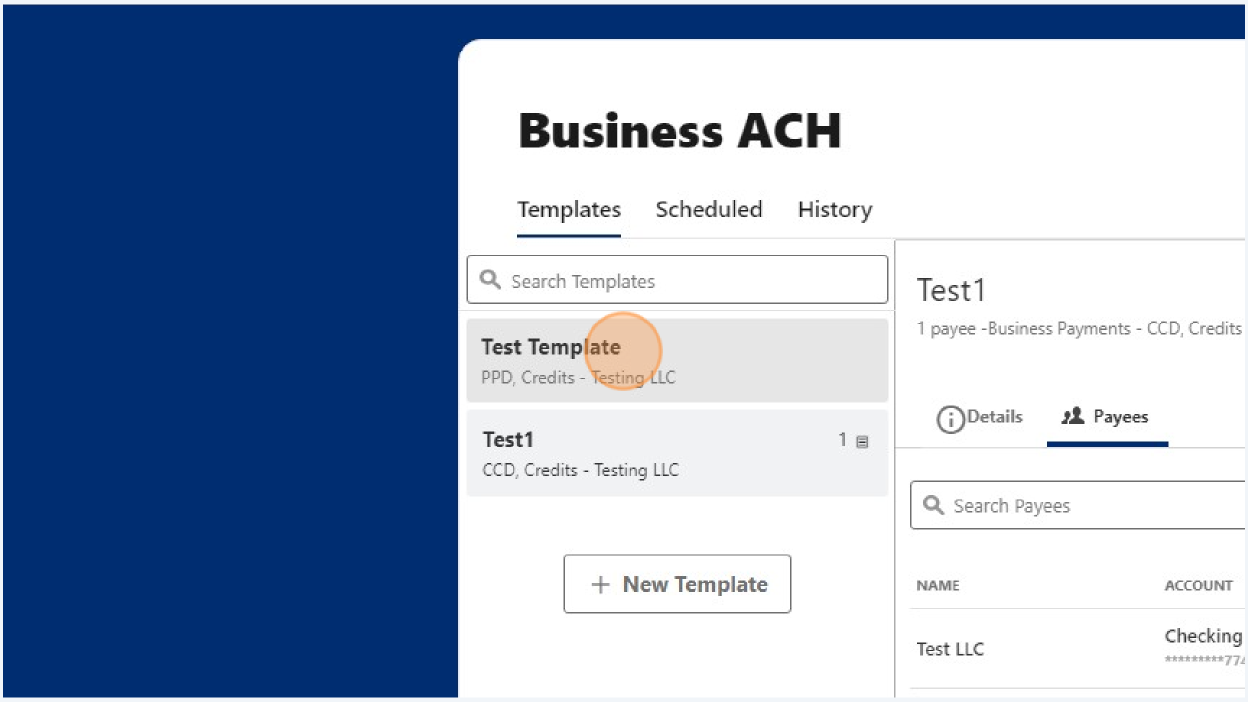
Guide to Add ACH Payee to Template

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

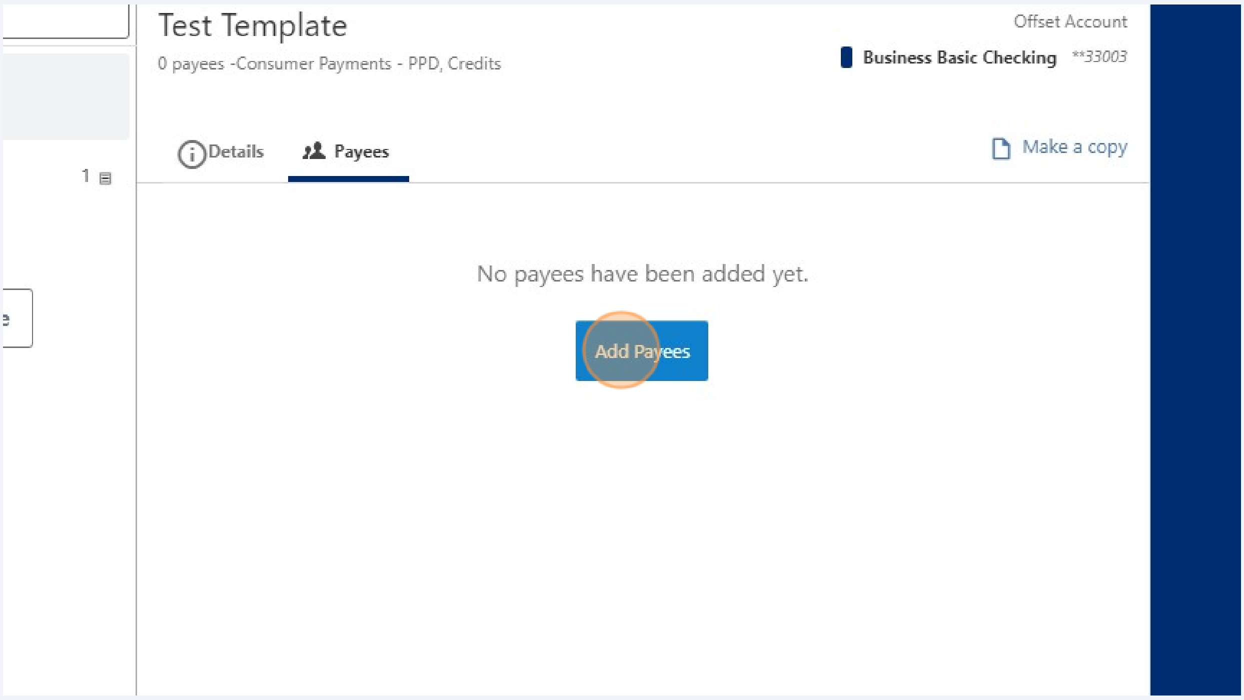
Required Permissions

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.

