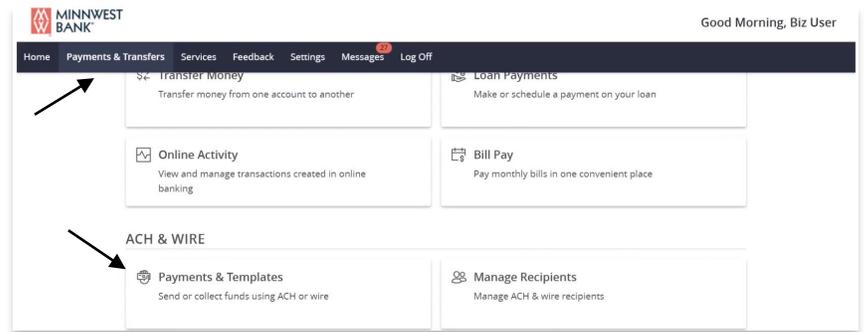# ACH Payments

1. Select the 'Payments & Transfers' menu and then 'Payments & Templates'.
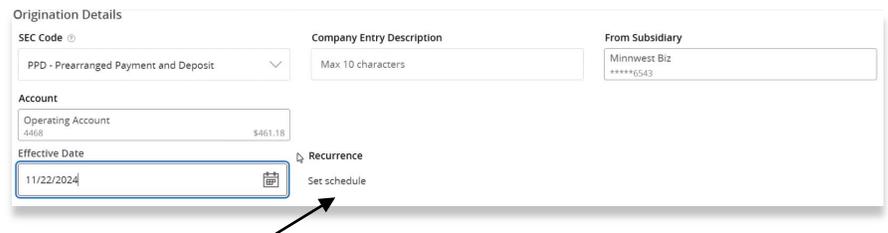

2. Select the desired transaction type within the 'New Payment' drop down menu.

3. Select the desired SEC Code.

   NOTE: CCD Payments are used for business to business transactions and PPD are used for personal payments.
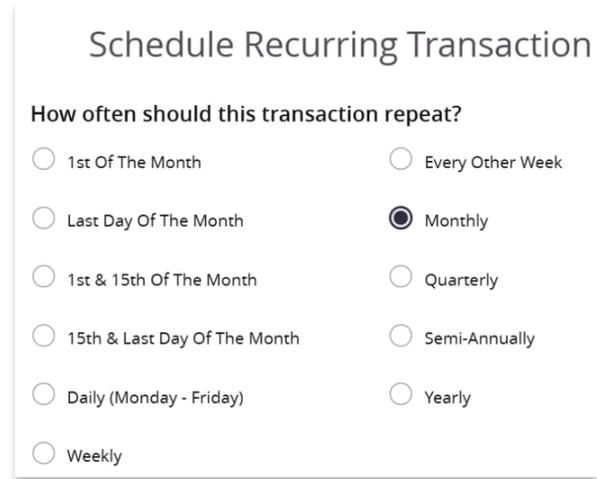
4. Select the 'From Subsidiary'.

5. Select the offset 'Account'.

6. Select the 'Effective Date'.

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

Questions? Please contact Minnwest Bank toll-free at 1-866-752-8135.

8. Select how often the transaction should repeat.

Schedule Recurring Transaction

How often should this transaction repeat?

○ 1st Of The Month   ○ Every Other Week

○ Last Day Of The Month   ◉ Monthly

○ 1st & 15th Of The Month   ○ Quarterly

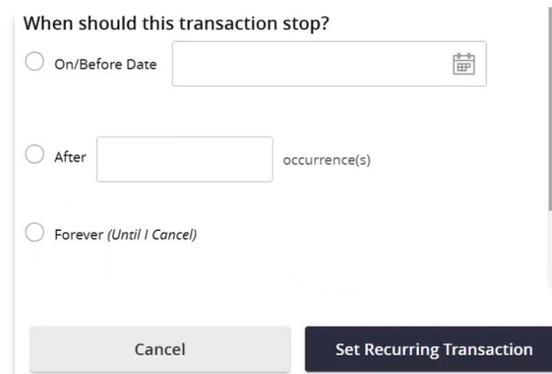○ 15th & Last Day Of The Month ○ Semi-Annually

○ Daily (Monday - Friday)   ○ Yearly

○ Weekly

9. Designate when the transaction should stop.

> Click the '*Forever (Until I cancel)*' to setup an indefinite recurrence.

    a. Click the calendar and select a date to designate a specific date to stop the recurrence.

