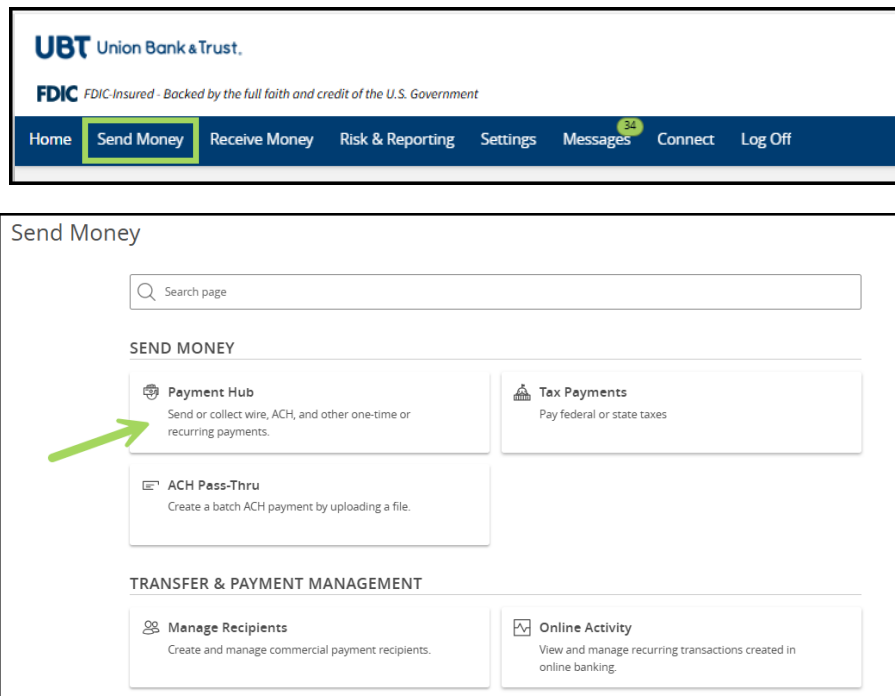


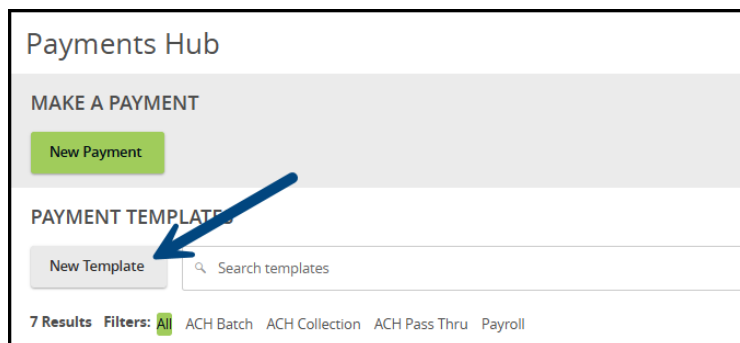


NOTE: A Commercial Template allows you to save payment information that is used for future payments.

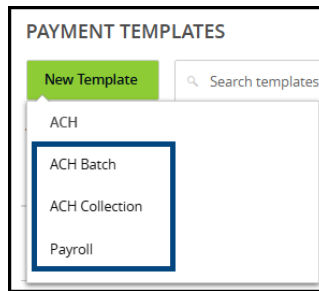
1. Select the **Send Money** menu and then **Payment Hub**.



2. Select **New Template**

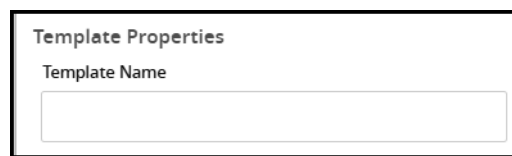


3. Select the desired **Transaction Type** from the dropdown menu.



The screenshot shows a dropdown menu titled "PAYMENT TEMPLATES". At the top is a green button labeled "New Template" and a search bar with the placeholder text "Search templates". Below the search bar, a list of transaction types is displayed: "ACH", "ACH Batch", "ACH Collection", and "Payroll". The "ACH Batch" option is highlighted with a blue border.

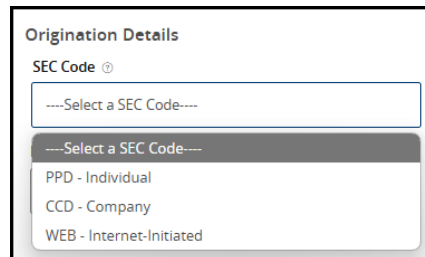
4. Input the desired **Template Name**.



The screenshot shows a form titled "Template Properties". It contains a single text input field labeled "Template Name".

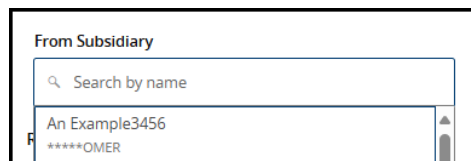
5. Select the desired **SEC Class Code**.

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



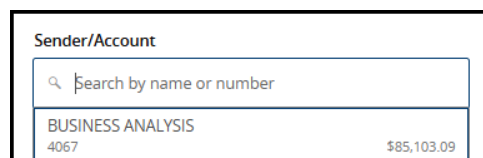
The screenshot shows a form titled "Origination Details". It contains a dropdown menu labeled "SEC Code" with a search icon and a placeholder text "----Select a SEC Code----". The dropdown menu is open, showing a list of options: "PPD - Individual", "CCD - Company", and "WEB - Internet-Initiated".