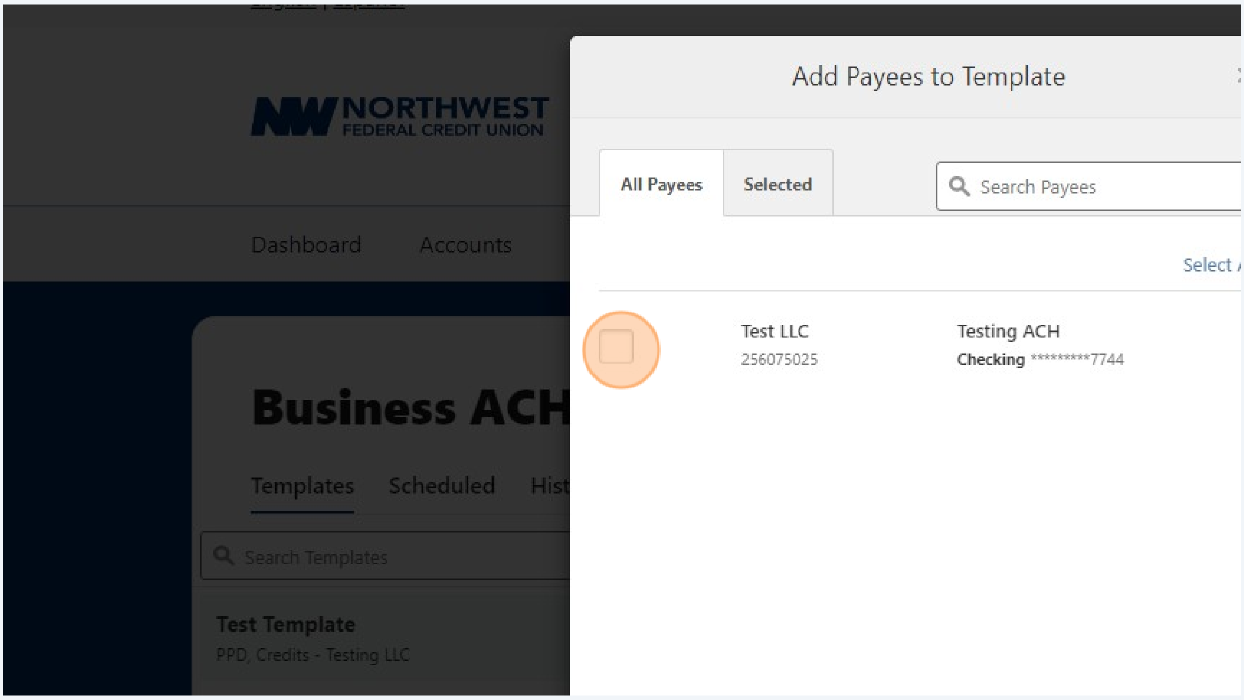


2 Click the **"Add Payees"** button.

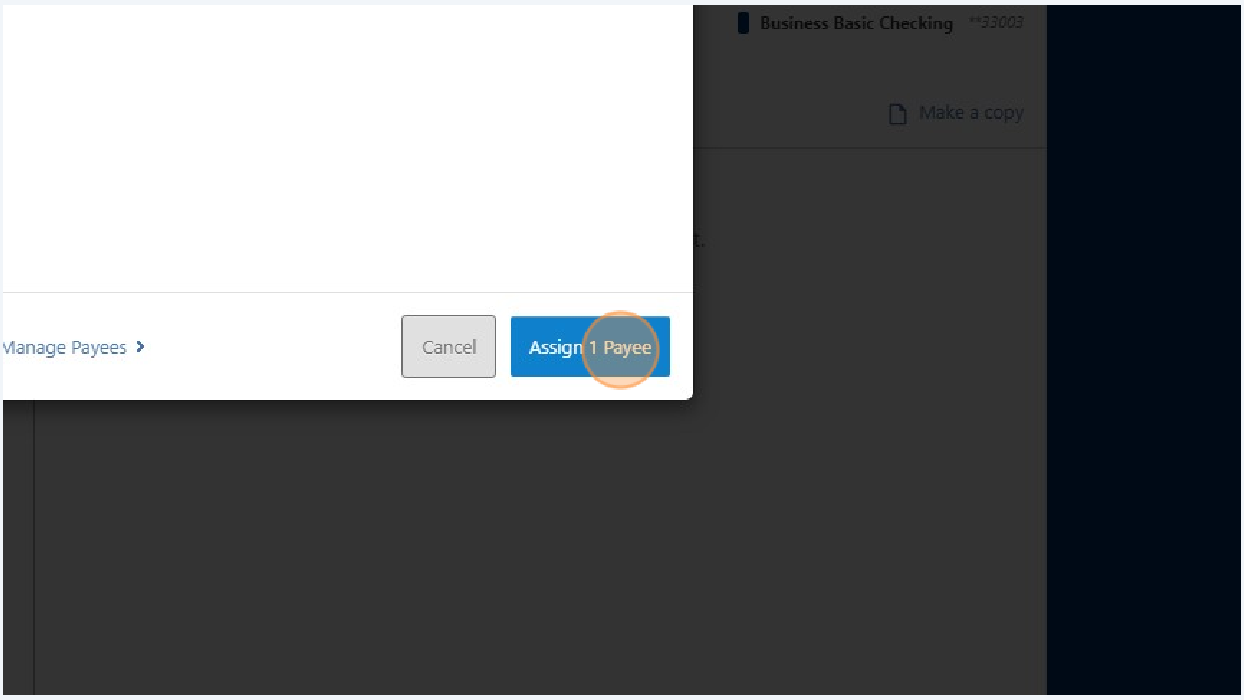


3 The Add Payees to template window is