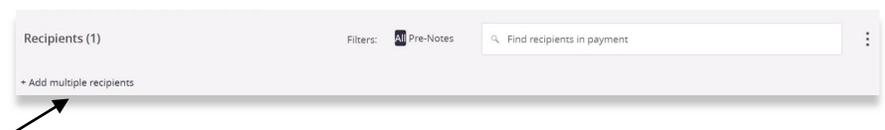**When should this transaction stop?**

○ On/Before Date [_____] 🗓

○ After [_____] occurrence(s)

○ Forever *(Until I Cancel)*

| Cancel | Set Recurring Transaction |

10. Click 'Save' to save the recurrence setup
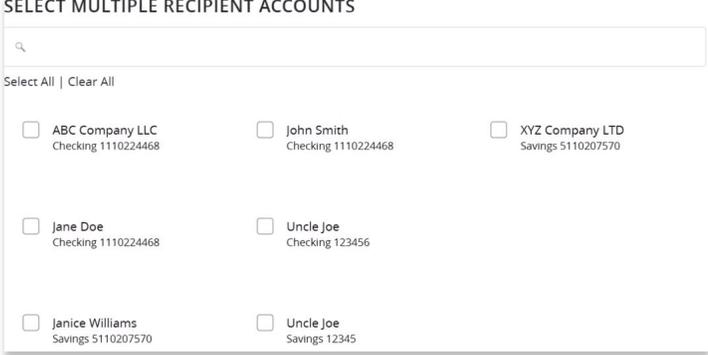
11. Click the '+Add multiple recipients' link to select multiple recipients at one time.

Recipients (1)   Filters: All Pre-Notes   🔍 Find recipients in payment   ⋮

+ Add multiple recipients

Questions? Please contact Minnwest Bank toll-free at 1-866-752-8135.

2

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12. Select the desired recipients and click 'Add' when done.
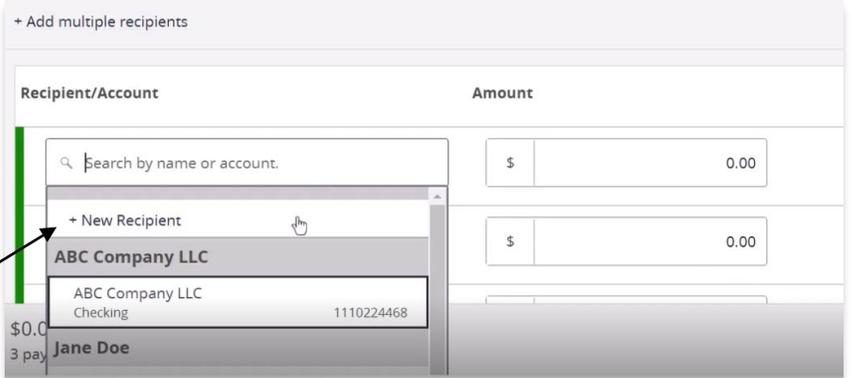
SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

☐ ABC Company LLC
Checking 1110224468

☐ John Smith
Checking 1110224468

☐ XYZ Company LTD
Savings 5110207570

☐ Jane Doe
Checking 1110224468

☐ Uncle Joe
Checking 123456

☐ Janice Williams
Savings 5110207570

☐ Uncle Joe
Savings 12345

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

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

+ Add multiple recipients

Recipient/Account	Amount
Search by name or account.	$ 0.00
+ New Recipient	
ABC Company LLC	$ 0.00
ABC Company LLC Checking 1110224468	

$0.0
3 pay **Jane Doe**

14. Review the information on the screen for accuracy and then select 'Approve' to authorize or 'Draft' to only draft the transactions.
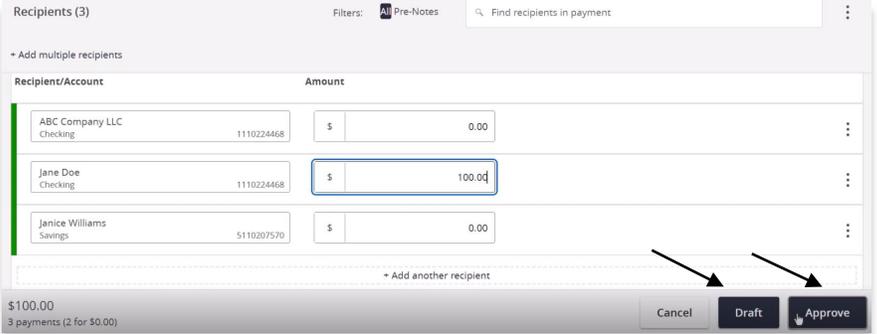
Recipients (3)   Filters: All Pre-Notes   Find recipients in payment

+ Add multiple recipients

Recipient/Account		Amount	
ABC Company LLC Checking	1110224468	$	0.00
Jane Doe Checking	1110224468	$	100.00
Janice Williams Savings	5110207570	$	0.00

+ Add another recipient

$100.00
3 payments (2 for $0.00)

Cancel   Draft   Approve

Questions? Please contact Minnwest Bank toll-free at 1-866-752-8135.