Recipient Management

Hoosier Hills CREDIT UNION

A recipient is an individual or company which may be either debited or credited via ACH or wire.

1.) Select Recipients from the Commercial menu.

2.) To add a recipient, click the New Recipient

3.) Then, enter the Display Name.

*This is the value that is used when searching for the recipient when linking to a commercial payment or template.

4.) Enter the recipient's email address. This is required if the send email notifications for template payments is going to be selected.

*The send email notifications for template payments option generates an email to the recipient at the time the ACH or wire transaction is processed by Hoosier Hills Credit Union. The email message does NOT contain confidential information.

5.) The payment types allowed indicator designates which transaction type or types the account is eligible for.

The ACH only option will only display fields corresponding with ACH. **Enter the recipient's account type from the drop-down menu, as well account number and ACH routing number.**
The Wire Only option will only display fields corresponding with Wire Only. **Enter the recipient's account number, wire routing number, and address information.**
The ACH and Wire option will display fields corresponding with both ACH and wires.

Click the check mark when all recipient account information has been entered.

6.) For recipient details, enter the ACH name or Wire name. These are the values that are inserted into the ACH and Wire files. If the recipient will not be allowed for ACH or wires, leave the corresponding field empty.

7.) Enter ACH ID, which is the recipient ID in the ACH file. This is an optional step.

8.) Enter the recipient's physical address in the bottom half of the screen.

9.) Select the Save Recipient button in the dark green rectangle box to complete the setup.