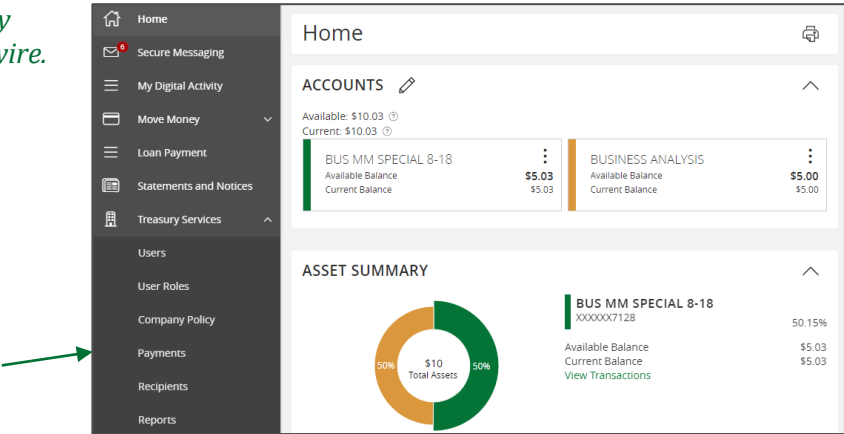


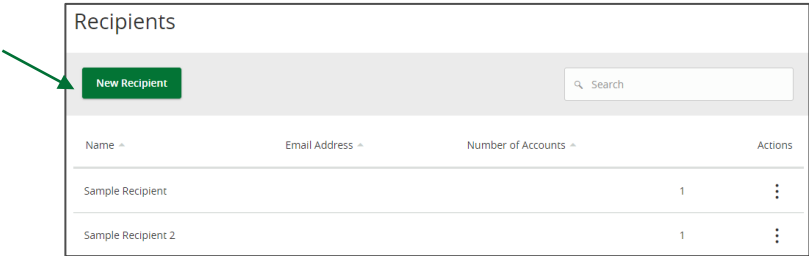
NOTE: A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

1. Select the 'Treasury Services' menu then select 'Recipients'.



New Recipient

2. Click the 'New Recipient' button.



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

Display Name *

Email Address *

Send email notifications for template payments

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

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.

Account - New
ACH and Wire
N/A

Payment Type

ACH and Wire Beneficiary Type: Domestic

Account Type * **Account ***

Checking 12345

Financial Institution (FI) **ACH Routing Number ***

Search by name or routing #: 053112330

Beneficiary FI

Name * **Country *** **FI ABA Number ***

SELECT BANK & TRUST United States 053112330

Address 1 * **Address 2** **City ***

700 W Cumberland St Dunn

State * **Postal Code ***

North Carolina 28334

Intermediary FI

Name **Country** **Wire Routing Number**

United States

Address 1 **Address 2** **City**

State **Postal Code**

Select State

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.

- 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.

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

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

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *2345	Wire Only	SELECT BANK & TRUST	053112330

7.

Recipient Details ^

Wire Name * ⓘ	ACH Name ⓘ	ACH ID ⓘ
<input type="text" value="Sample Wire Name"/>	<input type="text" value="Sample ACH Name"/>	<input type="text"/>
Country	Address 1 *	Address 2
<input style="width: 100%;" type="text" value="United States"/>	<input type="text" value="123 Main"/>	<input type="text"/>
City *	State *	ZIP *
<input type="text" value="Dunn"/>	<input style="width: 100%;" type="text" value="North Carolina"/>	<input type="text" value="43210"/>

8. 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.

Existing Recipient

1. Click the 'Actions' icon next to an existing recipient to display available options.
 - a. Edit the recipient.
 - b. Delete the recipient.
 - c. View online payment history for which the recipient was linked.

Recipients

New Recipient

Name	Email Address	Number of Accounts	Actions
Sample Display	sample@abc.com		Click to view recipient actions <div style="border: 1px solid #ccc; background-color: white; padding: 5px; margin-top: 5px; width: fit-content;"> <ul style="list-style-type: none"> <li style="padding: 2px 5px;">Edit <li style="padding: 2px 5px;">Delete <li style="padding: 2px 5px;">Payment History </div>
Sample Recipient			
Sample Recipient 2			