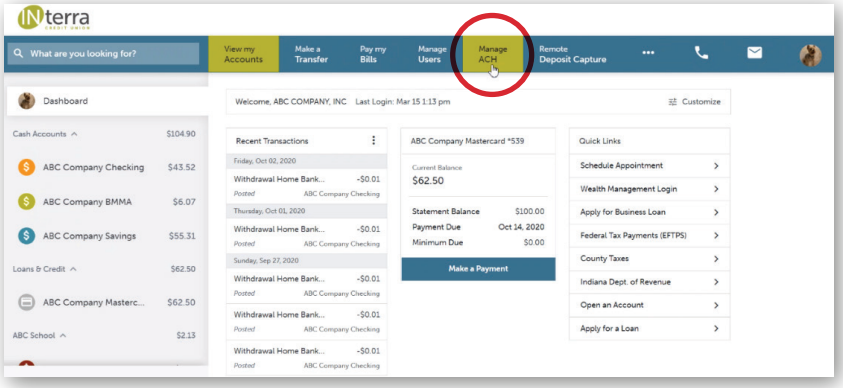
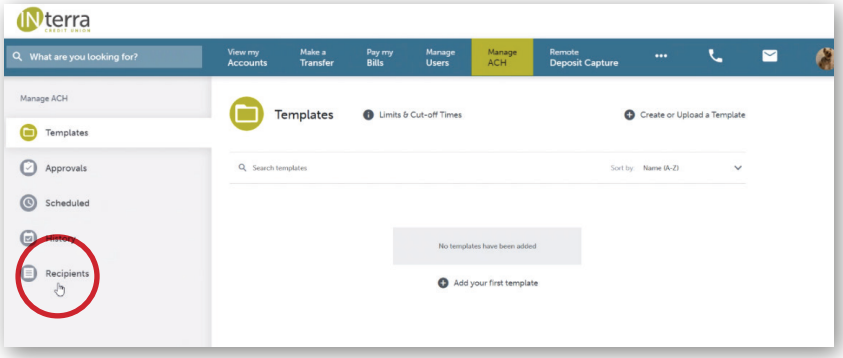
Business Banking: How to Manage ACH Recipients

Follow these instructions to learn how to make and collect business account payments. When creating a template for a payment, please set up your recipients first.

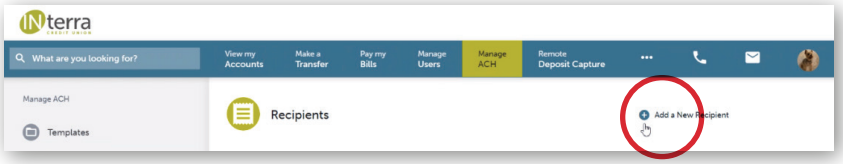
1. Log in to Online Banking and click **Manage ACH.**



2. Under Manage ACH, **click Recipients** on the left-hand side

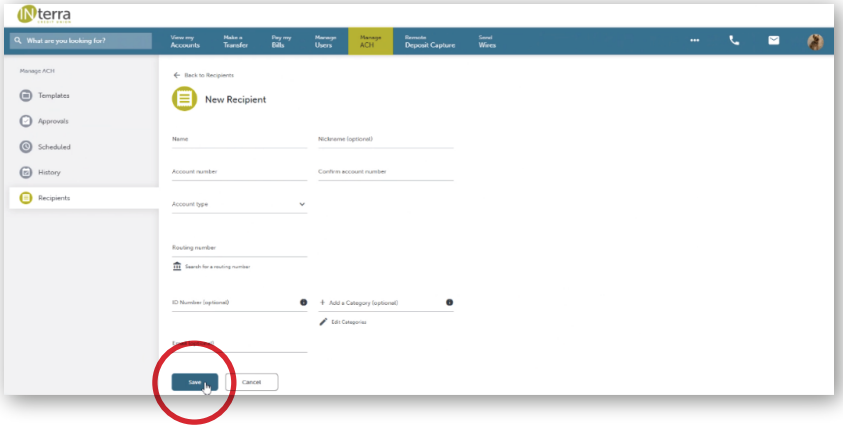


3. Click **Add a New Recipient** in the upper right-hand side.



4. In the "New Recipient" window enter:
   - Recipient Name
   - Account Number
   - Confirm account number
   - Account type
   - Routing Number
   - ID Number (if applicable)
   - Category (if applicable)
   - Email Address (optional)

Click **Save.**



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