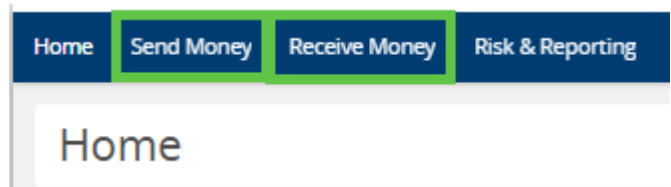




1. Select the **Send Money** or **Receive Money** menu, followed by **Payment Hub**



## Send Money

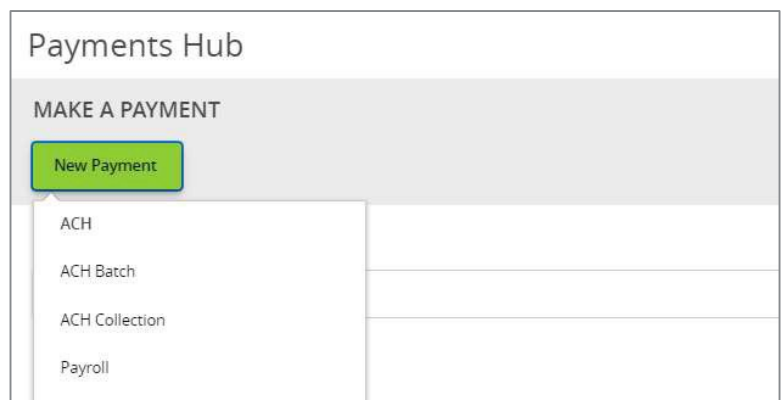
### SEND MONEY



#### Payment Hub

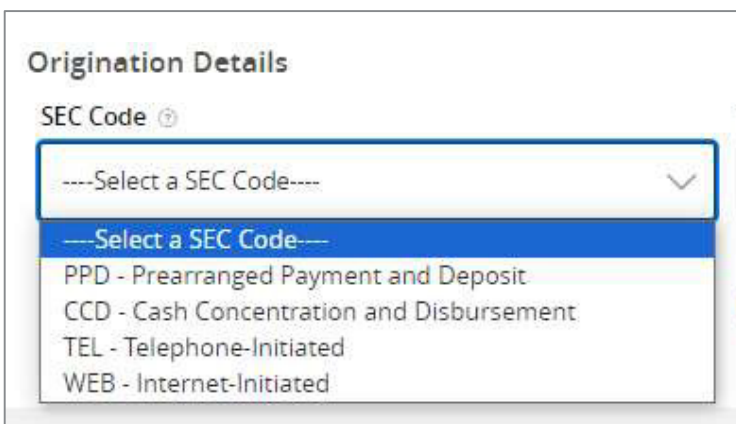
Send or collect wire, ACH, and other one-time or recurring payments.

2. Select the desired transaction type within the **New Payment** drop-down menu.



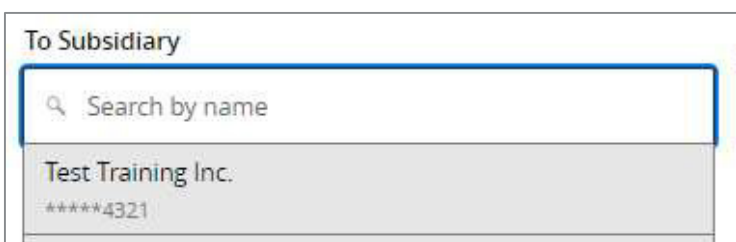
3. Select the desired ACH SEC Class Code.

NOTE: Payroll transactions will automatically default to an ACH Class Code of PPD.



The screenshot shows the 'Origination Details' section with a 'SEC Code' dropdown menu. The dropdown is open, displaying the following options: '---Select a SEC Code---', 'PPD - Prearranged Payment and Deposit', 'CCD - Cash Concentration and Disbursement', 'TEL - Telephone-Initiated', and 'WEB - Internet-Initiated'. The 'PPD' option is highlighted.

4. Select the **To Subsidiary** or **From Subsidiary**



The screenshot shows the 'To Subsidiary' search field. The search bar contains the text 'Search by name'. Below the search bar, the results for 'Test Training Inc.' are displayed, including the company name and a masked account number '\*\*\*\*\*4321'.