displayed. Check the box next to the Payee you want to add to the template.

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

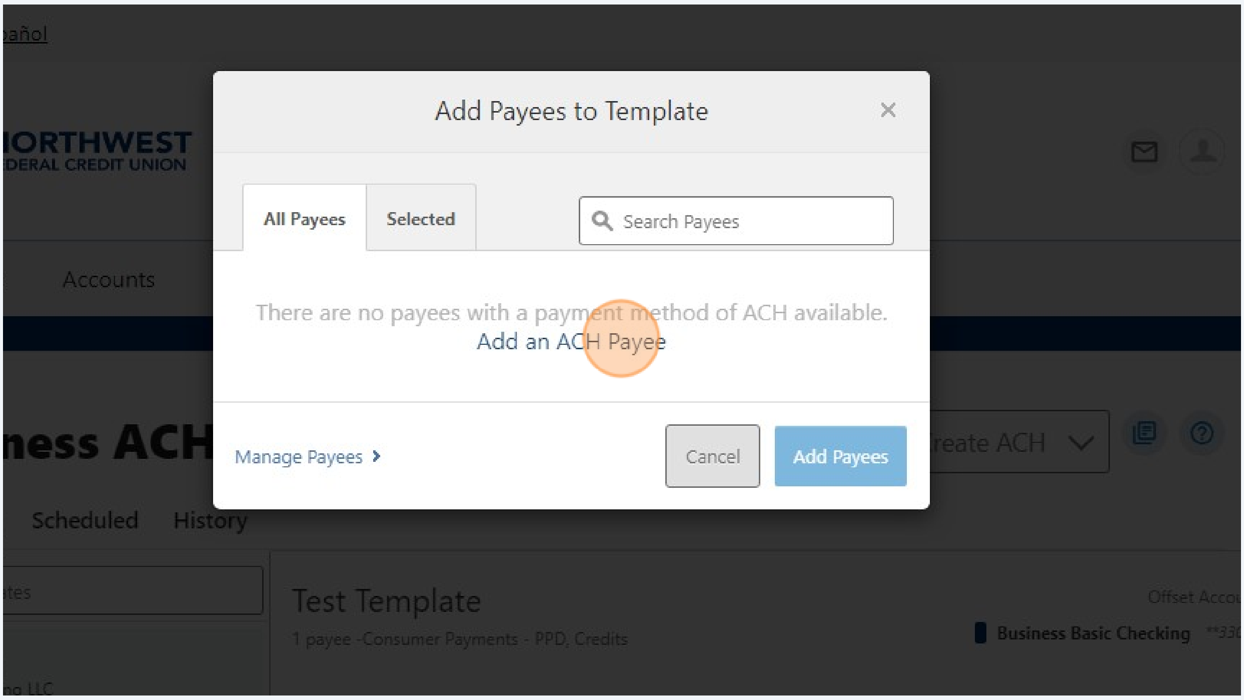


