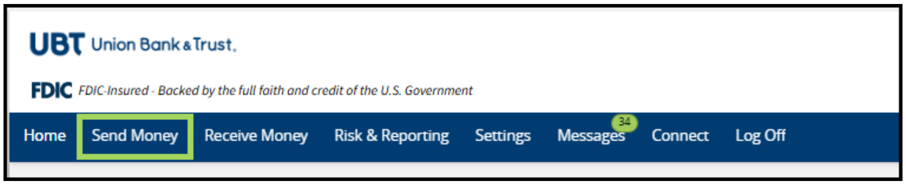
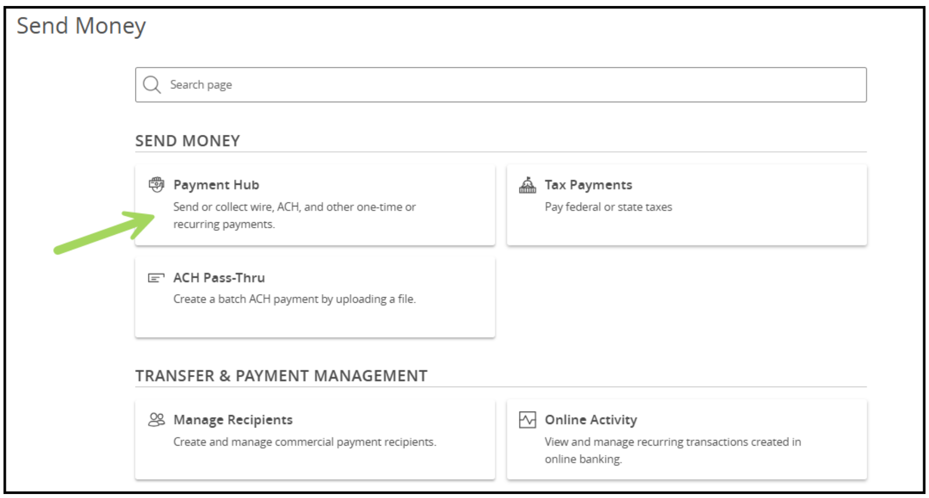
Commercial Templates

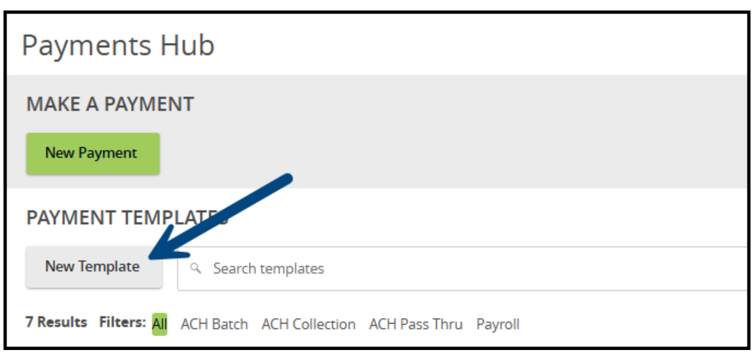
NOTE: A Commercial Template allows you to save payment information that is used for future payments.

1. Select the **Send Money** menu and then **Payment Hub**.





2. Select **New Template**



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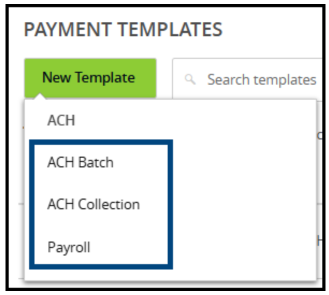
Email: achnotices@ubt.com Call: 402.323.1753

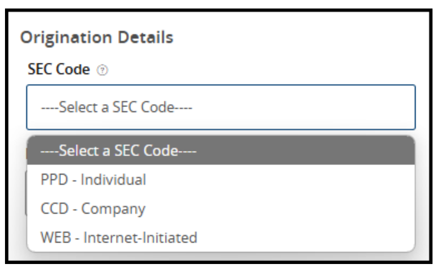
3. Select the desired **Transaction Type** from the dropdown menu.



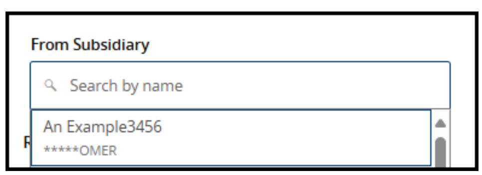
4. Input the desired **Template Name**.

