

**Managing ACH Recipients** 

Good Afternoon, Kyle Kasbohm Last login 03/10/2022 at 2:44 PM

Clic	k an account tile to view details an				
ſ.	Home	Home	Ę	DepositPartner > Positive Pay >	
.≓	<ul> <li>Transactions</li> </ul>	ACCOUNTS	:	POSITIVE PAY	
H	Cash Management ^	Available: \$15,015.94		No accounts have exceptions	
	Payments	COMMERCIAL CKG W/INT **4277	COMMERCIAL CKG W/INT **7757	needing decision. Continue to Positive Pay	
	ACH Pass-Thru	Available Balance \$6,181.91 Current Balance \$6,181.91	Available Balance \$5,442.59 Current Balance \$5,442.59		-
	DepositPartner - SSO	COMMERCIAL CHECKING **7245			
2	Lockbox	Available Balance \$3,391.44 Current Balance \$3,391.44		Your <b>Recipient</b>	<b>Address Book</b> can
	Tax Payment	•		be found under	the <b>Cash</b>
E.	Merchant Services	LOANS	:	Management	Aenu.
	Recipient Address Book	Current: \$1,754,051.59		The Recipient A	Address Book is
	Subsidiaries Positive Pay	COMMERCIAL REVOLVING 200200	COMMERCIAL TERM LOAN 300200	where all your Recipients are	ACH and Wire saved.
	Small Business Credit C	Available balance \$960,000.15			/
5	Transfers & Payments 🗸 🗸	CD	:		_ /
0	) Locations & ATMs	Available: \$15,601.80 ⑦			
	] Reports $\checkmark$	Current: \$15,601.80 ⑦			
	) Services ~	Available Balance \$15,601.80 Current Balance \$15,601.80			
?	) Help $\vee$				
ŝ	Settings ~				

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6	Home	Recipients						
	<sup>9</sup> Message Center							
₽	Transactions $\checkmark$	New Recipient		Q Search				
Ĥ	Cash Management ^							
	Payments	Name 🔺	Email Address 🔺	Number of Accounts 🔺		Actions		
	ACH Pass-Thru	Andy Dufrespe (123456)			2	:		
	DepositPartner - SSO				2	:		
	Lockbox	Brooks Hatlen			1	:	$\rightarrow$	
	Tax Payment	Byron Hadley						
	Merchant Services	Donald Duck						
	Recipient Address Book				<b>Click</b> on <b>New Recipient</b> to create a recipient			
	Subsidiaries	International Wire Recipient	Email@Email.com					
	Positive Pay	Loch Ness Tours						
	Small Business Credit C	Mickey Mouse		L	1	:		
\$	Transfers & Payments 🛛 🗸				·	•		
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	Locations & ATMs	kea keaaing			1	:	- /	
JII	Reports V	Samuel Norton			1	:		
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ا ا ث	Locations & ATMS         Reports       ~         Services       ~         Help       ~         Settings       ~	Samuel Norton Walt Disney			1	:		

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Good Afternoon, Kyle Kasbohm

6	Home	Add Steve Rogers				
	<sup>2)</sup> Message Center	Display Name *	Email Address			
₽	Transactions $\checkmark$	Steve Rogers	Cap@Shield.com	Send email notification payments	is for template	
⊞	Cash Management ^				+ Add account	
	Payments	Accounts (1)				
	ACH Pass-Thru	Account Payment Type	Financial Institution (FI)	Routing Number		
	DepositPartner - SSO	Account - New ACH and Wire		N/A	:	
	Lockbox	Payment Type	Beneficiary Type			
	Tax Payment	ACH and Wire 🗸 🗸	Domestic 🗸	E	nter the Disp	olay Name, plus email
	Merchant Services	Account Type *	Account *	a	ldress if you	want to direct the
	Recipient Address Book	Select Account Type 🗸 🗸		Sy	'stem to send	a payment
-	Subsidiaries	Financial Institution (FI) Refined Searc	h ACH Routing Number *		Juncations.	
	Subsidiaries	Q Search by name or routing #.		A	dding an ema	ail address for
	Positive Pay	Beneficiary Fl 💿		re	cipients is o	otional.
	Small Business Credit C	Name *	Country *	FI ABA Number *		
5	Transfers & Payments $\qquad \lor$		United States 🗸 🗸			
0	Locations & ATMs	Address 1	Address 2	City		_ /
l	Reports ~					
	Services ~	State	Postal Code			
	Liele	Select State 🗸 🗸				
0	neip 🗸	Receiving FI 💿				
٢̈́̈́̈́	Settings 🗸 🗸	Name	Wire Routing Number			
G	Log Off					

