

- 1.) Select **Payments** from the **Commercial** menu.
- 2.) Click the **New Payment** button and select the corresponding transaction type within the new payment drop-down menu.
- 3.) Under Origination Details, designate the SEC class code. PPD is for personal recipient, and CCD is for company recipient that you are paying or collecting from.

\*This will not apply to payroll since it is automatically assigned a PPD class code.

- 4.) Select the corresponding subsidiary in the From or To drop-down menu.
- 5.) Select the corresponding account from the drop-down menu under "Account" for this transaction.
- 6.) Enter the effective date of the transaction by clicking on the calendar and selecting the appropriate date.

To set up a recurring payment, click the **Set schedule** option located to the right of the Effective Date box.

Choose how often you'd like the transaction to occur from the list of available options.

Designate when the transaction should stop.

- Select an On/Before Date and provide the stop date.
- There will also be an option to click **Forever, (Until I Cancel)**
- Once you've made your selections, click the button **Set Recurring Transaction**.

- 7.) If the recipient you're sending to already exists (if not see step #9), select the corresponding recipient from the drop-down menu under "Recipient/Account" and then enter the desired transaction amount in the box directly to the right.
- 8.) If the recipient has not yet been set up, select **New Recipient** from the drop-down menu under Recipient/Account. (If additional help is needed, please reference **Recipient Management** video and instructions.)
- 9.) To add more than one recipient, click, **Add Multiple Recipients** and select the desired recipients. Click **Add** in the dark green rectangle box when done.
- 10.) Review the details on the screen for accuracy and select **Approve** if authorized. Otherwise, select **Draft** to initiate the transaction.