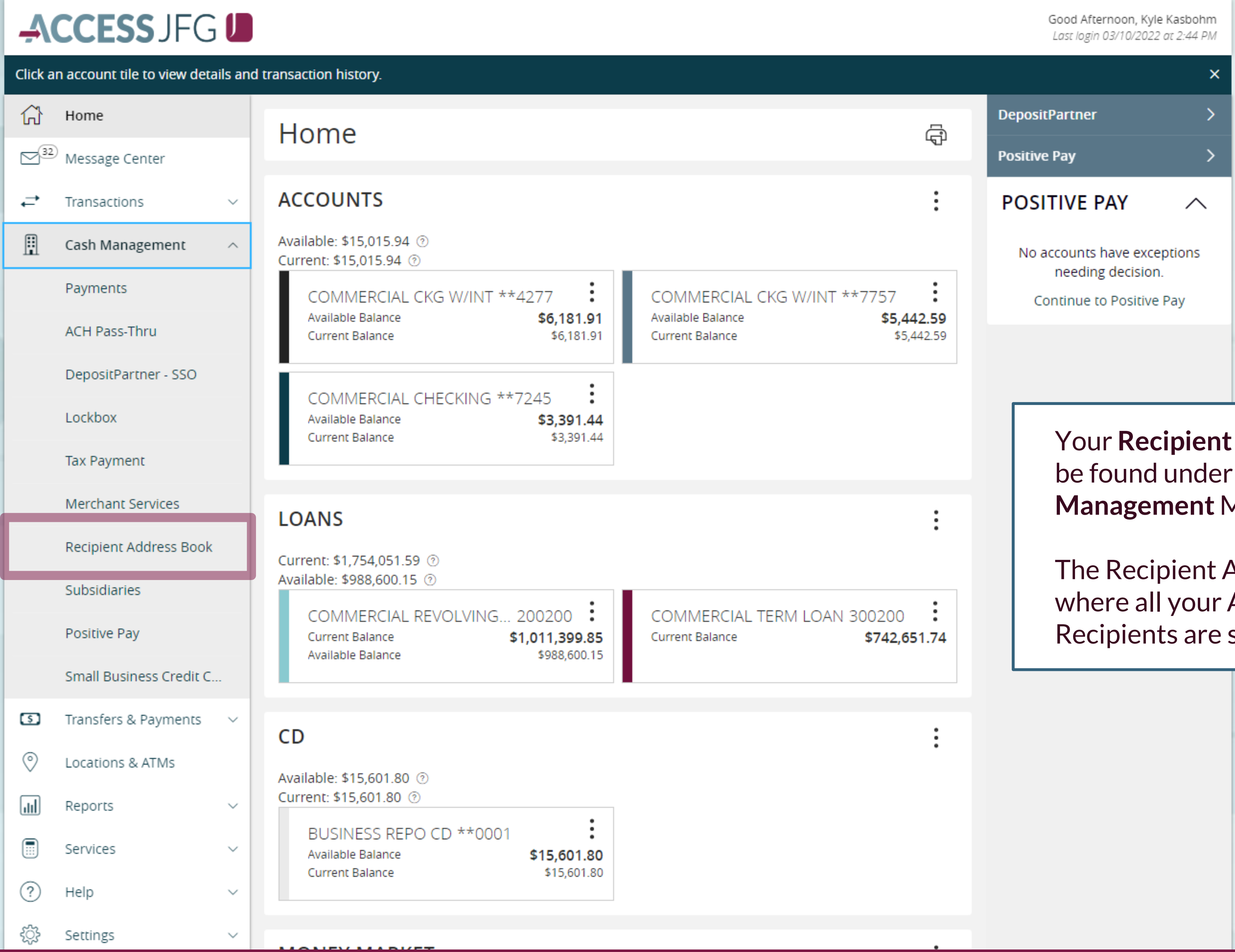
