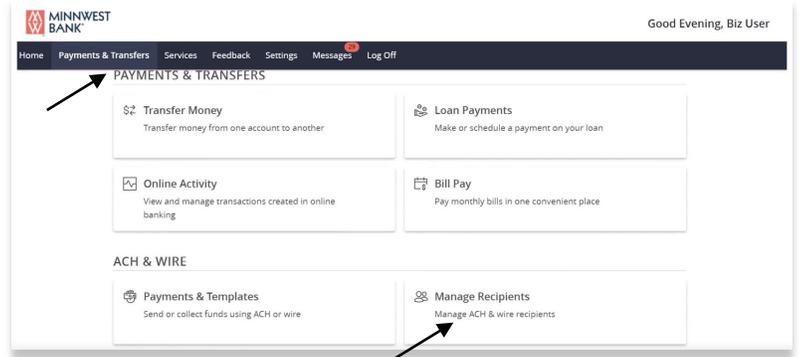


Recipient Management



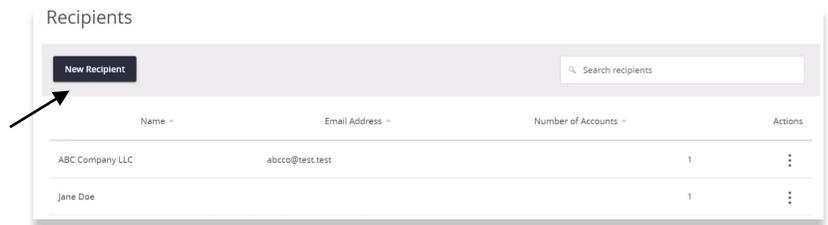
NOTE: A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

1. Select the 'Payments & Transfers' menu and then select 'Manage Recipients' tile.



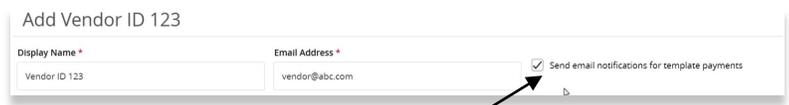
New Recipient

2. Click the 'New Recipient' button.



3. Enter 'Display Name' and 'Email Address'.

NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or wire transaction is processed by Minnwest Bank. The email message does not contain confidential information.



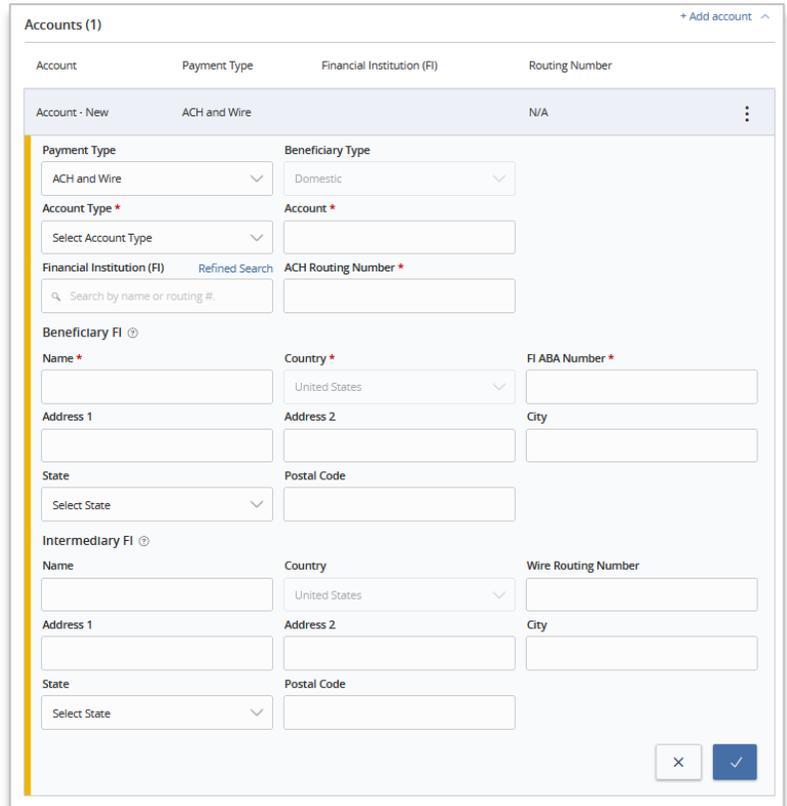
Questions? Please contact Minnwest Bank toll-free at 1-866-752-8135.

Recipient Management

4. Select the 'Payment Type' which designates the transaction type(s) for which the account is eligible.

- a. Payment Type 'ACH and Wire' displays fields corresponding with both ACH and wires. Complete all required fields designated with an asterisk.

