Business Online Banking Platform Navigation

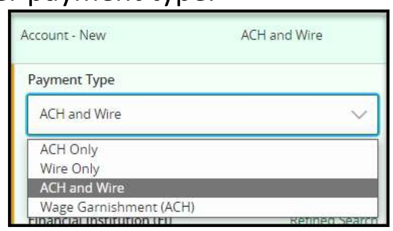
Overview

The following sections will navigate through set up and use of Recipients, Payment (ACH/Wire).

Add Recipients

Add Recipients before utilizing Payment's tile.

- Log in to online banking and navigate to the Business Banking tab in the menu bar.
- Select the Recipients by clicking on the Recipients tile. Select **New Recipient**
- Enter the name of the recipient under the display name.
    - The email address of the recipient is optional.
- Scroll down to Accounts and use the dropdown menu under payment type.
    - Select the payment type the recipient will receive.
        - Depending on the type of payment, the required information will adjust.



    - Enter all required (*) information per payment type, and click the green check to accept the recipient's payment information. (Enter information in more fields if needed)
- Scroll down to Recipient Details and add all recipients required information.
    - Select **Save Recipient**

Additional Recipient tile information

- If the recipient has an additional account(s) to receive payments.
    - Complete the initial addition of the new recipient and save.
    - Under the Recipients tile, click on the recipient who needs an additional account.
    - Once open, click on + Add Account ^ and input information as before and save.
- If the recipient requests email notifications for payments, select. ☐ Send email notifications for template payments
- There is no limit to the number of accounts a recipient can have.
- The Recipient account(s) can send and receive money.

Business Online Banking Platform Navigation

Payments

- Log into online banking and navigate to the Business Banking tab in the menu bar.
- Select by clicking on the Payments tile. Select New Payment
- A window will open with options to chose the payment type. Click on payment type.
    - If the wrong payment type was selected, click Change Type near the top left.

ACH Payments

- A new window opens with fields to enter requested information.
- The payment can be done manually or can be uploaded.
    - To manually complete:
        - Complete the Origination Details area, and then select the Reciepients section below.
        - To add receipients, click on the Field Search by name or account
            - A drop down will show all available recipients.
                - If a recipient was not already on the list, you can add +New Recipient
                - Once all fields to add the recipient are completed, you can choose to save the recipient for further use or click Use Without Save for one time use.
                - Multiple receipients can be chosen by selecting the link + Add multiple recipients.
                    - A new window will open with all recipients. Chose the recipients wanted and click Add.
        - To Upload:
            - Click Upload From File in the upper right of the page.
            - A widow will open with instructions on how to upload as well as an example of a sample file.
            - Select file and place in the import field and upload file.
        - Another upload file option location:

        - After clicking New Payment to the right under the Other column chose: Payments From File.
        - Two fields are shown in a new window.
            - Payment Type*
                - Use the dropdown to select type.
            - Import File*
                - Click field to select file.
        - Click Upload File

- Side notes:
    - When selecting a payment type:
        - ACH Collection and ACH Receipt only allow one recipient. (Cannot pull from file)
        - For multiple choose: ACH Batch, ACH Collection or ACH Payroll
    - Depending on user rights, once ACH information is complete the options Draft and/or Approve will be listed.
        - Once saved as Draft, an approver can access and approve or decline the draft.

Wire Payments

- A new window opens with fields to enter requested information.
    - Top area Origination Details.
        - Choose Subsidiary (if applicable), Account, and Process Date.
        - Continue to Wire details below.
    - Domestic wires.
        - Choose Recipient/Account and Amount
            - Only recipients added with Wire information will show in the dropdown menu.
                - If a new recipient is needed click +New Recipient, as in ACH this recipient can be for one time use or more.

        - Purpose of Wire is required, spaces are availble for a Message to Beneficiary and Description.

    - International wires. (US correspondant bank information required under recipient)
        - Choose Recipient/Account, Currency and Enter amount in the chosen currency.
            - The USD equivelent will appear in the Amount $ field.
            - Only recipients added with International Wire information will show in the dropdown menu.
                - If a new recipient is needed click +New Recipient, as in ACH this recipient can be for one time use or more.
                - Purpose of Wire is required, spaces are availble for a Message to Beneficiary and Description.
    - Depending on User rights, once Wire information is complete the options Draft and/or Approve will be listed.
        - Once saved as Draft, an approver can access and approve or decline the draft.
- Cut off time for sending completed and approved wires is 2:30 pm EST per business day.

Templates

- Select by clicking on the Payments tile. Select New Template .
- A window will open with options to chose the payment type. Click on payment type.
    - Name the template and fill all necessary fields.
    - Once the template is saved, it will show under Payment Templates.
        - Depending on the number of templates needed, you can click the ★ on the individual template to bring regularly used templates to the top of the list.
    - To Pay on a template you can choose to Import Amounts and/or Edit Template before sending as a Draft and/or Approve.
        - Importing Amounts – load amounts into your template, collection or payment using a two column CSV format: Name (ACH or Recipient), Amount

Questions? Contact Countybank customer service at (864) 942-1500.