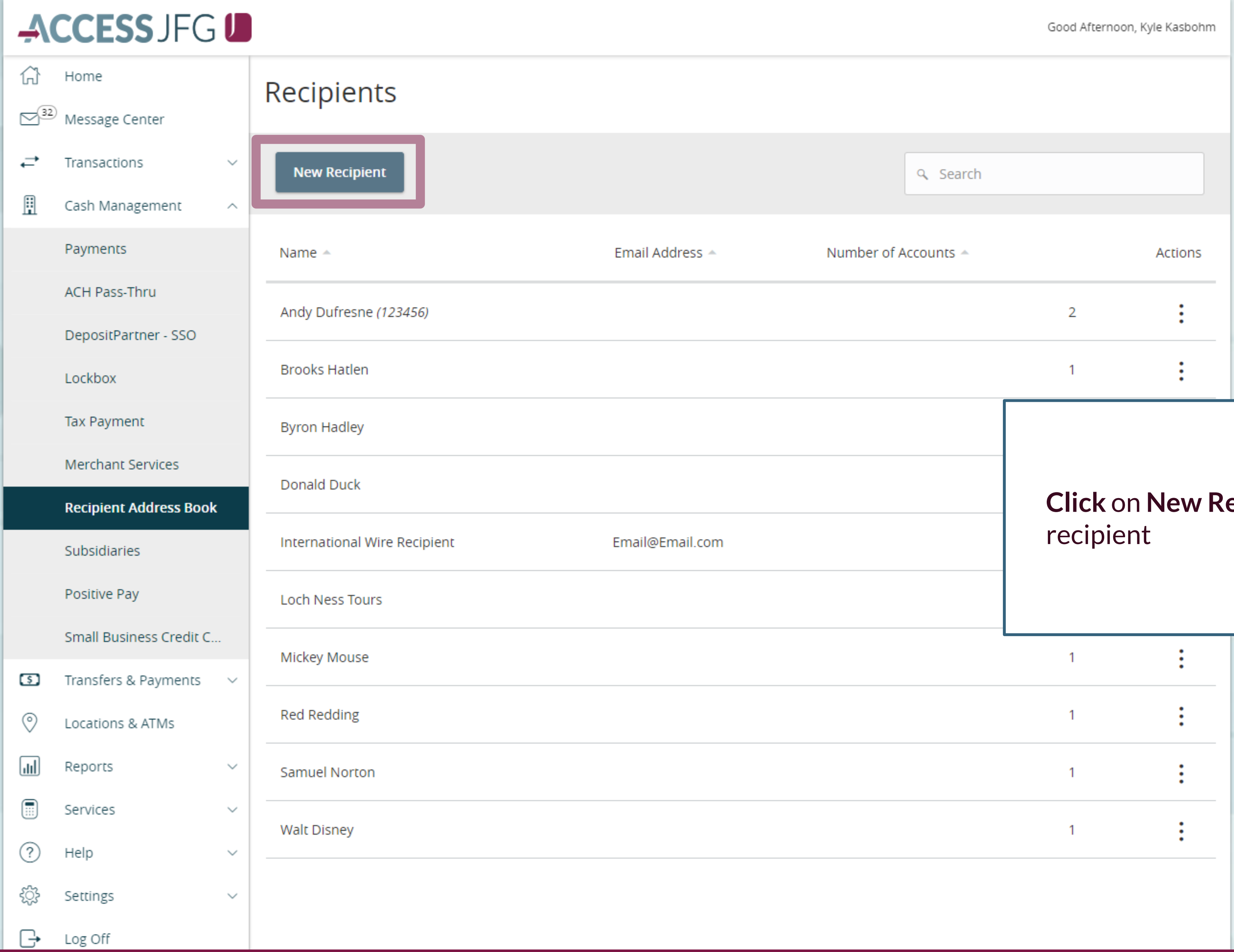
Managing ACH Recipients