NOTE: The Financial Institution (FI) search function allows for the dynamic search of domestic banks and credit unions. Enter the FI name or ABA number in the field. When the desired FI has been selected, the corresponding ACH Routing Number and Wire Beneficiary FI information will automatically populate.



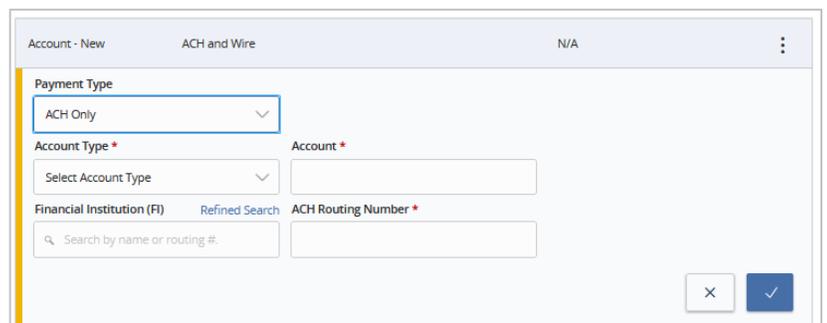
The screenshot shows the 'Accounts (1)' form with the 'ACH and Wire' payment type selected. The form includes the following fields:

- Account: Account - New
- Payment Type: ACH and Wire
- Financial Institution (FI): [Search field with 'Refined Search' link]
- Routing Number: N/A
- Payment Type: ACH and Wire (dropdown)
- Beneficiary Type: Domestic (dropdown)
- Account Type *: Select Account Type (dropdown)
- Account *: [Text field]
- Financial Institution (FI): [Search field with 'Refined Search' link]
- ACH Routing Number *: [Text field]
- Beneficiary FI (FI) (collapse icon):
 - Name *: [Text field]
 - Country *: United States (dropdown)
 - FI ABA Number *: [Text field]
 - Address 1: [Text field]
 - Address 2: [Text field]
 - City: [Text field]
 - State: Select State (dropdown)
 - Postal Code: [Text field]
- Intermediary FI (FI) (collapse icon):
 - Name: [Text field]
 - Country: United States (dropdown)
 - Wire Routing Number: [Text field]
 - Address 1: [Text field]
 - Address 2: [Text field]
 - City: [Text field]
 - State: Select State (dropdown)
 - Postal Code: [Text field]

Buttons: [Close (X)] [Save (Checkmark)]

- b. 'Payment Type 'ACH Only' displays fields corresponding with only ACH. Complete all required fields designated with an asterisk.

- c. Payment Type 'Wire Only' displays fields corresponding with only wires. Complete all required fields designated with an asterisk.



The screenshot shows the 'Accounts (1)' form with the 'ACH Only' payment type selected. The form includes the following fields:

- Account: Account - New
- Payment Type: ACH and Wire
- Financial Institution (FI): [Search field with 'Refined Search' link]
- Routing Number: N/A
- Payment Type: ACH Only (dropdown)
- Account Type *: Select Account Type (dropdown)
- Account *: [Text field]
- Financial Institution (FI): [Search field with 'Refined Search' link]
- ACH Routing Number *: [Text field]

Buttons: [Close (X)] [Save (Checkmark)]

Recipient Management



5. Click the check mark when the account setup is complete.

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type
Wire Only

Beneficiary Type
Domestic

Account *
[Text Field]

Financial Institution (FI) Refined Search
Search by name or routing #.

Beneficiary FI ⊕

Name * [Text Field] **Country *** United States **FI ABA Number *** [Text Field]

Address 1 [Text Field] **Address 2** [Text Field] **City** [Text Field]

State Select State **Postal Code** [Text Field]

Intermediary FI ⊕

Name [Text Field] **Country** United States **Wire Routing Number** [Text Field]

Address 1 [Text Field] **Address 2** [Text Field] **City** [Text Field]

State Select State **Postal Code** [Text Field]

[X] [Checkmark]

6. Select 'Add another account' to add an additional account or select 'Save Recipient' to complete the setup.

Add Recipient

Display Name * [Text Field] **Email Address** [Text Field] Send email notifications for template payments

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
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7. Complete all required fields in the 'Recipient Details' section.

NOTE: Address fields within 'Recipient Details' are for the recipient's address. This is required for Wire Transfers.

Recipient Details ⊕

Wire Name * ⊕ [Text Field] **ACH Name *** ⊕ [Text Field] **ACH ID** ⊕ [Text Field]

Country United States **Address 1 *** [Text Field] **Address 2** [Text Field]

City * [Text Field] **State *** Select State **ZIP *** [Text Field]

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