

Guide to Add ACH Payee to Template

The **Add Payees** feature allows entitled users to add payees to an ACH template.

Required Permissions

Before you can add payees to a template, you must have one or more payees with ACH payment methods. You must also be assigned to a role with add or remove template entry permission.

1

Within the **"Business ACH"** widget, select the template where you wish to add the Payee.

Business ACH

Templates Scheduled History

Search Templates

Test Template

PPD, Credits - Testing LLC

Test1

CCD, Credits - Testing LLC

1

+ New Template

Test1

1 payee -Business Payments - CCD, Credits

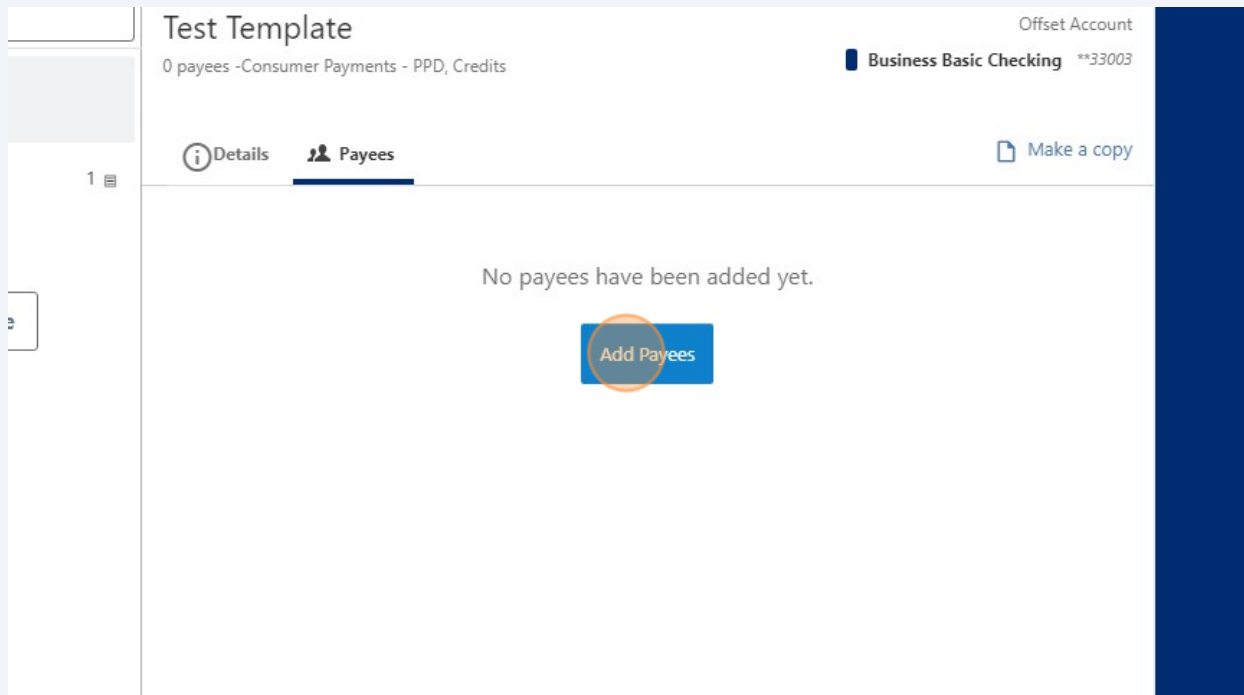
Details

Payees

Search Payees

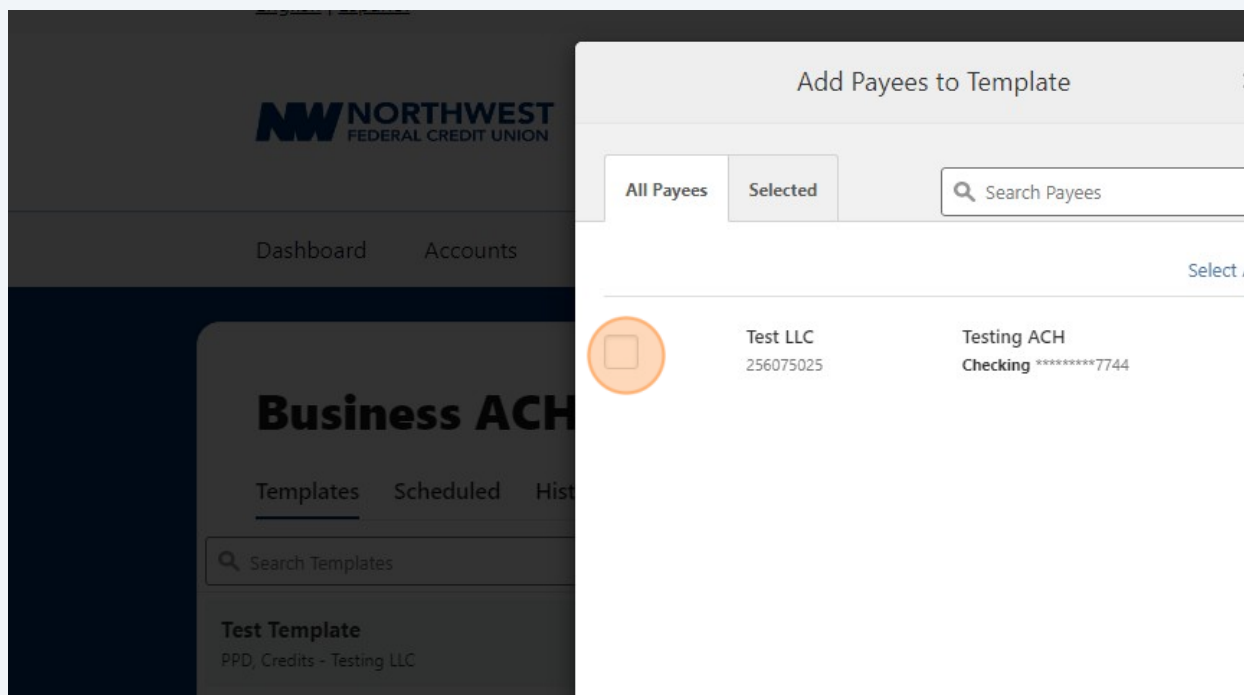
NAME	ACCOUNT
Test LLC	Checking *****771

2 Click the **"Add Payees"** button.



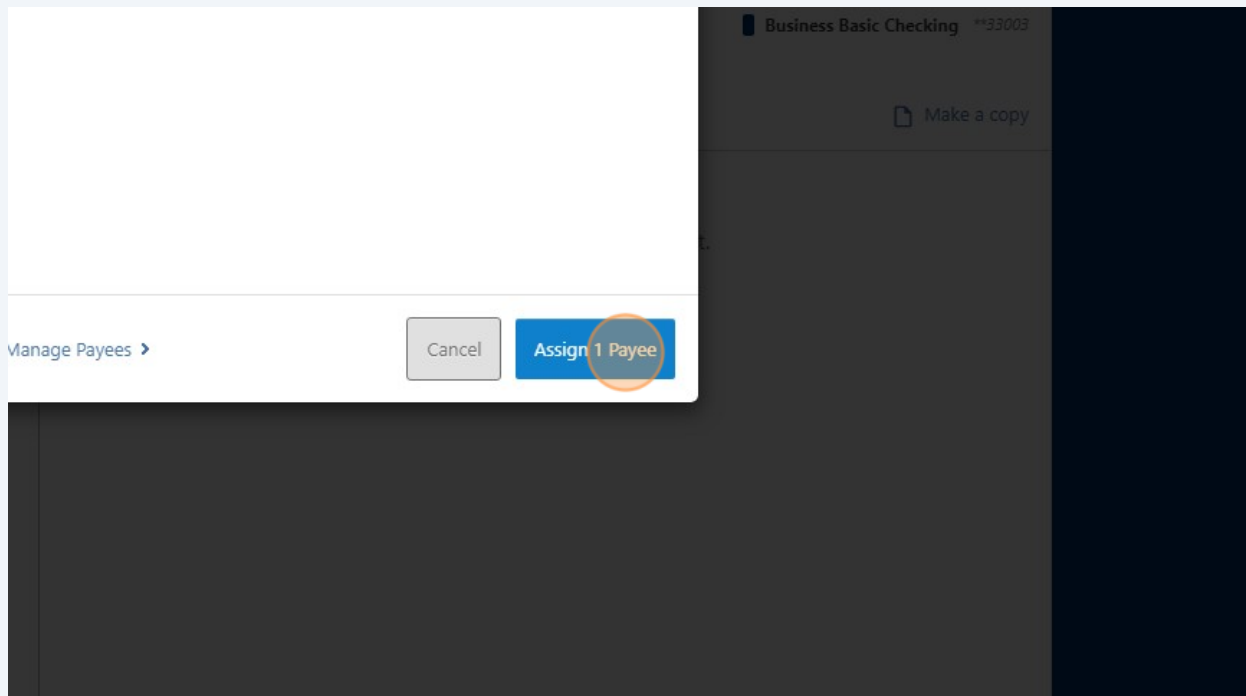
3 The Add Payees to template window is displayed. Check the box next to the Payee you want to add to the template.