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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Good Afternoon, Kyle Kasbohm

ŵ	Home		Add Steve Ro	ogers				
⊠ <sup>32</sup>	<sup>2)</sup> Message Center		Display Name *		Email Address			
≓	Transactions ~	/	Steve Rogers		Cap@Shield.com	Send email noti payments	fications for template	
≞	Cash Management 🔗	~					+ Add account 🛛 🔨	
	Payments		Accounts (1)					
	ACH Pass-Thru		Account	Payment Type	Financial Institution (FI)	Routing Number		
	DepositPartner - SSO		Account - New	ACH and Wire	_	N/A	:	_
	Lockbox		Payment Type					
	Tax Payment		ACH Only	$\sim$			From the <b>P</b> a	yment Type
	Merchant Services		ACH Only Wire Only		Account *		dropdown n	nenu, select
	Recipient Address Book		ACH and Wire				ACH Only	
	Subsidiaries		Financial Institution (FI	) Refined Search	ACH Routing Number *			
	Positive Pay		Search by name of	r routing #.				
	Small Business Credit C						× ✓	
5	Transfers & Payments	-						
0	Locations & ATMs		Recipient Details				^	_ /
JII	Reports ~	/	Wire Name * 💿		ACH Name * 💿	ACH ID ③		
	Services 🗸	,						
(?)	Help		Country		Address 1 *	Address 2		
tion in the second seco	Settings		United States	$\sim$				
~~~	Settings V	•	City *		State *	ZIP *		
<b>⊢</b>	Log Off				Select State			

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Good Afternoon, Kyle Kasbohm

ŵ	Home	Add Steve Rogers			
	Message Center	Display Name *	Email Address		
₽	Transactions ~	Steve Rogers	Cap@Shield.com	Send email notifications for to payments	emplate
₿	Cash Management ^	A (1)		+ Add	account 🔿
	Payments	Accounts (1)			
	ACH Pass-Thru	Account Payme	ent Type Financial Institution (FI)	Routing Number	
	DepositPartner - SSO	Account - New ACH a	nd Wire	N/A	:
	Lockbox	Payment Type			
	Tax Payment	ACH Only	$\sim$		
	Merchant Services	Account Type *	Account *	Calaa	
	Recipient Address Book	Checking	8675309	Selec	tine Account Type (checking vings) and enter the Account
	Subsidiaries	Financial Institution (FI) Ref	fined Search ACH Routing Number *	Numl	ber.
	Positive Pay	Search by name or routing #			
	Small Business Credit C			×	
\$	Transfers & Payments 🛛 🗸				
0	Locations & ATMs	Recipient Details			^
JII.	Reports ~	Wire Name * 💿	ACH Name * 💿	ACH ID ③	
	Services ~				
?	Help ~	Country	Address 1 *	Address 2	
<u>ين</u>	Settings v	United States	$\checkmark$		
G,	L og Off	City *	State *	ZIP *	
` U`			Select State	$\vee$	

ŵ	Home	Add Steve Rogers		
	<sup>2)</sup> Message Center	Display Name * Email Address		
₽	Transactions $\checkmark$	Steve Rogers Cap@Shield.com	Send email notifications for template payments	
≞	Cash Management ^	Accounts (1)	+ Add account	
	Payments	Account Develop Time Signation (5)	Douting Number	
	ACH Pass-Thru	Account Payment Type Financial Institution (FI)	Routing Number	
	DepositPartner - SSO	Account - New ACH and Wire	N/A You can search	for the Beneficiary
	Lockbox	Payment Type	routing number	• <b>Select</b> the correct
	Tax Payment	ACH Only	Financial Institu	ution (FI).
	Merchant Services	Account Type * Account *		
	Recipient Address Book	Checking V 8675309	Please note, if y	ou search by name,
	Subsidiaries	Financial Institution (FI) Refined Search ACH Routing Number *	some FI's have i	multiple routing
	Subsidiaries		numbers. Pleas	e ensure you are
	Positive Pay	JOHNSON BANK	selecting the co	rrectrouting
	Small Business Credit C	555 Main St, Ste 100 Racine WI, 53403	number.	
5	Transfers & Payments $\qquad \lor$	Wire ABA Number         0/5911852           ACH ABA Number         075911852	After selecting	the FI from the
