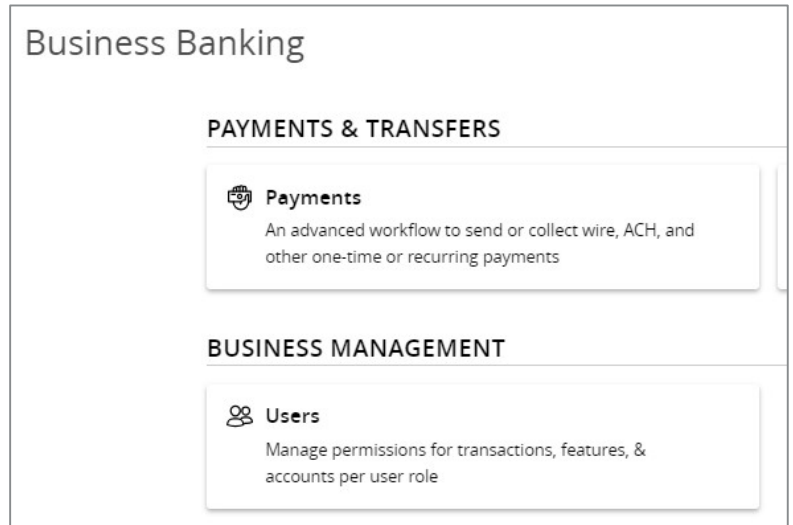
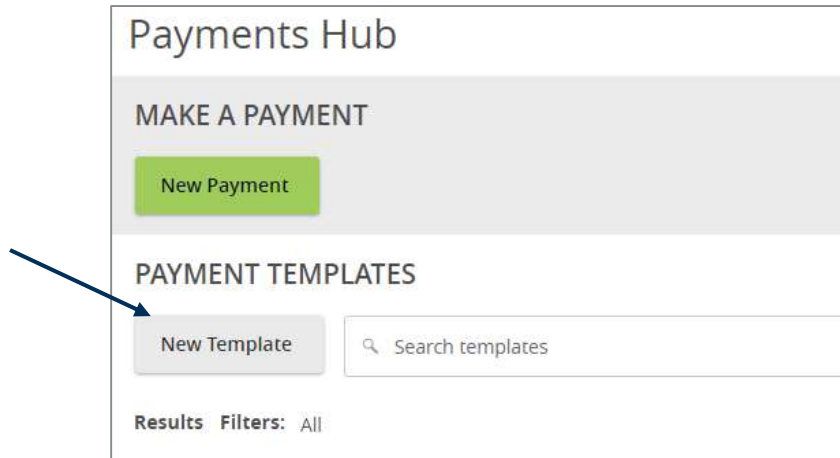


**NOTE:** A Commercial Template allows you to save payment information that is used for future payments.

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



2. Select 'New Template'.



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

- To add multiple recipients to the template, click the '+Add multiple recipients' link.



- Select the desired recipients and click the 'Add' button when done.

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

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- 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.

- Enter a dollar amount for each linked recipient.
- 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

### Paying Templates

- Click on the 'Actions' menu next to the template to be paid.
- 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			⋮ Pay Edit Copy Delete

- 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

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4. If needed, change the payment amounts to 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 Draft Approve

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

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