Note: You must add a new payee before the payee is available to add to template (See "Add ACH Payee" Guide below)



4

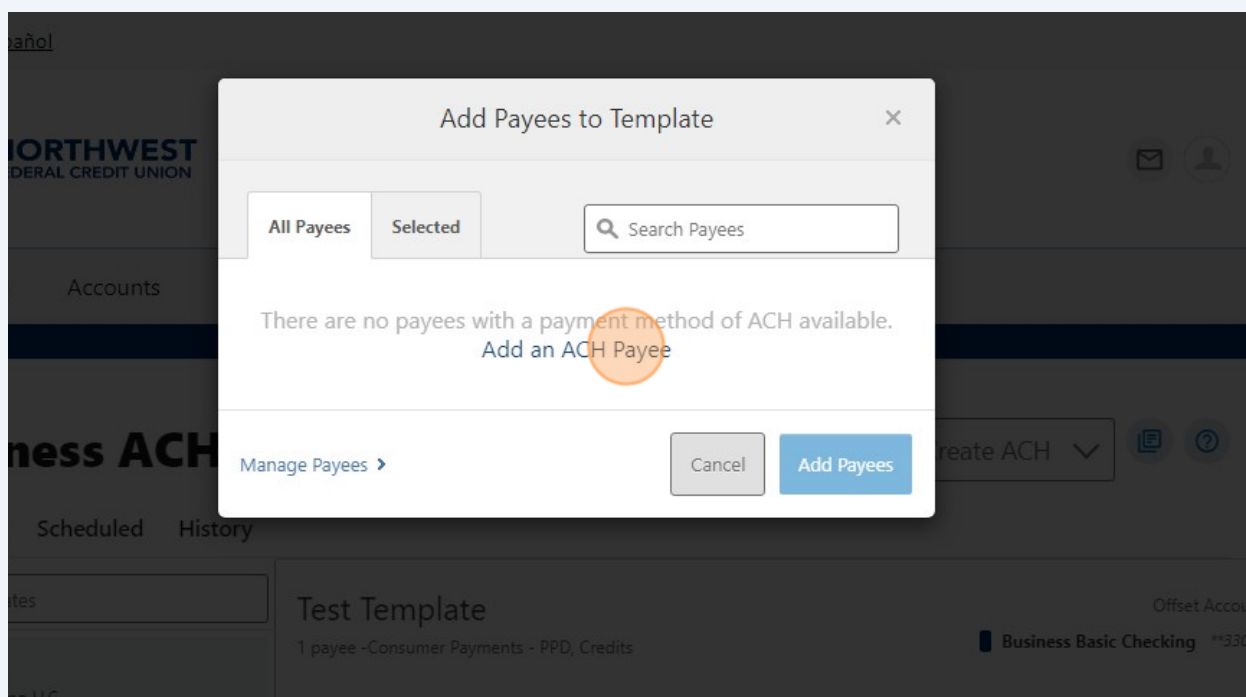
Click **"Assign Payees"** to apply the payees to the template or click **"Cancel"** to close.