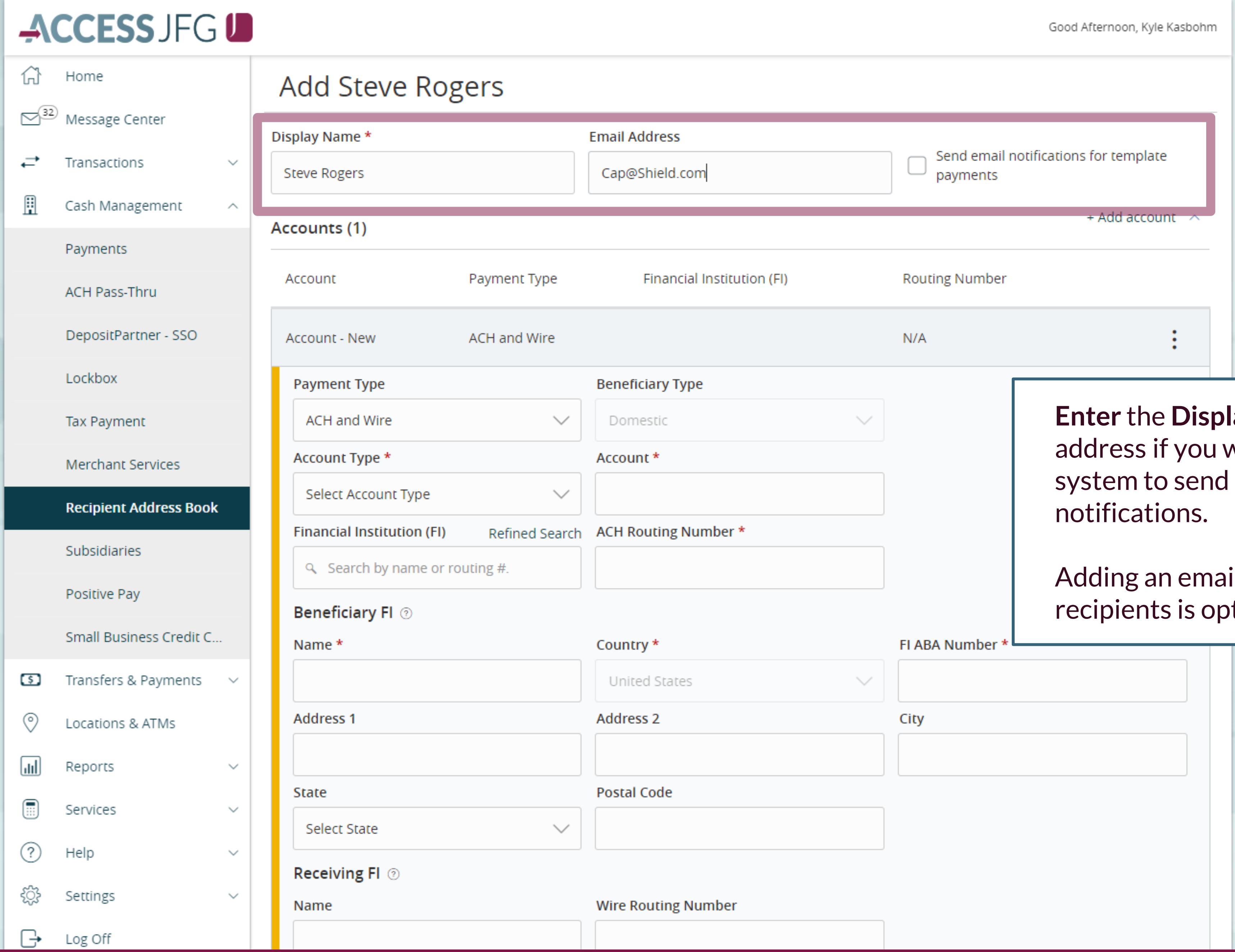


Your **Recipient Address Book** can be found under the **Cash Management** Menu.

