

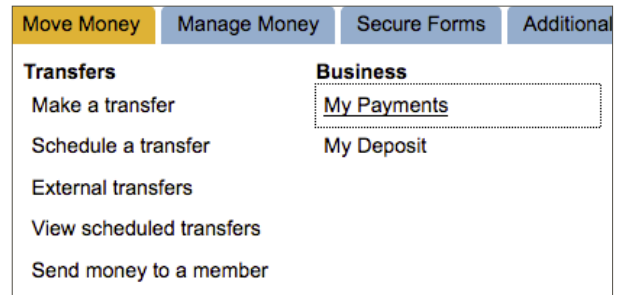


My Payments

How to make and collect business account payments

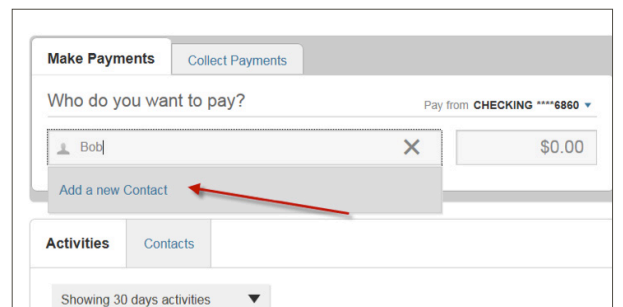
Access my payments

1. Click the **Move Money** tab.
2. Click **My Payments**.



Add the individual or business name you want to pay or collect payments from

1. Enter a name in the **Who do you want to pay?** box.
2. Click on **Add a new Contact**.
3. Enter the individual or business information, including name, routing number and account number. It is not necessary to enter an email address.
4. Choose **Add and continue to pay** in order to add more contacts. You do not need to enter an amount of payment at this point.
5. Click **Cancel** to exit at any time. This will not delete the contacts you have entered so far. The contacts you have added will appear in the **Contacts** tab next to the **Activities** tab.



Add multiple accounts per individual/employee

1. Add a separate contact for each account related to an individual or business.
For example, if an employee wants a portion of their direct deposit to go into their checking account and a portion to go into their savings, you will need to create two separate contacts (e.g., "Bob Smith – SAV" and "Bob Smith – CKG").

Note: Do not add multiple accounts under one contact at this time.

We are working to improve the functionality of this feature.

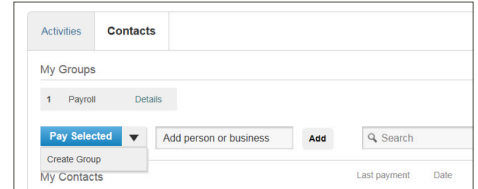


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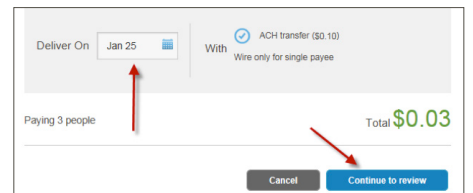
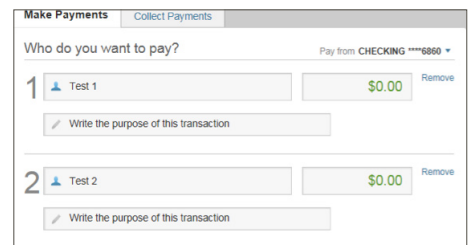
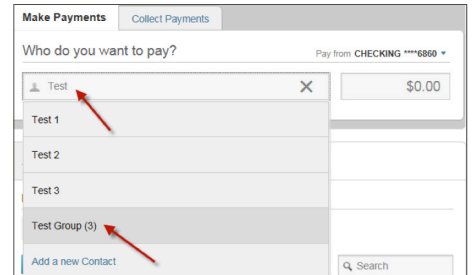
Create a group for batch processing

1. Click on the **Contacts** tab.
2. Click on the drop-down arrow next to **Pay Selected**.
3. Select **Create Group**.
4. Name the group (e.g., "Payroll" or "Vendors").
5. Type any individual or business name into the bottom box. Keep in mind; you can only add an individual or businesses that you have already entered into the Contacts section. You cannot add a completely new individual or business within this screen.