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



The screenshot shows a form titled "From Subsidiary". It contains a search bar with the placeholder text "Search by name". Below the search bar, a list of subsidiaries is displayed: "An Example3456" and "*****OMER".

7. Select the offset **Account**.



The screenshot shows a form titled "Sender/Account". It contains a search bar with the placeholder text "Search by name or number". Below the search bar, a list of accounts is displayed: "BUSINESS ANALYSIS" and "4067". The account "4067" is highlighted, and its balance, "\$85,103.09", is shown to the right.

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

Questions? We're here to help.

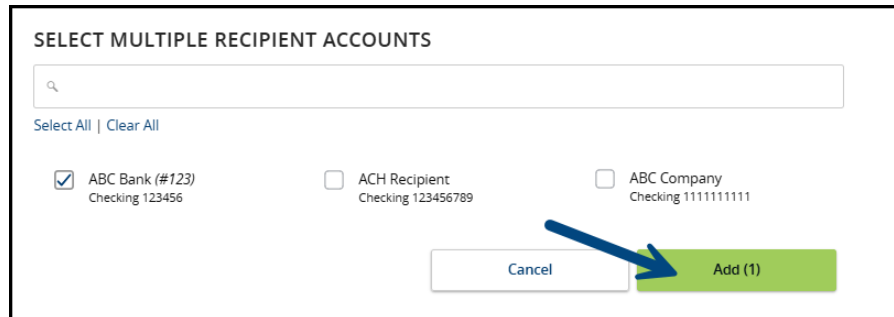
Email: achnotices@ubt.com Call: 402.323.1753

Member FDIC

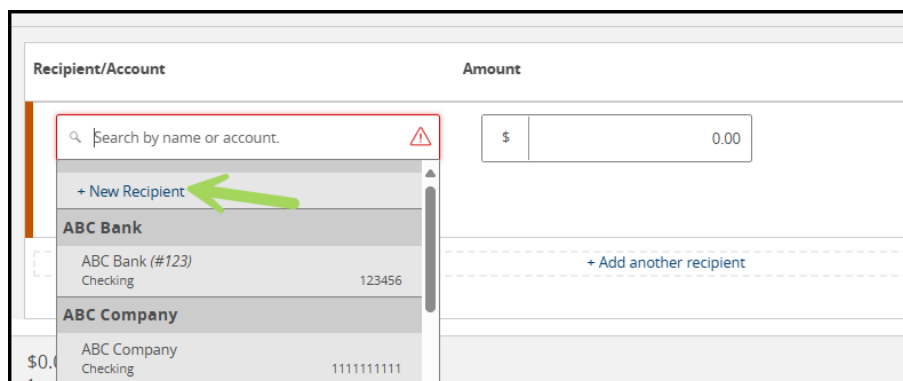
8. To add multiple recipients to the template, select the **+Add multiple recipients** option



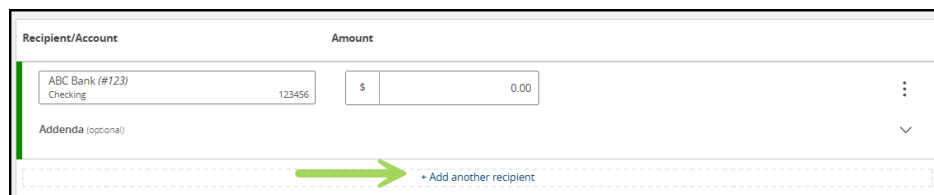
9. Select the desired recipients and select **Add** when done.



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**.

Recipient/Account	Amount
ABC Corp Checking 98765432	\$ 1,250.00
+ Add another recipient	

Recipient/Account	Amount
ABC Corp Checking 98765432	\$ 20.00
XYZ Corp Checking 2345657898	\$ 30.00
Jane Doe Checking 123456789	\$ 0.00
+ Add another recipient	

\$50.00
payments (1 for \$0.00)

[Cancel](#) [Save](#)

Payment Templates

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

PAYMENT TEMPLATES

[New Template](#)

1 Result Filters: All ACH Batch

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
☆ Payment	ACH Batch (PPD)	2			<div>Pay Edit Copy Delete</div>

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

Payment (ACH Batch)

Origination Details

SEC Code ⓘ
PPD - Prearranged Payment and Deposit

From Subsidiary
Test Training Inc.
*****4321

Account
SIMPLY FREE PLATINUM
3456

Effective Date
07/18/2025

Recurrence
Set schedule

Questions? We're here to help.

Email: achnotices@ubt.com Call: 402.323.1753

Member FDIC

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

Recipient/Account	Amount
ABC Corp Checking 98765432	\$ 125.55
XYZ Corp Checking 2345657898	\$ 312.00

\$437.55
2 payments

Cancel Draft Approve

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**.

Recipient/Account	Amount
ABC Corp Checking 98765432	\$ 125.55
XYZ Corp Checking 2345657898	\$ 312.00

\$437.55
2 payments

Cancel

Show payment actions for account

- Do Not Pay
- Expand Row
- Show Details

Notify Recipient

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.

Recipients (2) Filters: All Paid Not Paid Pre-Notes Find recipients in payment

Recipient/Account	Amount
ABC Corp Checking 98765432	Not Paid
XYZ Corp Checking 2345657898	\$ 312.00

\$312.00
1 payments

Cancel Draft Approve