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

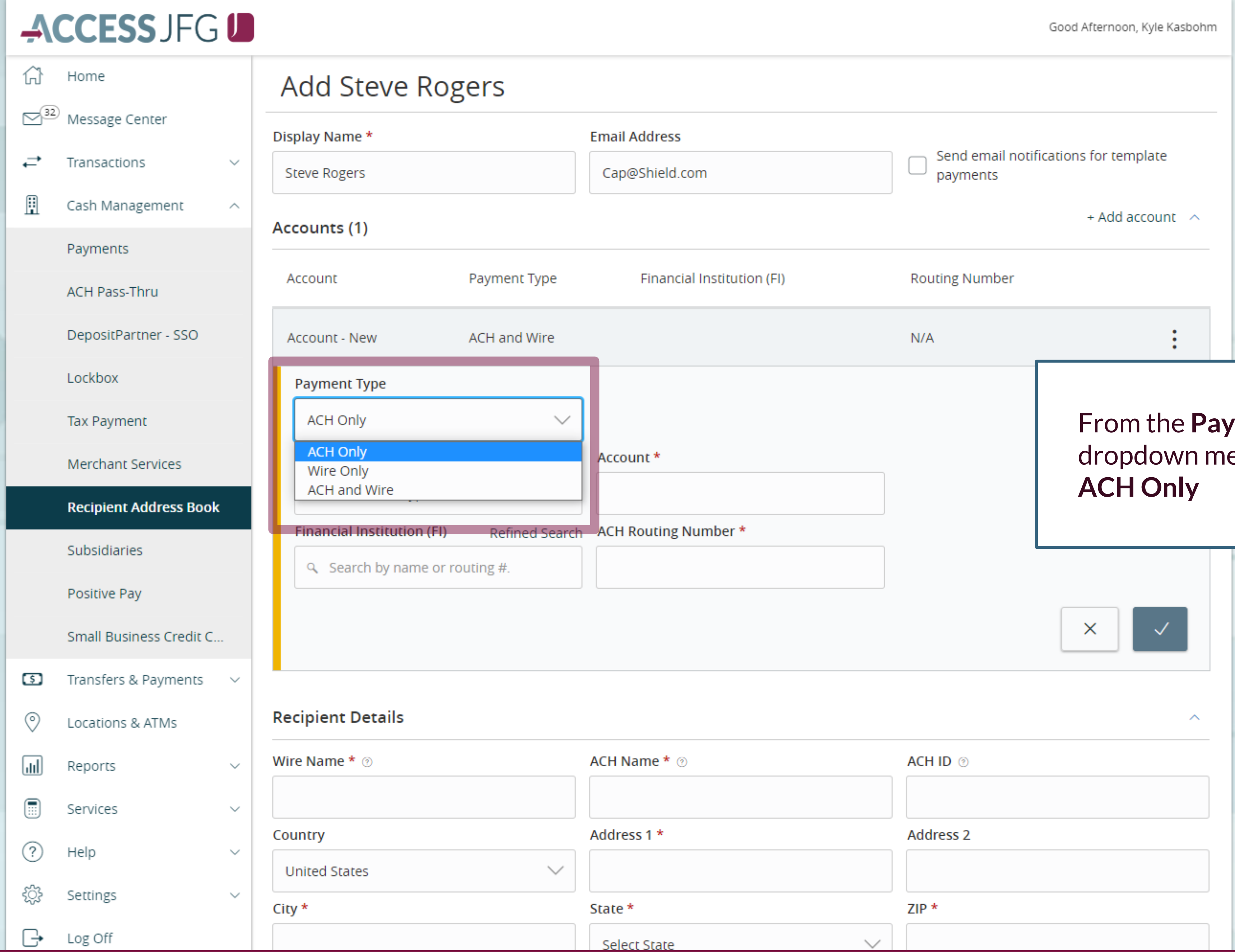


Click on **New Recipient** to create a recipient

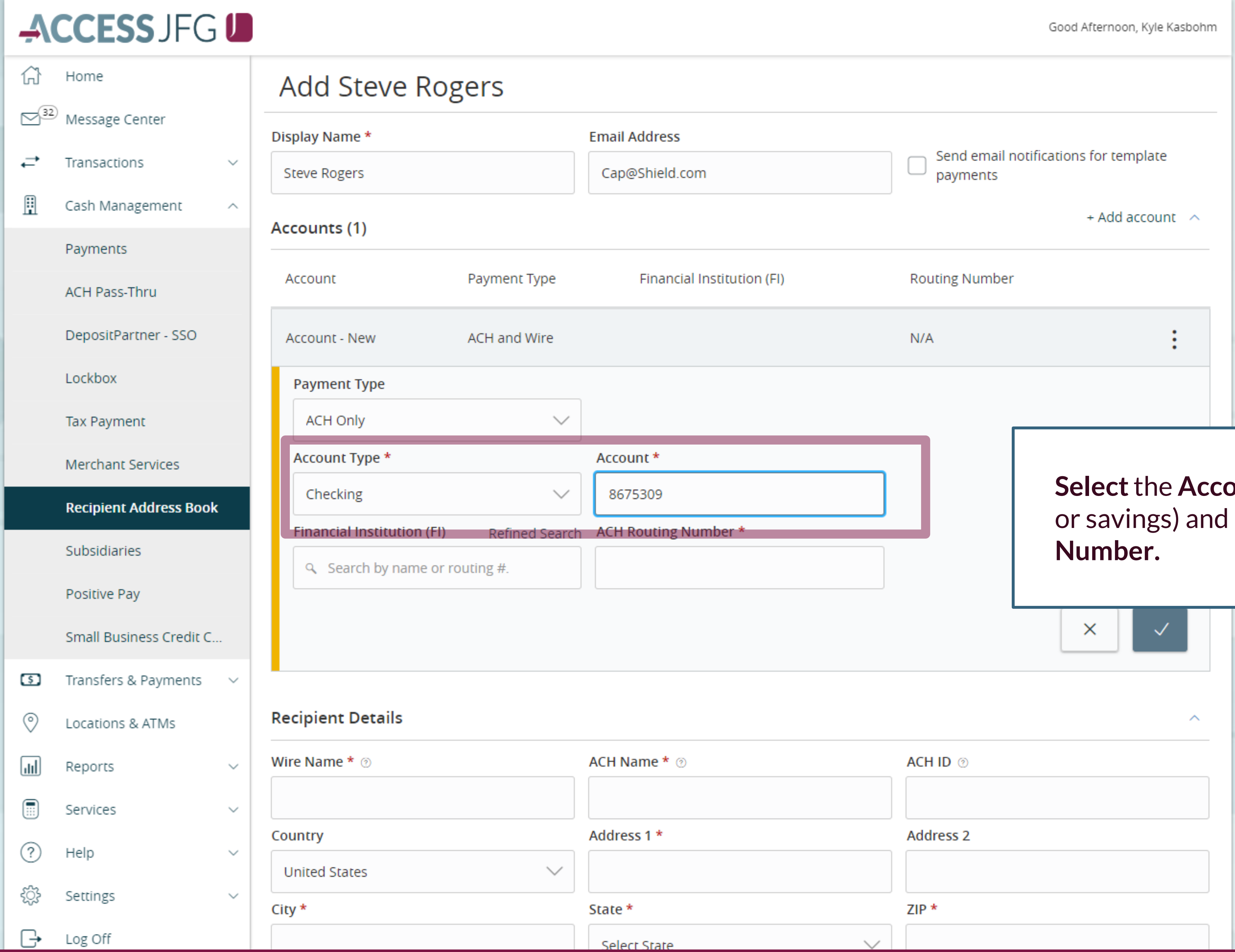


Enter the **Display Name**, plus email address if you want to direct the system to send payment notifications.

Adding an email address for recipients is optional.