5

In the event that there is no Payee available to select.

Click **"Add an ACH Payee."**



6 Click **"Add New Payee."**

The screenshot shows a software interface with a dark blue header and a white content area. In the top right of the white area, there are two circular icons: one with a document and another with a question mark. Below these, there is a button labeled '+ Add New Payee' with a blue plus icon. Below the button, there are three dropdown menus: 'Type: All', 'Payment Methods: All', and 'Groups: All'. At the bottom, there is a table with two columns: 'GROUP' and 'PAYMENT METHODS'. The 'GROUP' column has a value 'Vendors' and the 'PAYMENT METHODS' column has a value '1 ACH'. The 'Add New Payee' button is highlighted with an orange circle.

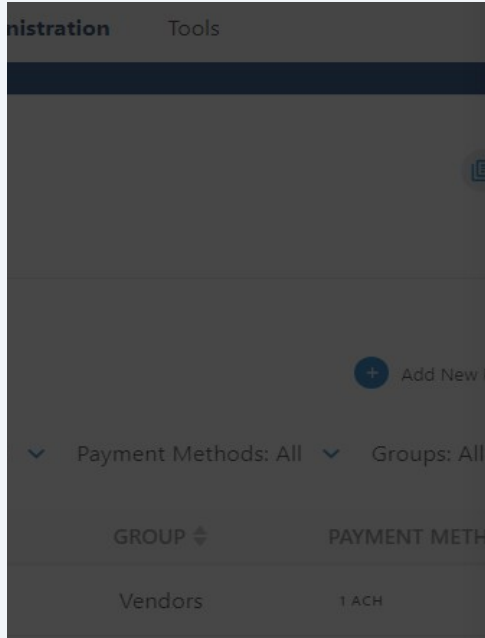
7 Under Payee details, select **Person** or **Business**.

The screenshot shows a 'Add new payee' form. The form has a title 'Add new payee' and a close button (X) in the top right. Below the title, there is a section titled 'Payee details'. In this section, there are two radio buttons: 'Person' and 'Business'. The 'Business' radio button is selected and highlighted with an orange circle. Below the radio buttons, there is a text input field for 'Full Name *' with a character count '0 / 22'. Below this, there is an optional text input field for 'Email (Optional)'. At the bottom, there is an optional text input field for 'Payee ID (Optional)'. The background of the form is dark grey.

8

Enter the following:

- **Full Name**(Required)
- **Email** (Optional)
- **Payee ID** (Optional)



Payee details

☒ Person ✓☐ Business

Selecting a payee's type is required. A payee's type is an identification tool to help with payment processing. Once this field is saved it cannot be edited.

Full Name *

0 / 22

Email (Optional)

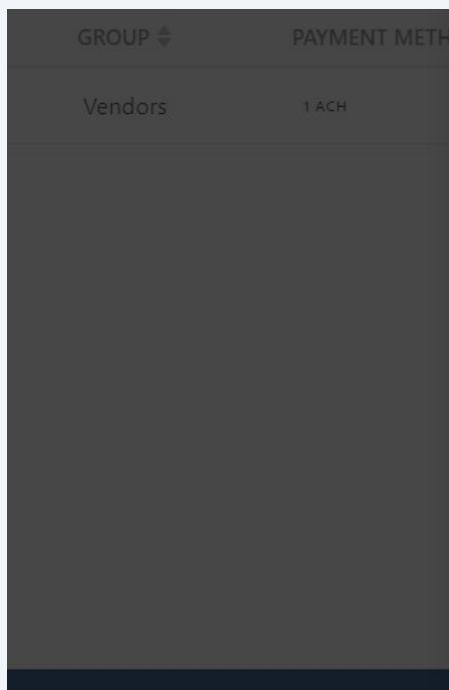
Payee ID (Optional)

We will create a Payee ID for you, or you can enter your own Payee ID.