4 Click **"Assign Payees"** to apply the payees to the template or click **"Cancel"** to close.

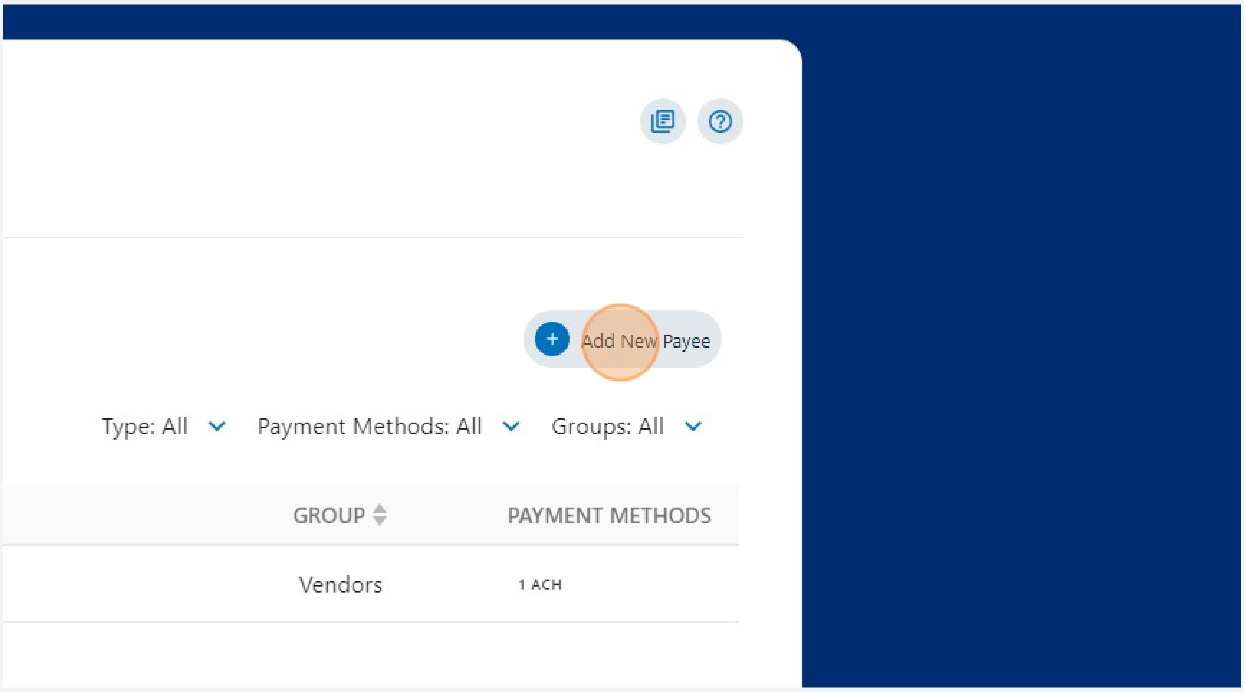


