



Dual Control for Recipients

Note: this is an optional function of AccessJFG. If you'd like Dual Control for Recipients, please contact your Treasury Management Consultant

Click an account tile to view details and transaction history.

- Home
- Message Center
- Transactions
- Cash Management**
 - Payments
 - ACH Pass-Thru
 - Lockbox
 - Tax Payment
 - JFG One Card
 - Merchant Services
 - Recipient Address Book**
 - Small Business Credit C...
- Transfers
- Locations
- Account Services
- Help
- Settings
- Log Off

Home

ACCOUNTS

COMMERCIAL CHECKING **2687

Available Balance **\$25,175.20**
Current Balance \$25,175.20

COMMERCIAL CHECKING **2630

Available Balance **\$418,764.36**
Current Balance \$418,764.36

ESSENTIAL CHECKING **1601

Available Balance **\$587,001.99**
Current Balance \$587,001.99

SAVINGS

ESSENTIAL SAVINGS **1602

Available Balance **\$1,002,448.99**
Current Balance \$1,002,448.99

LOANS

FIXED COMMERCIAL 300200

Current Balance \$745,107.62

RLC VARIABLE 20

Current Balance

FIXED COMMERCIAL 200204

Current Balance \$50,000.00

ACCOUNT SUMMARY

DepositPartner

Positive Pay

Dual Control for Recipients will require a second user with "Manage Recipients" rights to approve or reject any New, Changed, or Deleted ACH/Wire Recipients.

To approve or reject a recipient, select **Recipient Address Book** under the **Cash Management** menu.

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Recipients

New Recipient

Search

Name	Email Address	Number of Accounts	Actions
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Andy Dufesne

2

⚠ Changes Need Approval

Lisa Simpson

1

Click to view recipient actions

Michael Scott

1

⚠ Change

Red Redding

1

⚠ Change

Bart Simpson

1

Review Changes

View Change History

Payment History

CM Test 2687

CM Test 3666

CM Test 5801

CM Test 8091

DISPLAY NAME (ACH ID)

Dufresne Accounting and Financial P

Homer Simpson

1

Any recipients needing approval will show at the top of the Recipient Address Book.

Click on the kabob menu and choose **Review Changes** to view the changes and approve or reject. **View Change History** will show a list of all changes to this payee.

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Review Changes to Lisa Simpson

⚠ This recipient has changes that must be approved.

Changed by Sarah Plehn at 03:58PM 02/18/2021

Accounts

⌚ PREVIOUS

Savings - *7890

ACH Only

Account No. 4567890

✎ EDITED

Savings - *8909

ACH Only

Account No. 45678909

Cancel

Reject Updates

Approve Updates

For this example, this recipient was an already existing recipient but the account number has been updated. For edited recipients, you can see the previous information on the left and the new information on the right.

The buttons at the bottom are available to **Reject Updates** or **Approve Updates**.

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Review New Recipient Michael Scott

⚠ This recipient has changes that must be approved.

Created by Sarah Plehn at 04:00PM 02/18/2021

Recipient Details

⊕ ADDED

Display Name	Email notifications	Wire Name	ACH Name
Michael Scott	No	Michael Scott	Michael Scott
Address 1	City	State	ZIP
123 Dunder Rd	Scranton	PA	25008
Country			
United States			

Accounts

⊕ ADDED

Checking - *1654	ACH Only	Account No. 3543201654	View Details
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Cancel

Reject New Recipient

Approve New Recipient

For this example, this recipient has been newly added. Full recipient details are shown.

The buttons at the bottom are available to **Reject New Recipient** or **Approve New Recipient**.

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Review Deletion of Red Redding

⚠ This recipient has changes that must be approved.

Deleted by Kyle Kasbohm at 09:14AM 02/22/2021

Recipient Details

⊖ REMOVED

Display Name	Email notifications	Wire Name	Address 1
Red Redding	No	Ellis Redding	555 Main st
City	State	ZIP	Country
Racine	WI	90210	United States

Accounts

⊖ REMOVED

Checking - *5980	Wire Only	Account No. 2345980	View Details
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[Cancel](#)[Reject Deletion](#)[Approve Deletion](#)

For this example, this recipient has been deleted.

The buttons at the bottom are available to **Reject Deletion** or **Approve Deletion**.

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Review Changes to Lisa Simpson

⚠ This recipient has changes that must be approved.

Changed by Sarah Plehn at 03:58PM 02/18/2021

Accounts

PREVIOUS

Savings - *7890
ACH Only
Account No. 4567890

EDITED

Savings - *8909
ACH Only
Account No. 45678909

Cancel

Reject Updates

Approve Updates

To approve the recipient, click on the **Approve** button.

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Changed

Account

PRE

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ACH

Acc



Changes Approved

Lisa Simpson

Close

Cancel

Reject Updates

Approve Updates

After approving the recipient, you will receive a confirmation screen. Click **Close** to continue.

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Review Deletion of Red Redding

⚠ This recipient has changes that must be approved.

Deleted by Kyle Kasbohm at 09:14AM 02/22/2021

Recipient Details

⊖ REMOVED

Display Name	Email notifications	Wire Name	Address 1
Red Redding	No	Ellis Redding	555 Main st
City	State	ZIP	Country
Racine	WI	90210	United States

Accounts

⊖ REMOVED

Checking - *5980	Wire Only	Account No. 2345980	View Details
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Reason for Rejection

Cancel

Reject Deletion

To reject the recipient, click on the **Reject** button. You will be asked to enter a **Reason for Rejection**. Enter a reason and click **Reject Deletion**.

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Deleted

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Account

REMOVED

Checking - *5980

Wire Only

Account No. 2345980

View Details

Reason for Rejection

Rejecting for User Guide

Cancel

Reject Deletion



Recipient Deletion Rejected!

Red Redding

Close

After rejecting the recipient, you will receive a confirmation screen. Click **Close** to continue.

Additional Resources and Support

- For additional resources, including “how-to” guides, please visit our online Client Resources page at:
 - » <https://www.johnsonfinancialgroup.com/client-resources>
- If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at tmsupport@johnsonfinancialgroup.com.

