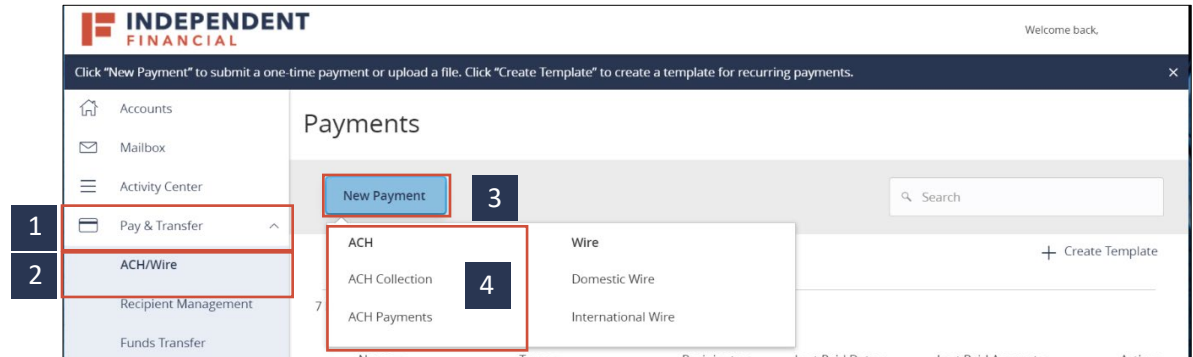


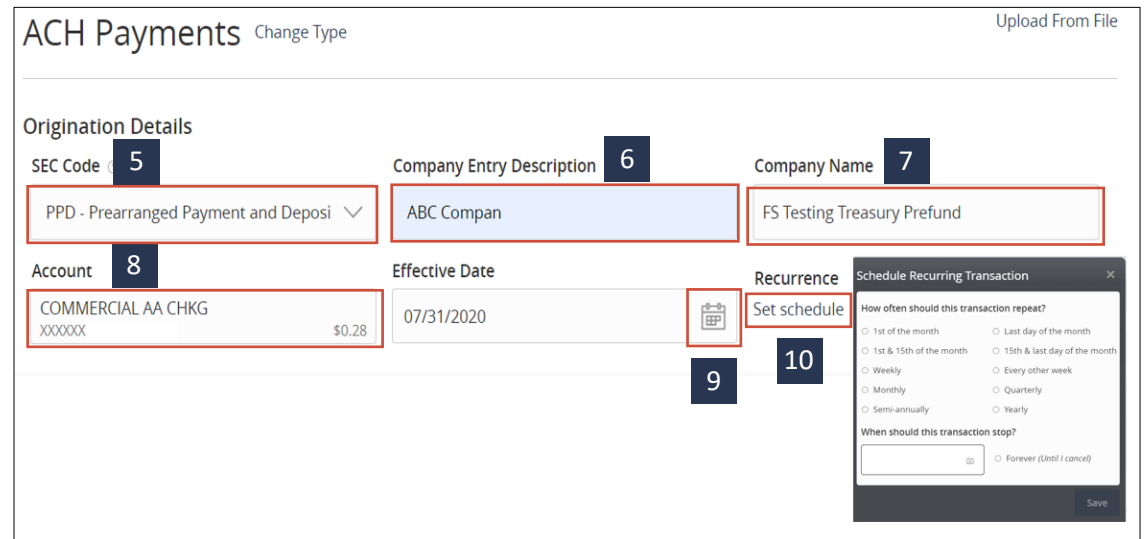
## START A NEW PAYMENT

1. On the left menu, select **Pay & Transfer**.
2. Select **ACH/Wire** to initiate an ACH Payment.
3. Select **New Payment**.
4. Choose **Payment Type** from the drop down menu.