5 In the event that there is no Payee available to select.

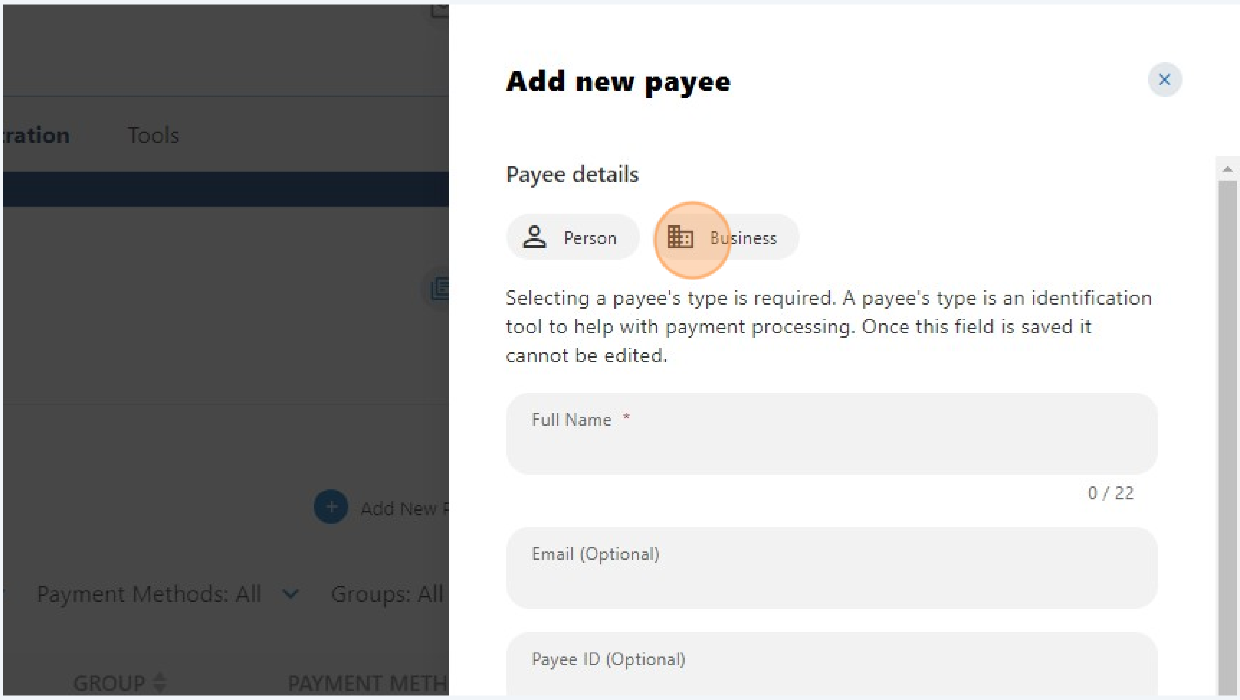
Click **"Add an ACH Payee."**



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

