

- 1.) Select **Payments** from the **Commercial** menu.
- 2.) On the right-hand side of the screen below the search bar, select **Create Template**.  
A menu will appear prompting you to select your desired transaction type.
- 3.) For ACH Batch, enter your desired template name. Click below Template Access Rights to designate the users who should have access to this template.
- 4.) Next, select the corresponding subsidiary from the menu.
- 5.) Then, under "Account" select the corresponding offset account from the menu for this transaction.
- 6.) Scroll until you see the Recipient section. If the Recipient already exists, select the corresponding Recipient from the menu. Then, enter the desired transaction amount.
- 7.) If the recipient has not yet been set up, select **New Recipient** from the menu under **Recipient**. If additional details are needed to set up a new recipient, please reference **The Recipient Management Video** for detailed help.
- 8.) If you need to add more than one Recipient, select **Add Multiple Recipients** directly under Recipients. Select all the corresponding Recipients with a check box. Click **Add** when done.
- 9.) Review the information on the screen for accuracy, and then select **Save**. The newly created template will now be listed on the Payments page for future use.