## ORIGINATION INFORMATION

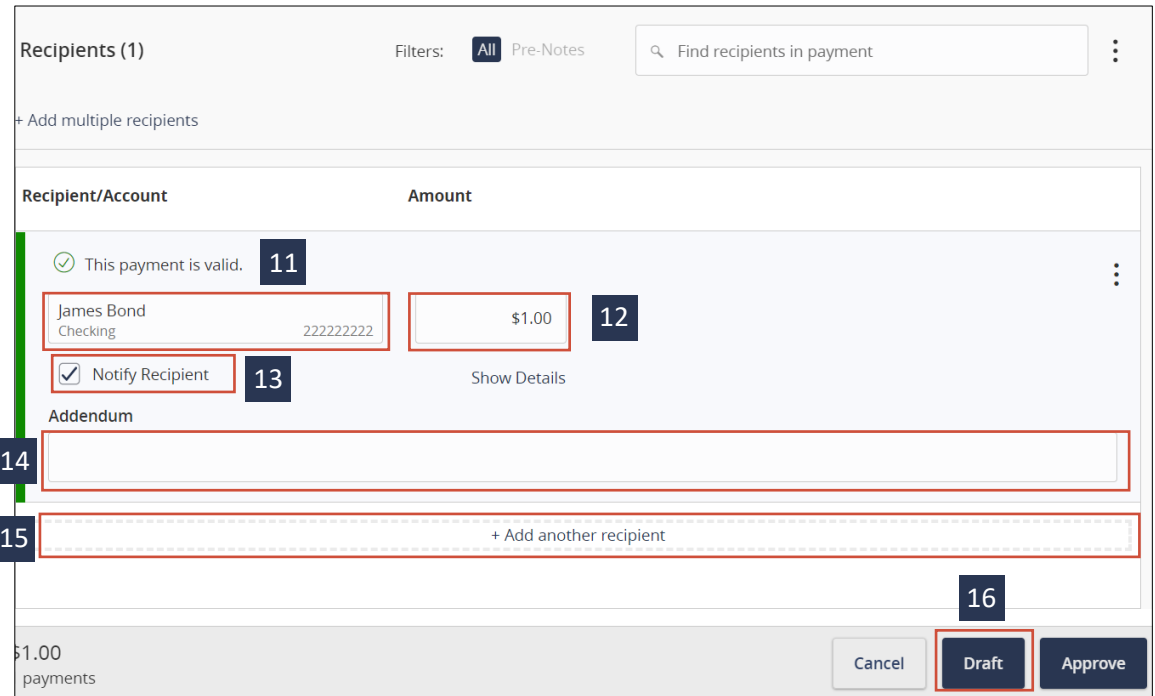
5. Select **SEC Code** as either CCD or PPD.
6. The **Company Entry Description** is used to enter the transaction description/purpose. If left blank, it will default to the Payment type chosen (ACH Payment/ACH Collection).
7. **Company Name** will auto-populate; however, it can be changed using the search function.
8. Select the **Account** from the drop-down menu.
9. Click the **Calendar icon** to select the effective date for the ACH.
10. The ability to set up a recurring payment will appear once an effective date is selected. Click **Set Schedule** and select the appropriate box.



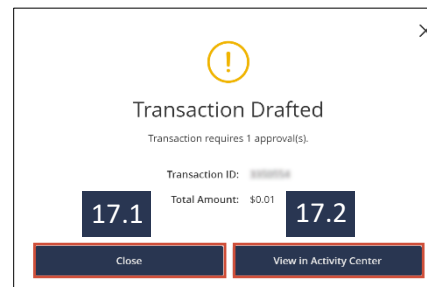
## RECIPIENT INFORMATION

Note: A recipient must be created under manage recipients in order to proceed. Please see **Adding a recipient** in order to add a recipient.

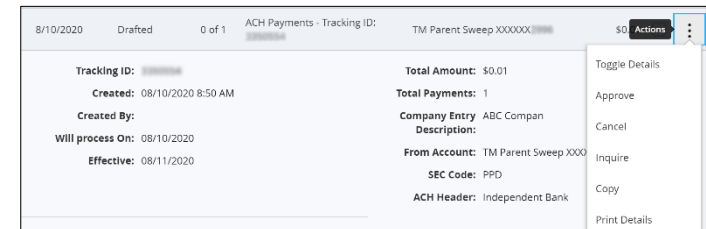
11. **Search by name or account** to enter recipient information.
12. Enter the **Amount**.
13. **Notify Recipient** to send an email confirmation to the recipient.
14. Enter any **Addendum** information (optional).
15. Click on **Add another recipient** to enter additional recipients as needed.
16. Click **Draft** to submit the transaction for approval.
  - Note: Click **Approve** if you do not require dual approval.
17. A Transaction Drafted pop-up will appear on screen.
  - (17.1) Click **Close** to finish the process.
  - (17.2) Click **View in Activity Center** to go to the Activity Center, where the transaction is stored.



The screenshot shows the 'Recipients (1)' form. At the top, there are filters for 'All' and 'Pre-Notes', and a search box for 'Find recipients in payment'. Below this is a table with columns 'Recipient/Account' and 'Amount'. The first row shows a valid payment for 'James Bond Checking' with an amount of '\$1.00'. A checkbox for 'Notify Recipient' is checked. Below the table is an 'Addendum' field. At the bottom, there are 'Cancel', 'Draft', and 'Approve' buttons. Numbered callouts 11 through 16 highlight specific elements: 11 points to the validation checkmark, 12 to the amount field, 13 to the 'Notify Recipient' checkbox, 14 to the 'Addendum' field, 15 to the '+ Add another recipient' button, and 16 to the 'Draft' button.



The screenshot shows a 'Transaction Drafted' pop-up dialog. It features a yellow warning icon and the text 'Transaction requires 1 approval(s)'. Below this, it displays 'Transaction ID: [redacted]' and 'Total Amount: \$0.01'. At the bottom, there are two buttons: 'Close' and 'View in Activity Center'. Numbered callouts 17.1 and 17.2 point to these two buttons respectively.



The screenshot shows the details of a drafted ACH payment. It includes a header with the date '8/10/2020', status 'Drafted', and '0 of 1' payments. The 'Tracking ID' is 'TM Parent Sweep XXXXXX'. The 'Total Amount' is '\$0.01' and 'Total Payments' is '1'. The 'Company Entry' is 'ABC Compan' and the 'Description' is 'TM Parent Sweep XXX'. The 'From Account' is 'TM Parent Sweep XXX', 'SEC Code' is 'PPD', and 'ACH Header' is 'Independent Bank'. On the right side, there is an 'Actions' menu with options: 'Toggle Details', 'Approve', 'Cancel', 'Inquire', 'Copy', and 'Print Details'.