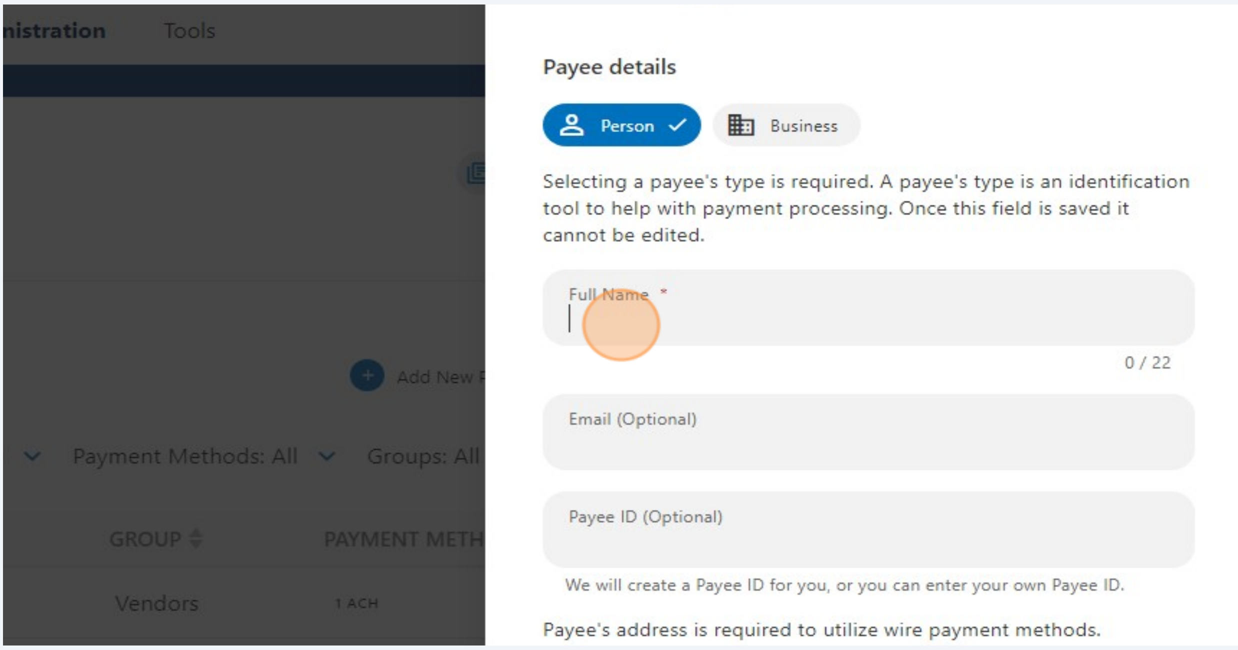


7 Under Payee details, select **Person** or **Business.**



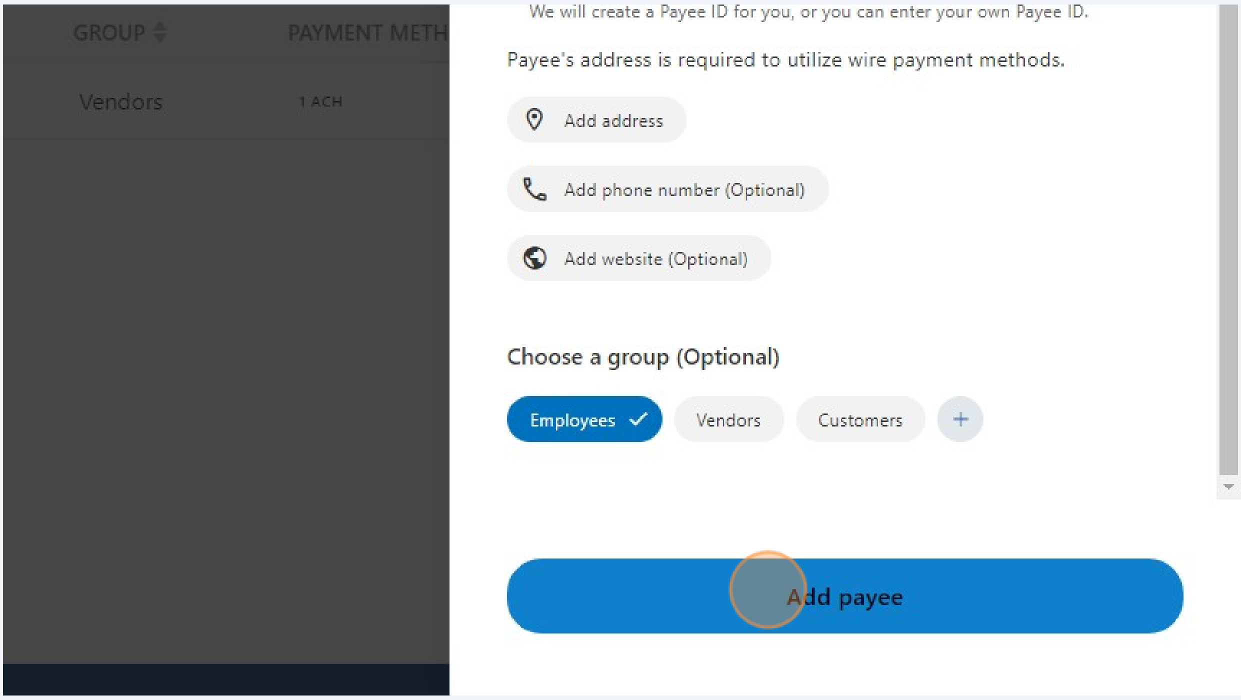
8 Enter the following:

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

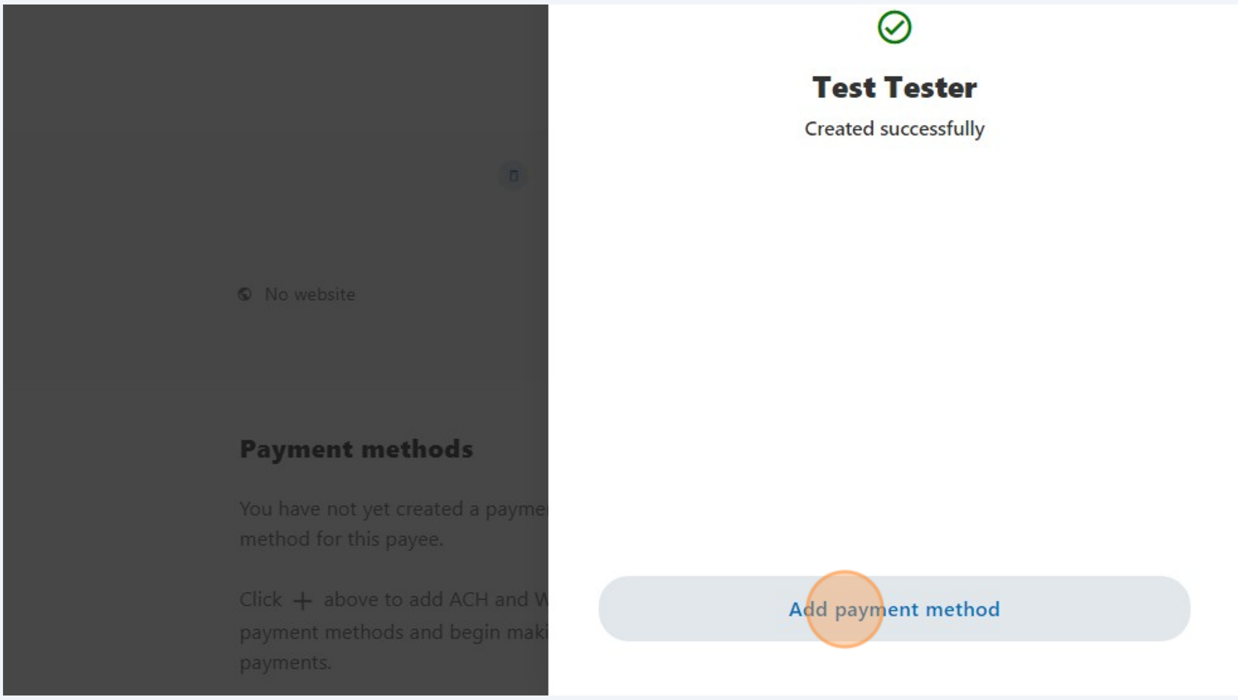


9 Choose a group for the Payee (Optional)

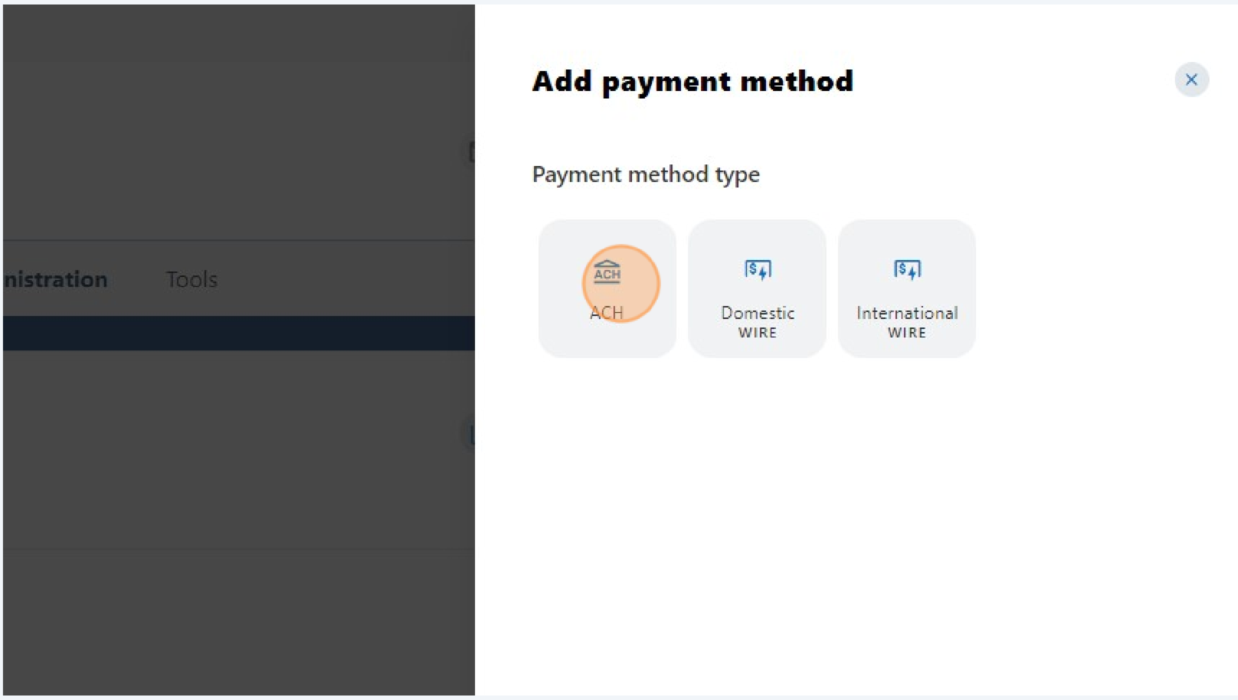
Click "**Add Payee."**



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