5. Select the desired **SEC Class Code**.

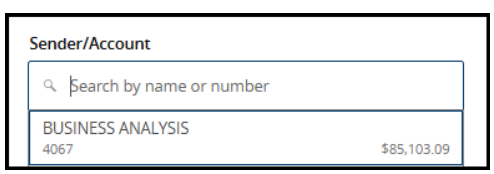
NOTE: Payroll transactions will automatically default to an ACH Class Code of PPD.



6. Select the **To Subsidiary** or **From Subsidiary** as applicable to the payment type.



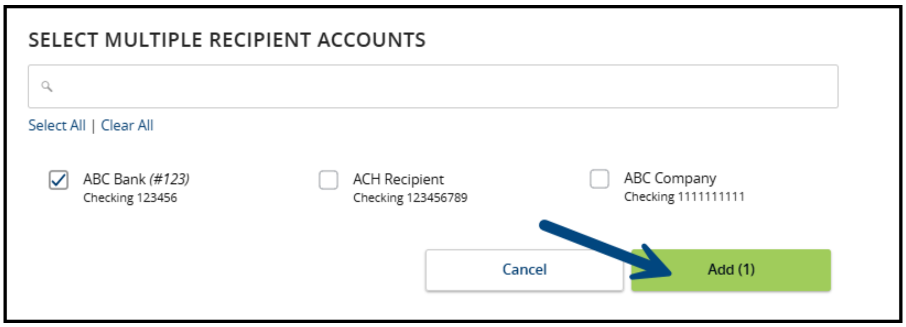
7. Select the offset **Account**.



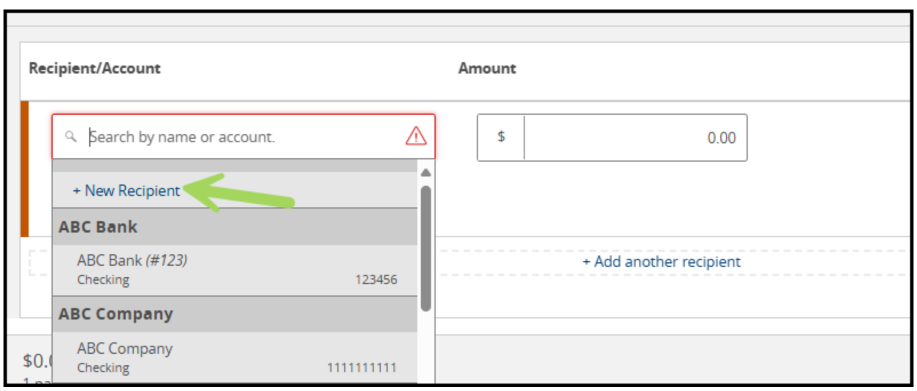
NOTE: Depending on your specific configuration, these values may be prepopulated for you.

8. To add multiple recipients to the template, select the **+Add multiple recipients** option

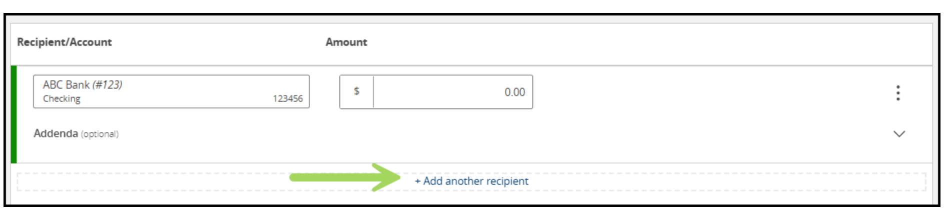
9. Select the desired recipients and select **Add** when done.



10. To add a single recipient, select the **Recipient box**. Select an **existing recipient** from the drop-down menu or select **+New Recipient** to create a new recipient.



11. Select **+Add another recipient** to add an additional recipient to this payment batch.

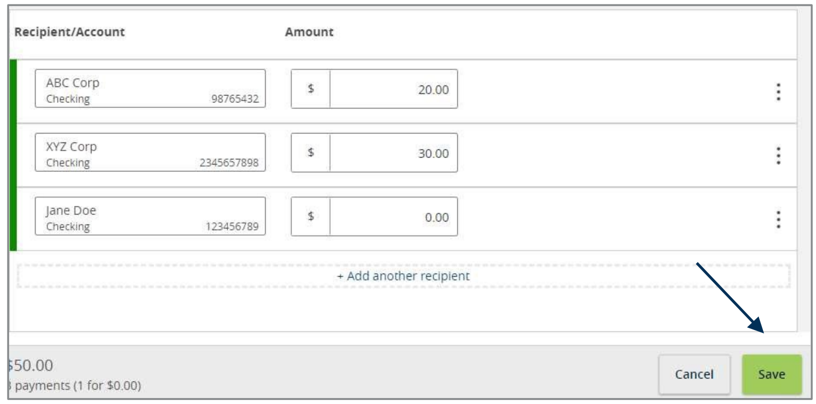


NOTE: Reference the **Recipient Management** document for information regarding the setup of a new recipient.