0	Locations & ATMs	Recipient Details	search box, the	ACH Routing
JII	Reports ~	Wire Name * ③ ACH Name * ③	ACH ID () Number field w	ill automatically fill
	Services ~		in with that iou	
(?)	Help ~	Country Address 1 *	Address 2	
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		United States		
	Jettings V	City * State *	ZIP *	
→	Log Off			

ŵ	Home	Add Steve Rogers				
	2) Message Center	Display Name *	Email Address			
₽	Transactions $\lor$	Steve Rogers	Cap@Shield.com	Send ema	ail notifications for template s	
₿	Cash Management ^	Accounts (1)			+ Add account 🛛 🔿	
	Payments					
	ACH Pass-Thru	Account Payment Type	Financial Institution (FI)	Routing Ni		
	DepositPartner - SSO	Account - New ACH and Wire		N/A	Click the <b>Check M</b>	ark to save the
	Lockbox	Payment Type			recipient	on for the
	Tax Payment	ACH Only				
	Merchant Services	Account Type *	Account *	L		
	Recipient Address Book	Checking $\checkmark$	8675309			N
	Subsidiaries	Financial Institution (FI) Refined Searc	ch ACH Routing Number *			
	Positive Pay	Search by name or routing #.	075911852			
	Small Business Credit C				×	
	Sman Basiness creat c					
5	Transfers & Payments 🛛 🗸					
0	Locations & ATMs	Recipient Details			^	_ /
ш	Reports ~	Wire Name * ③	ACH Name * 💿	ACH ID ③		/
	Services ~					K
?	Help 🗸	Country	Address 1 *	Address 2		
552	Cottings	United States V				
£Ç?	Settings V	City *	State *	ZIP *		
G	Log Off		Select State			

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Good Afternoon, Kyle Kasbohm

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Û	Home		Add Steve Ro	ogers				
⊠ <sup>32</sup>	) Message Center		Display Name *		Email Address			
₽	Transactions	~	Steve Rogers		Cap@Shield.com		Send emain payments	il notifications for template
	Cash Management	^	Accounts (1)					+ Add account 🗠
	Payments			D	Figure dial la stitucia (FI)		Deuxie - Nue	
	ACH Pass-Thru		Account	Payment Type	Financial Institution (FI)		Routing Num	iber
	DepositPartner - SSO		Checking - *5309	ACH Only			075911852	:
	Lockbox		•					You can <b>+Add account</b> to add more
	Tax Payment		Recipient Details					than one account for the
	Merchant Services		Wire Name 💿		ACH Name * 💿		ACH ID 💿	recipient, if needed. For example, if
	Recipient Address Book							payroll and the employee wants
	Subsidiaries		Country		Address 1		Address 2	the payroll to be split between
	Positive Pav		United States	$\sim$				Savings and Checking.
			City		State		ZIP	
	Small Business Credit C				Select State	$\sim$		Adding an additional account will
\$	Transfers & Payments	~	Templates (0)					original account
$\bigcirc$	Locations & ATMs							
<u>III</u>	Reports	~						Cancel Save Recipient
	Services	~						
?	Help	~						
्रि	Settings	~						
G•	Log Off							

#### **ACCESS**JFG

^7. Home

#### Fill in the **Recipient Details**.

ACH Name: The name by which the recipient is known to its bank. AKA the Account Title or Account Name.

ACH ID: Optional Field. Can be used for an internal reference number if desired (for example, Vendor Number).

Address: Not required for ACH Only recipients.

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		Add Steve Roge	15			
etails.		Display Name *		Email Address	Sand amail patifications for template	
	~	Steve Rogers		Cap@Shield.com	payments	
to its	^	Accounts (1)			+ Add account \land	
it litle or		Account	Payment Type	Financial Institution (FI)	Routing Number	
