



Managing ACH Recipients

Click an account tile to view details and transaction history.

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Home

ACCOUNTS

Available: \$15,015.94
Current: \$15,015.94

<p>COMMERCIAL CKG W/INT **4277</p> <p>Available Balance \$6,181.91</p> <p>Current Balance \$6,181.91</p>	<p>COMMERCIAL CKG W/INT **7757</p> <p>Available Balance \$5,442.59</p> <p>Current Balance \$5,442.59</p>
<p>COMMERCIAL CHECKING **7245</p> <p>Available Balance \$3,391.44</p> <p>Current Balance \$3,391.44</p>	

LOANS

Current: \$1,754,051.59
Available: \$988,600.15

<p>COMMERCIAL REVOLVING... 200200</p> <p>Current Balance \$1,011,399.85</p> <p>Available Balance \$988,600.15</p>	<p>COMMERCIAL TERM LOAN 300200</p> <p>Current Balance \$742,651.74</p>
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CD

Available: \$15,601.80
Current: \$15,601.80

<p>BUSINESS REPO CD **0001</p> <p>Available Balance \$15,601.80</p> <p>Current Balance \$15,601.80</p>

- DepositPartner
- Positive Pay
- POSITIVE PAY**
- No accounts have exceptions needing decision.
- Continue to Positive Pay

Your Recipient Address Book can be found under the Cash Management Menu.

The Recipient Address Book is where all your ACH and Wire Recipients are saved.

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Recipients

[New Recipient](#)

Name	Email Address	Number of Accounts	Actions
Andy Dufresne (123456)		2	⋮
Brooks Hatlen		1	⋮
Byron Hadley			
Donald Duck			
International Wire Recipient	Email@Email.com		
Loch Ness Tours			
Mickey Mouse		1	⋮
Red Redding		1	⋮
Samuel Norton		1	⋮
Walt Disney		1	⋮

Click on New Recipient to create a recipient

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Add Steve Rogers

Display Name *
Email Address
 Send email notifications for template payments

[+ Add account](#) v

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type v
Beneficiary Type v

Account Type * v
Account *

Financial Institution (FI) Refined Search
ACH Routing Number *

Beneficiary FI ⓘ

Name *
Country * v
FI ABA Number *

Address 1
Address 2
City

State v
Postal Code

Receiving FI ⓘ

Name
Wire Routing Number

Enter the Display Name, plus email address if you want to direct the system to send payment notifications.

Adding an email address for recipients is optional.

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Display Name *
Email Address
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Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type

- ACH Only
- ACH Only
- Wire Only
- ACH and Wire

From the Payment Type dropdown menu, select ACH Only

Account *
Financial Institution (FI)
ACH Routing Number *

Recipient Details

Wire Name *
ACH Name *
ACH ID

Country
Address 1 *
Address 2

City *
State *
ZIP *

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Display Name *
Email Address
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Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type

Account Type *
Account *

Financial Institution (FI)
ACH Routing Number *

Select the Account Type (checking or savings) and enter the Account Number.

Recipient Details

Wire Name *
ACH Name *
ACH ID

Country
Address 1 *
Address 2

City *
State *
ZIP *

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+ Add account ^

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type

Account Type *
Account *

Financial Institution (FI) **ACH Routing Number ***

Refined Search

0759118

JOHNSON BANK
 555 Main St, Ste 100 Racine WI, 53403

Wire ABA Number 075911852
 ACH ABA Number **075911852**

Recipient Details

Wire Name *
ACH Name *
ACH ID

Country
Address 1 *
Address 2

City *
State *
ZIP *

You can search for the Beneficiary Financial Institution by name or routing number. **Select the correct Financial Institution (FI).**

Please note, if you search by name, some FI's have multiple routing numbers. Please ensure you are selecting the correct routing number.

After selecting the FI from the search box, the ACH Routing Number field will automatically fill in with that routing number.

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Add Steve Rogers

Display Name *

Steve Rogers

Email Address

Cap@Shield.com

Send email notifications for template payments

Accounts (1)

+ Add account ^

Account	Payment Type	Financial Institution (FI)	Routing N
Account - New	ACH and Wire		N/A

Payment Type

ACH Only

Account Type *

Checking

Account *

8675309

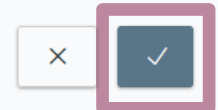
Financial Institution (FI)

Refined Search

ACH Routing Number *

Search by name or routing #.

075911852



Click the **Check Mark** to save the account information for the recipient

Recipient Details

Wire Name * ⓘ

ACH Name * ⓘ

ACH ID ⓘ

Country

United States

Address 1 *

Address 2

City *

State *

Select State

ZIP *

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Add Steve Rogers

Display Name *

Steve Rogers

Email Address

Cap@Shield.com

Send email notifications for template payments

+ Add account ^

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *5309	ACH Only		075911852

Recipient Details

Wire Name ⓘ

ACH Name * ⓘ

ACH ID ⓘ

Country

United States

Address 1

Address 2

City

State

ZIP

Select State

Templates (0)

Cancel

Save Recipient

You can **+Add account** to add more than one account for the recipient, if needed. For example, if you are setting up an employee for payroll and the employee wants the payroll to be split between Savings and Checking.

Adding an additional account will follow the same steps as adding the original account.

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, a Vendor Number).

Address: Not required for ACH Only recipients.

Add Steve Rogers

Display Name *

Steve Rogers

Email Address

Cap@Shield.com

Send email notifications for template payments

Accounts (1)

+ Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *5309	ACH Only		075911852

Recipient Details

Wire Name ⓘ

ACH Name * ⓘ

ACH ID ⓘ

Steven Rogers

A001

Country

United States

Address 1

Address 2

City

State

ZIP

Select State

Templates (0)

Cancel

Save Recipient

Small Business Credit C...

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Add Steve Rogers

Display Name *

Steve Rogers

Email Address

Cap@Shield.com

Send email notifications for template payments

Accounts (1)

+ Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *5309	ACH Only		075911852

Recipient Details

Wire Name ⓘ

ACH Name * ⓘ

ACH ID ⓘ

Steven Rogers

A001

Country

United States

Address 1

Address 2

City

State

Select State

ZIP

Templates (0)

Cancel

Save Recipient

Templates will show which templates this recipient has been added to. Templates will be blank when you first set the recipient up. For information on Templates, please see separate ACH Payments using Templates guide.

Click **Save Recipient** when you are finished.

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Recip

New

Name

Andy D

Brooks

Byron Hadley

Donald Duck

International Wire Recipient

Email@Email.com

1

Loch Ness Tours

1

Mickey Mouse

1

Red Redding

1

Samuel Norton

1

Steve Rogers (A001)

Cap@Shield.com

1

Walt Disney

1

Close

✓

Recipient Saved

Recipient Steve Rogers has been successfully saved.

Close

You will receive a confirmation that the recipient has been saved. Click **Close**

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Donald Duck			
International Wire Recipient	Email@Email.com		
Loch Ness Tours			
Mickey Mouse			
Red Redding			
Samuel Norton			
Steve Rogers (A001)	Cap@Shield.com		
Walt Disney		1	⋮

You can **Edit**, **Delete**, or **View Payment History** of existing Recipients by clicking the **Kabob Menu** on the recipient's tile.

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.

