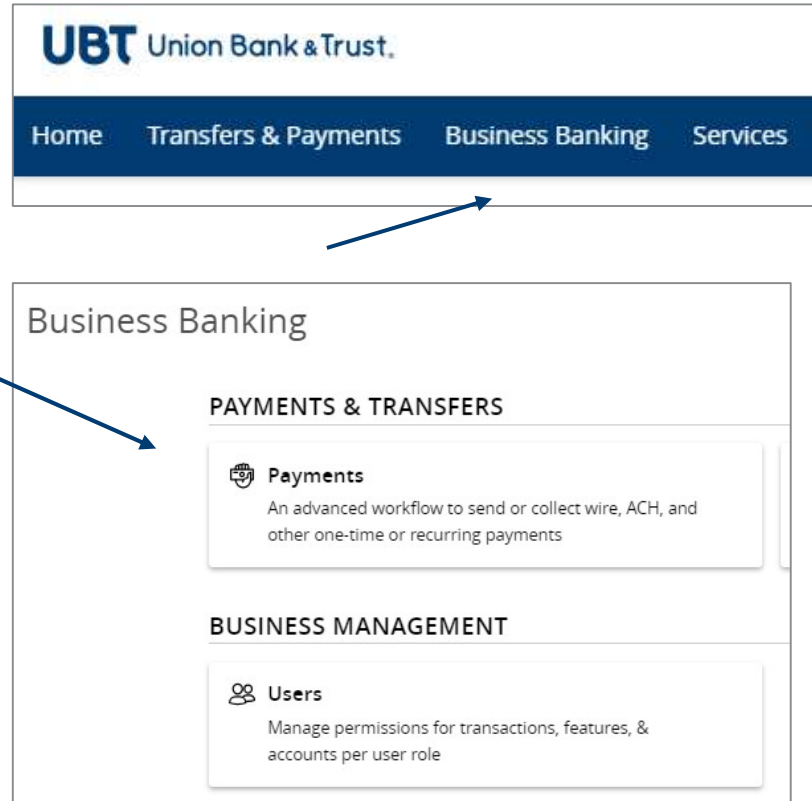
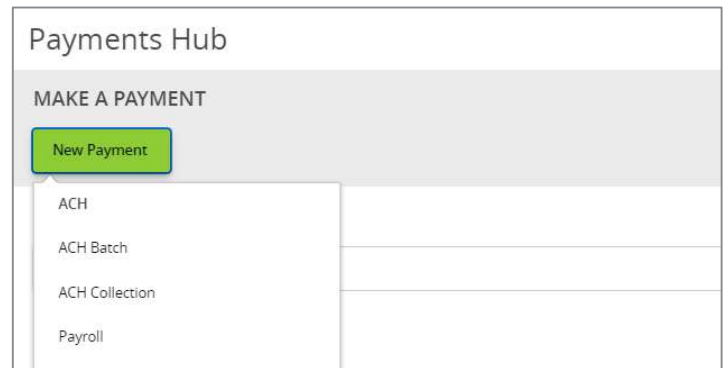


1. Select the 'Business Banking' menu and then 'Payments'.



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



Questions? We're here to help.
Email: achnotices@ubt.com Call: 402-323-1753

3. Select the desired ACH SEC Class Code.

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

Origination Details

SEC Code ⓘ

---Select a SEC Code---

---Select a SEC Code---

- PPD - Prearranged Payment and Deposit
- CCD - Cash Concentration and Disbursement
- TEL - Telephone-Initiated
- WEB - Internet-Initiated

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

To Subsidiary

🔍 Search by name

Test Training Inc.
*****4321

5. Select the offset 'Account'.

Account

SIMPLY FREE PLATINUM
3456

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

6. Select the 'Effective Date'.

Effective Date

📅

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

Effective Date

08/27/2024 📅

Recurrence
Set schedule

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8. Select how often the transaction should repeat.
9. Designate when the transaction should stop.
 - a. Click the '*Forever (Until I cancel)*' to setup an indefinite recurrence.

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*)

- 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.

When should this transaction stop?

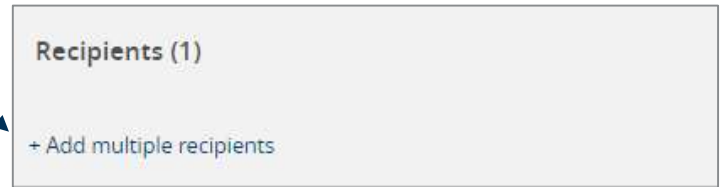
On/Before Date

After occurrence(s)

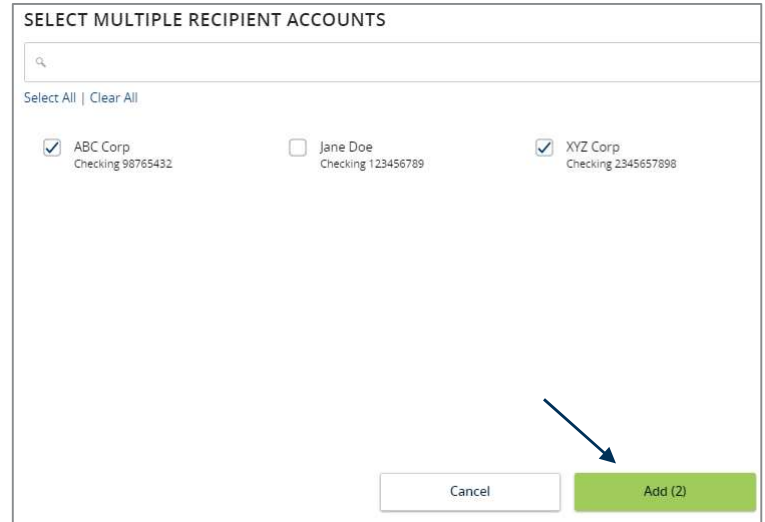
Forever (*Until I Cancel*)

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

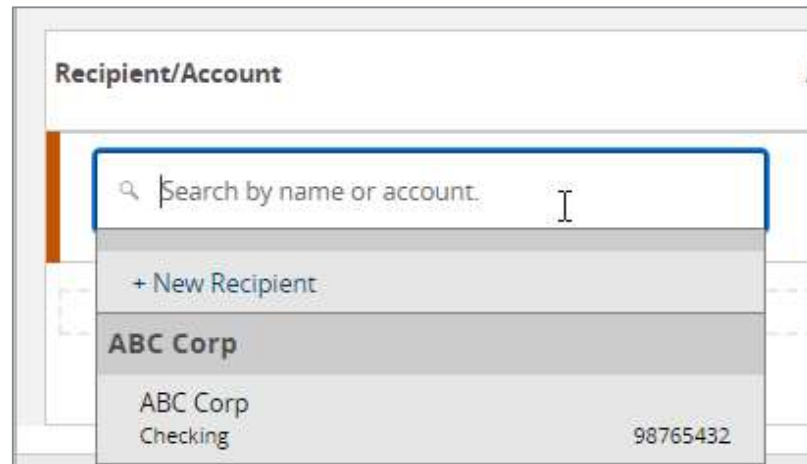


12. Select the desired recipients and click 'Add' when done.



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.



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

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

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.

Recipient/Account	Amount
ABC Corp Checking 98765432	\$ 1,250.00
Jane Doe Checking 123456789	\$ 255.22
XYZ Corp Checking 234567898	\$ 12,330.00
+ Add another recipient	

\$13,835.22
3 payments

Cancel Draft Approve

Questions? We're here to help.
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