbie Jones' form. It has a header 'Add Bobbie Jones'. Below the header are two input fields: 'Display Name *' (with 'Bobbie Jones' entered) and 'Email Address'. There is a checkbox for 'Send email notifications for template payments'. Below these is a section for 'Accounts (1)' with a sub-header '+ Add account'. This section contains a table with columns: 'Account', 'Payment Type', 'Financial Institution (FI)', and 'Routing Number'. The table has one row: 'Account - New', 'ACH and Wire', 'N/A', and a vertical ellipsis. Below the table are two dropdown menus: 'Payment Type' (set to 'ACH Only') and 'Account Type *' (set to 'Select Account Type'). To the right of these are two input fields: 'Account *' and 'ACH Routing Number *'. At the bottom right, there are two buttons: a red 'X' button and a red checkmark button.

7. Click Use without save (unless you would like to save the recipient)
8. Click Approve
9. Enter Token