d. Can be		Checking - *5309	ACH Only		075911852	-
ference example, a		Recipient Details			^	h
• *		Wire Name 💿		ACH Name * 💿	ACH ID 💿	1 C
				Steven Rogers	A001	N.
for ACH		Country		Address 1	Address 2	
		United States	$\sim$			
	┙╽	City		State	ZIP	
Small Business Credit C				Select State V		
Transfers & Payments	~	Templates (0)			×	
Locations & ATMs						
Reports	~				Cancel Save Recipient	$\sim$
Services	~					100
Help	~					
Settings	~					
Log Off						

Good Afternoon, Kyle Kasbohm

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<u> 32</u>	) Message Center		Display Name *	-	Email Address					
₽	Transactions	~	Steve Rogers		Cap@Shield.com	Send email no payments	tifications for template			
₿	Cash Management	^	A (1)				+ Add account 🛛 🔿			
	Payments		Accounts (1)							
	ACH Pass-Thru		Account	Payment Type	Financial Institution (FI)	Routing Number				
	DepositPartner - SSO		Checking - *5309	ACH Only		075911852	Templates will s templates this re	how which ecipient has been		
	Lockbox		-				added to. Temp	lates will be blank		
	Tax Payment		Recipient Details				when you first se	et the recipient up.		
	Merchant Services		Wire Name 💿		ACH Name * ③	ACH ID ③	For information on Templates,			
	Recipient Address Book				Steven Rogers	A001	using Templates	souide		
	Subsidiaries		Country		Address 1	Address 2		Suide.		
	Positive Pay		United States	$\checkmark$			Click Save Recip	<b>pient</b> when you are		
			City		State	ZIP	finished.			
	Small Business Credit C	-			Select State					
\$	Transfers & Payments	~	Templates (0)				~			
$\bigcirc$	Locations & ATMs							- /		
III	Reports	~				Can	cel Save Recipient			
	Services	~								
?	Help	~								
ŝ	Settings	~								
G	Log Off									

Ą	<b>CCESS</b> JFG			Goo	d Afternoon,	. Kyle Kasbohm		
G S	Home D Message Center	1	Recip ×					
	Transactions Cash Management Payments	~ ^	New I Recipient Saved Recipient Steve Rogers has been successfully saved.			Actions		
	ACH Pass-Thru DepositPartner - SSO		Andy Dr Close		2	:		
	Lockbox Tax Payment Merchant Services		Byron Hadley Donald Duck	Yo th Cl	You will receive a confirmation that the recipient has been saved. Click <b>Close</b>			
6	Recipient Address Book		International Wire Recipient Email@Email.com		1	÷		
	Positive Pay		Loch Ness Tours		1	:		
5	Small Business Credit C Transfers & Payments	· · ·	Mickey Mouse		1	:		
0	Locations & ATMs		Red Redding		1	:		
	Reports Services	× ×	Samuel Norton		1	:		
?	Help	~	Steve Rogers (A001) Cap@Shield.com		1	:		
ي ج	Settings Log Off	~	Walt Disney		1	:		

Good Afternoon, Kyle Kasbohm

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G ⊠³	Home	Recipients				
<b>,</b> ∎	Transactions v	New Recipient		Q Search		
	Payments	Name 🔺	Email Address 🔺	Number of Accounts 🔺	Actions	
	ACH Pass-Thru DepositPartner - SSO	Andy Dufresne (123456)			2	
	Lockbox	Brooks Hatlen			1	
	Tax Payment	Byron Hadley			Edit	
	Merchant Services	Donald Duck			Delete Payment History	
	Subsidiaries	International Wire Recipient	Email@Email.com		1	
	Positive Pay	Loch Ness Tours				
5	Small Business Credit C Transfers & Payments	Mickey Mouse			You can <b>Edit</b> , <b>Delete</b> , o	or View
0	Locations & ATMs	Red Redding			Payment History of ex Recipients by clicking	∗isting the <b>Kabob</b>
JII	Reports ~	Samuel Norton			Menu on the recipient	:'s tile.
	Services V	Steve Rogers (A001)	Cap@Shield.com		•	
چې	Settings V	Walt Disney			1 :	
G	Log Off					

# Additional Resources and Support

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