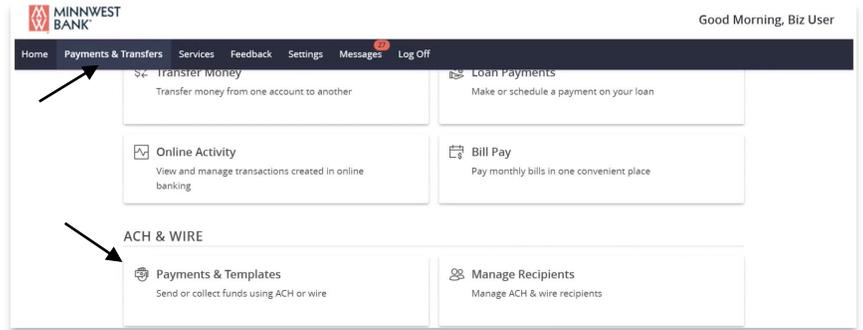


Payment Template Creation



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

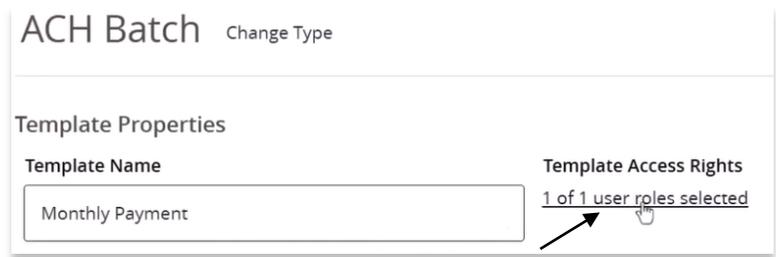


2. Select the desired transaction type within the 'New Template' drop down menu.



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.



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

Payment Template Creation



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 ⓘ PPD - Prearranged Payment and Deposit	Company Entry Description Max 10 characters	From Subsidiary Minwest Biz ****6543
Account Operating Account 4668 \$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 1110224468	\$ 100.00

9. Enter the dollar amount for each Recipient selected.

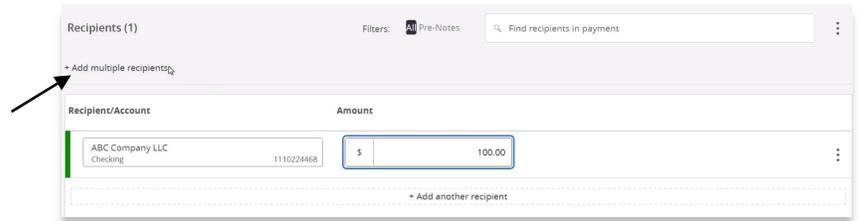
10. If the dollar amount will be changing from file to file for a Recipient, you may leave the dollar amount at zero, if desired.

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

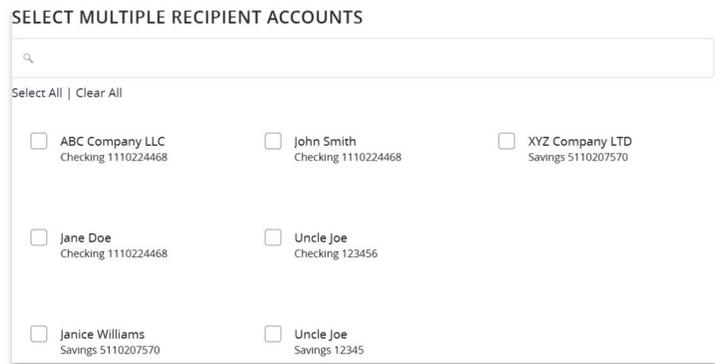
Payment Template Creation



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

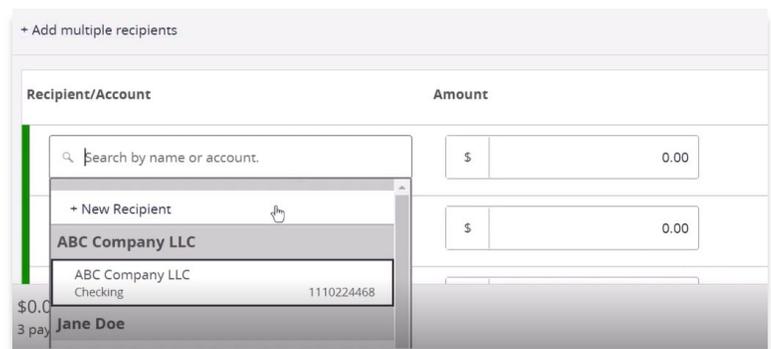


12. Select the desired recipients and click 'Add' when done.



13. 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.



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Payment Template Creation



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

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

\$100.00
3 payments (2 for \$0.00)

Cancel Draft Approve

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