Payee's address is required to utilize wire payment methods.

9

Choose a group for the Payee (Optional)

Click "**Add Payee.**"

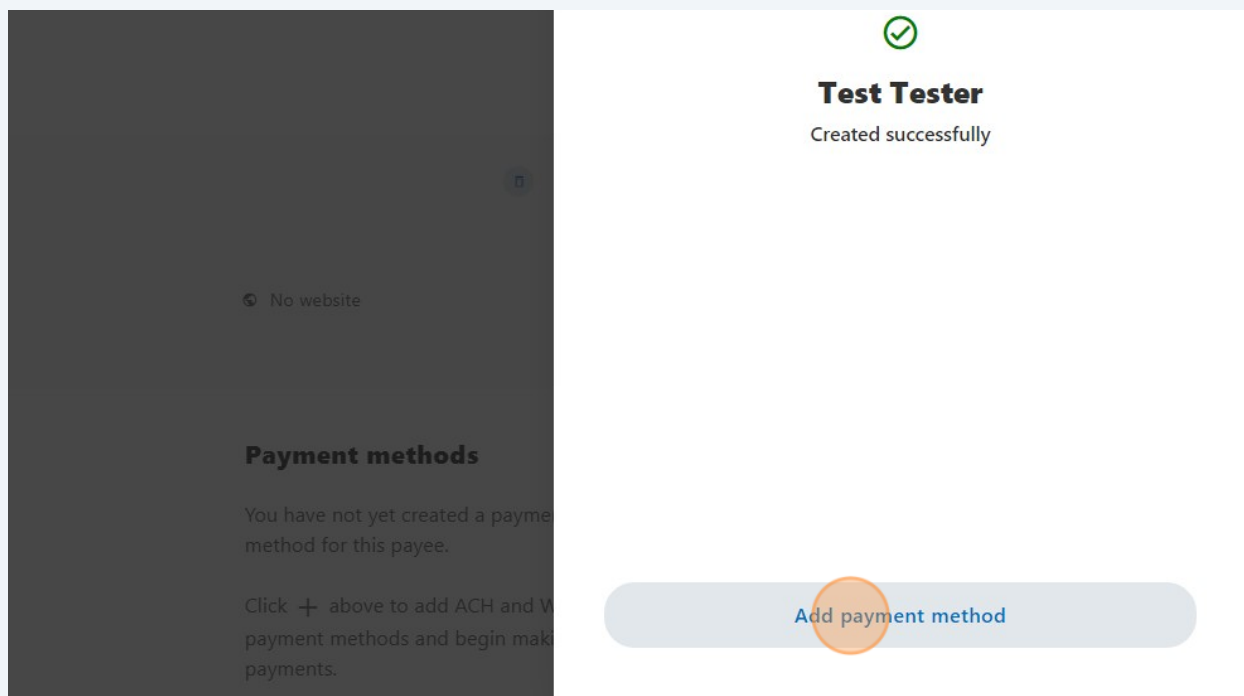
We will create a Payee ID for you, or you can enter your own Payee ID.

Payee's address is required to utilize wire payment methods.