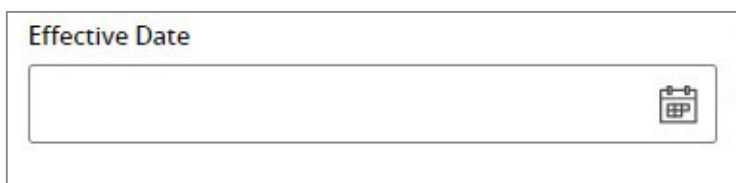
5. Select the offset **Account**

NOTE: Depending on your specific configuration, these values may be prepopulated for you.



The screenshot shows the 'Account' field with the text 'SIMPLY FREE PLATINUM' and the account number '3456'.

6. Select the **Effective Date**



The screenshot shows the 'Effective Date' field with a calendar icon on the right side.

7. Optional: Click **Set schedule** to set up the payment as recurring transactions.



The screenshot shows the 'Effective Date' field with the date '08/27/2024' and a calendar icon. To the right of the date field is a 'Recurrence' section with a 'Set schedule' button. A blue arrow points from the 'Set schedule' button to the 'Recurrence' section.

Questions? We're here to help.

Email: [achnotices@ubt.com](mailto:achnotices@ubt.com) Call: 402.323.1753

Member FDIC

8. Select how often the transaction should repeat.
9. Designate when the transaction should stop.
  - a. Click the **Forever (Until I cancel)** to set up an indefinite recurrence.
  - b. Click the calendar and select a date to designate a specific date to stop the recurrence.

10. Click **Set Recurring Transaction** to save the recurrence setup.

11. Click the **+Add multiple recipients** link to select multiple recipients at one time.

12. Select the desired recipients and click **Add** when done.

Schedule Recurring Transaction

How often should this transaction repeat?

☐ 1st Of The Month

☐ Weekly

☐ Yearly

☐ Last Day Of The Month

☐ Every Other Week

☐ 1st & 15th Of The Month

☐ Monthly

☐ 15th & Last Day Of The Month

☐ Quarterly

☐ Daily (Monday - Friday)

☐ Semi-Annually

When should this transaction stop?

☐ On/Before Date

☐ After

occurrence(s)

☐ Forever (Until I Cancel)

Cancel

Set Recurring Transaction

Recipients (1)

+ Add multiple recipients

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

☒ ABC Corp  
Checking 98765432

☐ Jane Doe  
Checking 123456789

☒ XYZ Corp  
Checking 234567890

Cancel

Add (2)

13. To add a single recipient, click in the recipient box.

14. Select an existing recipient from the drop-down menu or select **+New Recipient** to create a new recipient.

The screenshot shows a form titled "Recipient/Account". It features a search bar with the placeholder text "Search by name or account." and a cursor. Below the search bar is a dropdown menu. The first option is "+ New Recipient". The second option is "ABC Corp", which is expanded to show "ABC Corp Checking" with the account number "98765432".

15. Click the **+Add another** recipient link to add an additional recipient to this payment batch.

The screenshot shows a table with two columns: "Recipient/Account" and "Amount". The first row contains "ABC Corp Checking" with account number "98765432" and an amount of "\$ 1,250.00". Below the table is a link that says "+ Add another recipient". An arrow points from the "Amount" column header to the amount field.

NOTE: Reference the **Recipient Management** setup document for information regarding the setup of a new recipient.

16. Review the information on the screen for accuracy and then select **Approve** to authorize the payments or **Draft** to only draft the transactions.

The screenshot shows a table with two columns: "Recipient/Account" and "Amount". It lists three recipients: "ABC Corp Checking" (98765432, \$ 1,250.00), "Jane Doe Checking" (123456789, \$ 255.22), and "XYZ Corp Checking" (234567898, \$ 12,330.00). Below the table is a link that says "+ Add another recipient". At the bottom left, it shows a total of "\$13,835.22" for "3 payments". At the bottom right are three buttons: "Cancel", "Draft", and "Approve". Arrows point to the "Draft" and "Approve" buttons.