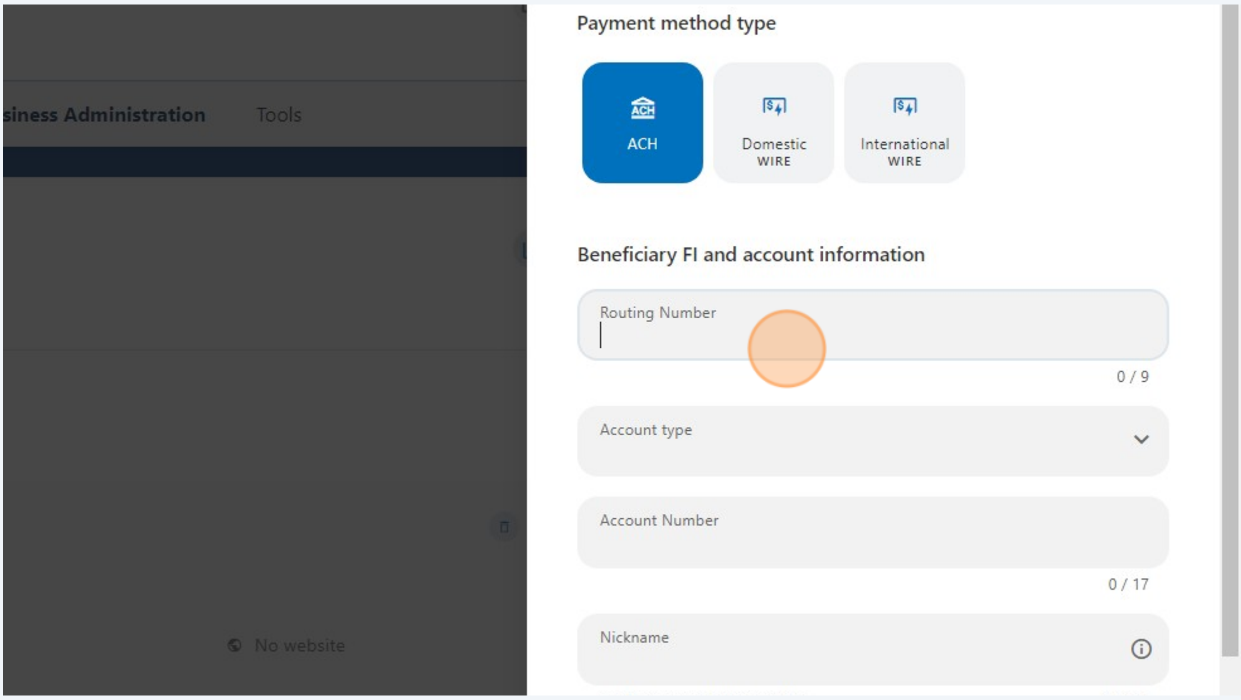


11 Select the **ACH** field.



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

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



13 Click **"Save."**

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