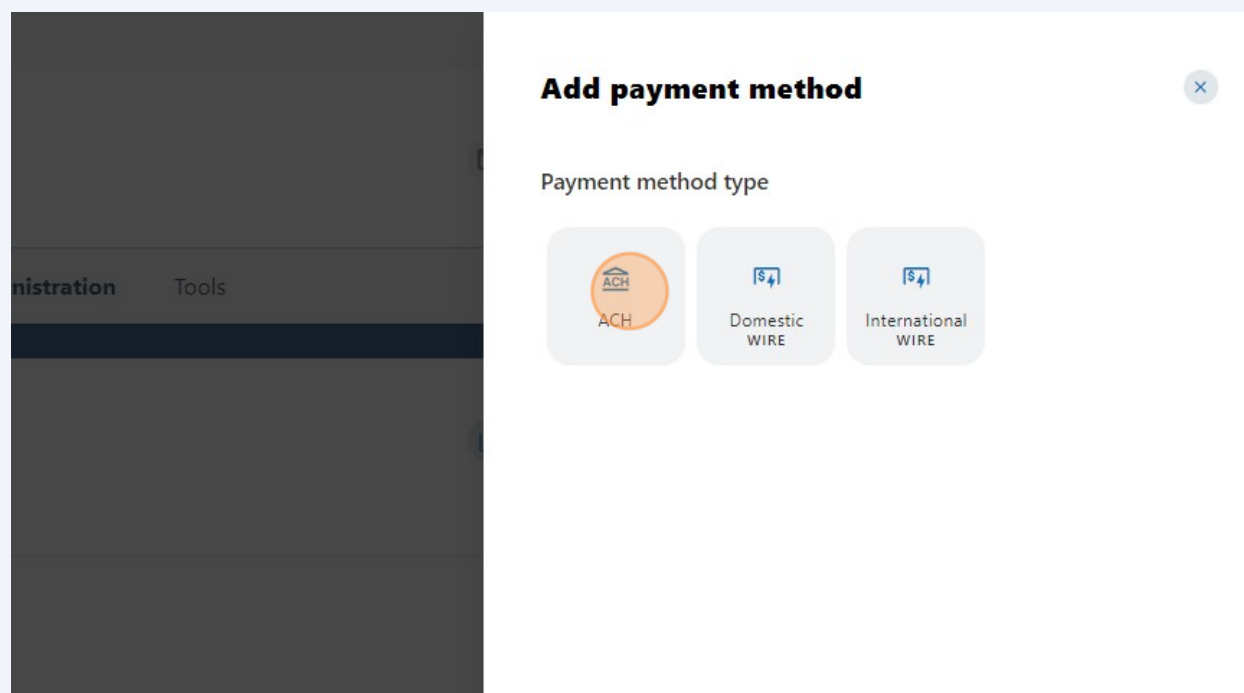
Choose a group (Optional)

☒ Employees ✓☐ Vendors☐ Customers☐**Add payee**

10 Click **"Add payment method."**



11 Select the **ACH** field.



12 Enter Beneficiary FI and account Information. Enter the following:

- **Routing Number**
- **Account Type**
- **Account Number**
- **Nickname**

The screenshot shows a web interface with a dark sidebar on the left containing 'Business Administration' and 'Tools' links, and a 'No website' status indicator. The main content area is titled 'Payment method type' and features three buttons: 'ACH' (highlighted with an orange circle), 'Domestic WIRE', and 'International WIRE'. Below this is the 'Beneficiary FI and account information' section, which includes four input fields: 'Routing Number' (with an orange circle on the input area and a '0 / 9' character count), 'Account type' (a dropdown menu), 'Account Number' (with a '0 / 17' character count), and 'Nickname' (with an information icon).

13 Click **"Save."**

Note: To add this new payee to a template, return to Step 1.

This screenshot shows the lower portion of the form. The 'Account Number' field contains '111111111111' with a '12 / 17' character count. The 'Nickname' field contains 'ACH Test Payroll' with an information icon and a '16 / 100' character count. Below these fields is a '+ ID number' button. At the bottom of the form is a large blue 'Save' button, which has an orange circle highlighting its left side. The dark sidebar on the left shows the 'No website' status and a 'Payment methods' section with instructions: 'You have not yet created a payment method for this payee. Click + above to add ACH and payment methods and begin making payments.'