

SECTION 2 OF 5 · RECIPIENTS & PAYEES

Recipient Setup: ACH Only

If you have the Manage Recipient right, set up each recipient before you send them a payment. You'll need their contact and account information on hand. This guide covers a recipient who will only receive ACH payments.

Part 1: Add the Recipient and Account

In the Business Banking tab, click **Recipients**.

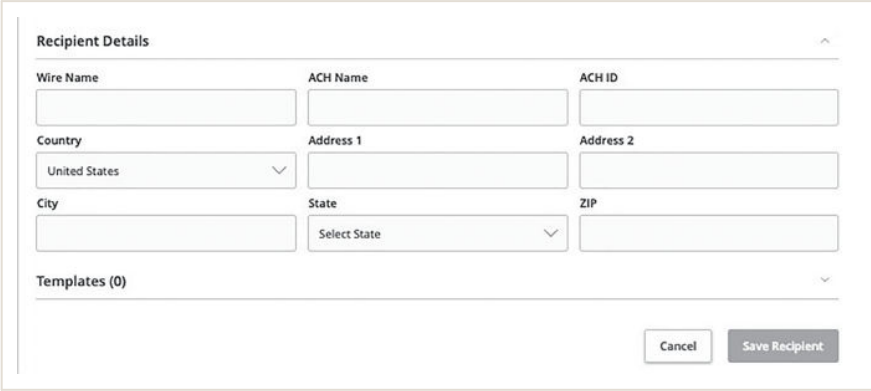
The Add Recipient form, with an ACH Only account in progress.

- 1 Click the **+ Add new recipient** button.
- 2 Enter a display name and the recipient's email address.
- 3 To alert the recipient when a payment is sent, check the box for "Send email notifications for template payments."
- 4 Select a payment type from the **Payment Type** drop-down.
- 5 Select the recipient's account type from the **Account Type** drop-down.
- 6 Enter the recipient's account number.
- 7 (Optional) Enter the financial institution (FI).
- 8 Enter the recipient's ACH routing number.
- 9 Use the three-dot menu on the account row to edit or remove an account.
- 10 Click the check mark button when you're finished with the account.
- 11 (Optional) Click **Add account** to add another account for this recipient.

Full guide reference: p. 31.

Part 2: Recipient Account Detail

Next, add the recipient's address and ACH details so users know how funds can be sent to them.

A screenshot of a web form titled "Recipient Details" with a close icon in the top right. The form is organized into three columns. The first column contains "Wire Name", "Country" (a dropdown menu showing "United States"), and "City". The second column contains "ACH Name", "Address 1", "State" (a dropdown menu showing "Select State"), and "Templates (0)". The third column contains "ACH ID", "Address 2", and "ZIP". At the bottom right of the form are two buttons: "Cancel" and "Save Recipient".

Wire Name	ACH Name	ACH ID
Country United States	Address 1 	Address 2
City 	State Select State	ZIP
Templates (0)		

Cancel Save Recipient

Recipient Details: names, address, and ID.

- 1 Enter the ACH name and ID.
- 2 Select the recipient's country from the drop-down.
- 3 Enter the recipient's street address.
- 4 Enter the recipient's city.
- 5 Select the recipient's state from the drop-down and enter the ZIP code.
- 6 Click **Save Recipient**.

Full guide reference: p. 32.