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

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

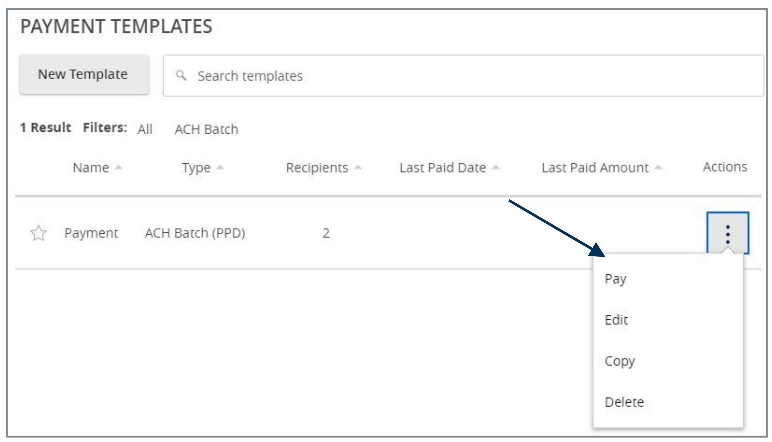
13. Enter a dollar amount for each linked recipient.



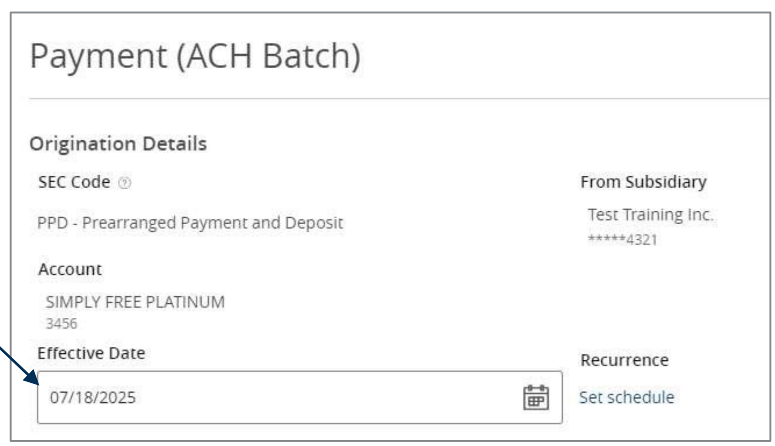
14. Review the information on the screen for accuracy and then select **Save**.

Payment Templates

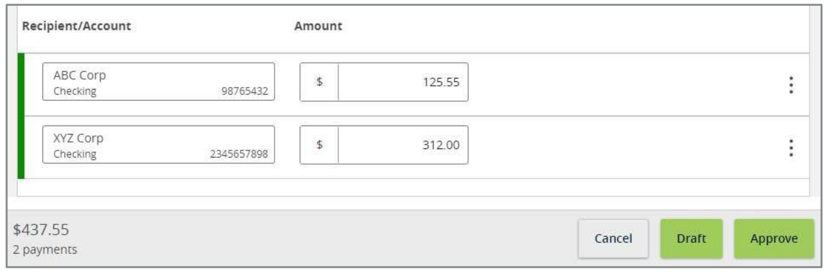
1. Click on the **Actions** menu next to the template to be paid.
2. Select **Pay**.



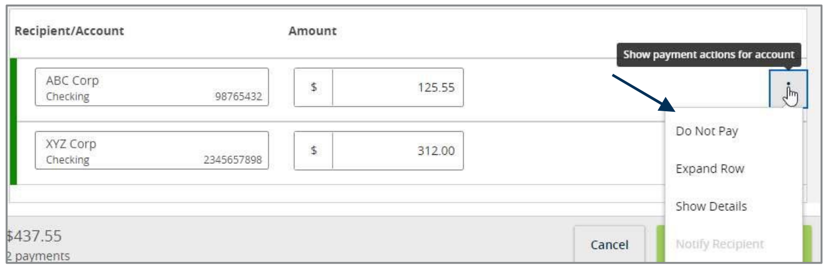
3. Populate the **Effective Date** for the payment.



4. If needed, change the payment amounts for the recipients.



5. If a recipient should not be included in the payment, select the Actions menu next to the recipient to exclude and press **Do Not Pay**.
    a. The recipient will be marked as **Not Paid**.



NOTE: Marking a recipient **Not Paid** will not remove the recipient from the template. The recipient will just be excluded from the specific payments being made

6. Click **Draft** or **Approve** as appropriate.