

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



Payments Hub

r	MAKE A PAYMENT		
	New Payment		
1	ACH	Wire	Other
	ACH Batch	Domestic Wire	Payment From File
	ACH Collection	International Wire	
	Payroll		
- L			

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

- 3. Enter the desired Template Name.
- 4. Select the link below 'Template Access Rights" to designate the users who should have access to this template.

ACH Batch Change Type			
Template Properties Template Name	Template Access Rights		
Monthly Payment	<u>1 of 1 user roles selected</u>		

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



5. Select the desired SEC Code.

NOTE: CCD Payments are used for business to business transactions and PPD are user for personal payments.

Origination Details		
SEC Code 💿	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposit \sim	Max 10 characters	Minnwest Biz *****6543
Account		
Operating Account 4468 \$461.18		

- 6. Select the 'From Subsidiary'.
- 7. Select the offset 'Account'.
- 8. Select each Recipient to be linked to this template.

Recipient/Account	Amount	
ABC Company LLC Checking 1110	468 S 100.04	:

- 9. Enter the dollar amount for each Recipient selected.
- 10. If the dollar amount will be changing from file to file for a Recipient, you may leave the dollar amount at zero, if desired.



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



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

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elect All	l 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	Uncle Joe Savings 12345	

 Select an existing recipient from the dropdown 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.

ipient/Account	Amount	
ှ နearch by name or account.	\$	0.00
+ New Recipient	c c	0.00
ABC Company LLC	-	0.00
ABC Company LLC Checking 1110224468	()	

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14. Review the information on the screen for accuracy and then select 'Approve' to authorize the wires or 'Draft' to only draft the transactions.

ipient/Account		Amount		
ABC Company LLC Checking	1110224468	s	0.00	
Jane Doe Checking	1110224468	s	100.0d	
Janice Williams Savings	5110207570	s	0.00	
			+ Add another recipient	

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