

Your Current Online **Banking Experience**



Your **NEW** Online **Banking Experience**

Business Payments

- Recipients
 - > 3 Red Dots Pay Again -or-
 - > Transfer Funds Pay a Recipient

Paying or Collecting to/from a Single Recipient

Business Banking tab ▶ Payments tile → New Payment

ACH Batch -or- ACH Collection

➤ Search Recipient/Account list

Business Payments

- Batches
 - > 3 Red Dots Pay Again -or-
 - > Transfer Funds Make Batch Pymt

Paying or Collecting to/from Batch or

Template of Recipients

Business Banking tab

- > Payments tile
 - ➤ Under Payment Templates
 - ≥ 3 Dots Pay/Collect

Business Payments

- > Transfer Funds
 - > ACH Upload

Uploading a NACHA file

Business Banking

- ➤ Payments tile → New Payment
 - > ACH Batch -or- ACH Collection
 - ➤ Upload From File NACHA

Business Payments

- > Transfer Funds
 - > Create Payment / One-Time Pymt

Submitting a Domestic Wire Transfer

Business Banking

➤ Payments tile → New Payment

➤ Domestic Wire

Business Payments

- > Add Recipient
 - > Create Payee

Create a New Recipient

Business Banking

➤ Recipients tile → New Recipient

Payment Type – ACH Only, Wire Only, or ACH & Wire

Business Payments

- Recipients
 - > 3 Red Dots Edit

Editing or Removing a Recipient

Business Banking

- > Recipients tile
 - 3 Dots on existing Recipient Recipients - Edit/Delete

Business Payments

- > Add Recipients
 - > Create Batch Payee List

Creating a New Batch

Business Banking

➤ Payments tile → New Template

➤ ACH Batch -or- ACH Collection -or- Domestic Wire

Business Payments

- > Batches
 - ≥ 3 Red Dots Edit

Editing a Batch

Business Banking

- > Payments tile
 - Under Payment Templates
 - > 3 Dots Edit

Business Payments

- > Processed
 - > View Details

View Processed Files

Transfers & Payments -or- Business Banking

> Activity Center tile

Not Available

Upload CSV/Excel File

Business Banking

➤ Payments tile → New Payment

ACH Batch -or- ACH Collection

Upload From File – CSV

Not Available

Reporting

Business Banking

> Reports tile

Create New Report