Process outgoing payments or collect payments for a group

1. Within the **Who do you want to pay?** section (to make a payment) or the **Who do you want to collect from?** section (to collect a payment), type the group name. The group name should appear below the box.
2. Click on the group name and a new window will appear.
3. Enter the specific amount you want to pay or collect from each individual or business.
4. Choose the date you want the payments to be distributed or collected, within the **Deliver On** section of this window.
5. Click **Continue to review** when you are ready to submit. Keep in mind that you will still be able to edit payments until 11 a.m. the business day prior to the selected payment date.
For example, if you submit a payment batch at 10 a.m. on Tuesday that is set for delivery on Friday, you can still edit the payments up until 11 a.m. on Thursday.
6. On the next screen, click **Pay** or **Collect**.



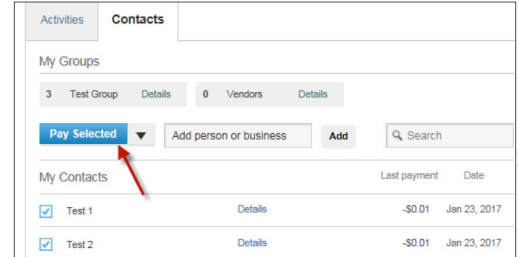


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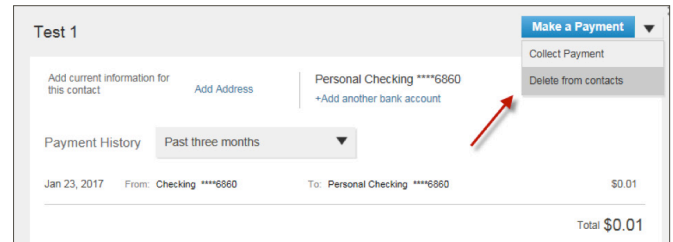
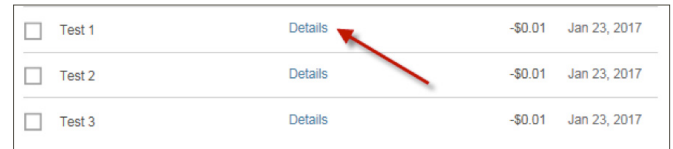
Process outgoing payments or collect payments by contact

1. If you do not want to create a group to pay or collect on, you can navigate to the **Contacts** tab.
2. Check the box to the left of each individual or business you want to pay or collect from.
3. Once you have everyone you want to pay or collect from checked, click the blue **Pay Selected** or **Collect Selected** button.



Delete an individual or business contact

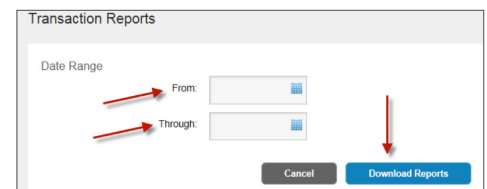
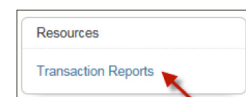
1. Click on the **Contacts** tab.
2. Click **Details** next to the name of the individual or business you need to delete.
3. This will pull up a new window. On the right-hand corner, click the **down arrow** next to **Make Payment**.
4. Click **Delete from contacts**.
5. When the new window pulls up, click **Yes, delete from contacts**.



Generate a report

Once a payment or collection batch has been processed, you can generate a report.

1. On the main My Payments screen, there is a box on the right side called **Resources**.
2. Click on **Transaction Reports** within this Resources box.
3. Here you can select a date range for your report. Once you have decided on the date range, click **Download Reports**.





My Payments

How to make and collect business account payments

View scheduled and processed payments

1. Under the **Activities** tab, you can view your scheduled and processed payments.
2. Click **Make Another Payment** next to the desired historical processed batch. Then follow steps 4-6 under the **Process outgoing payments or collect payments for a group** directions found on page 2 of this guide.