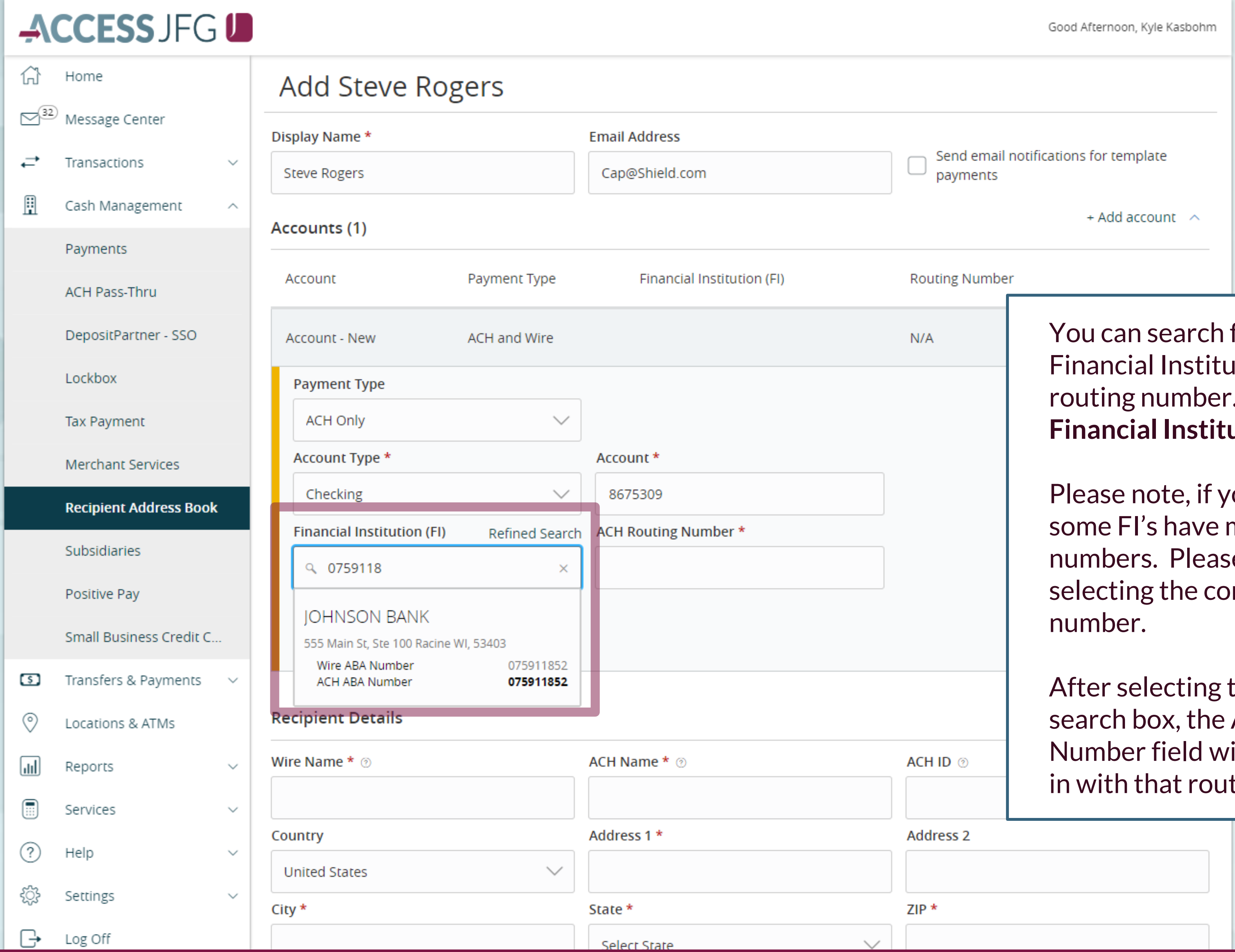


From the **Payment Type** dropdown menu, select **ACH Only**



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

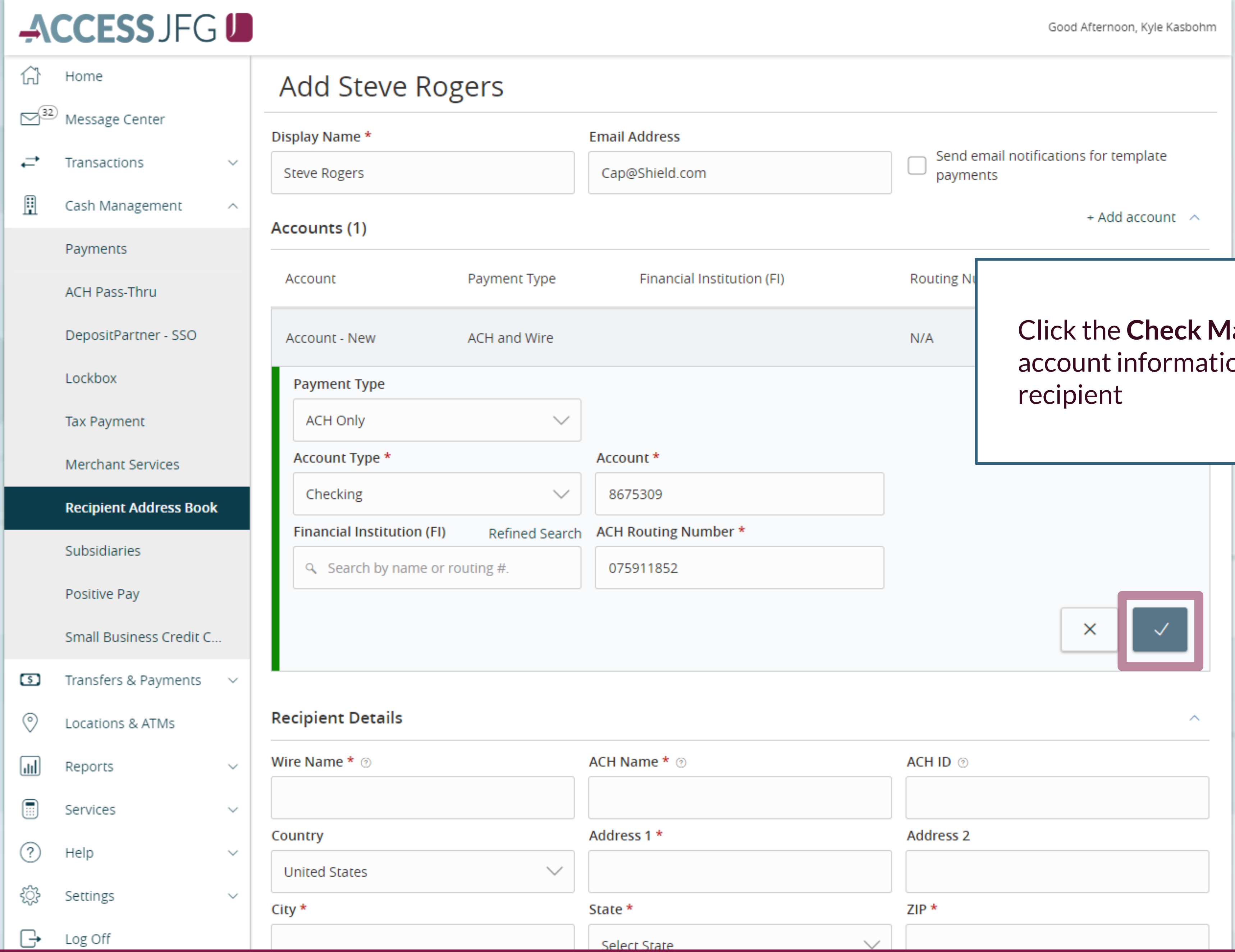
For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.



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.



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

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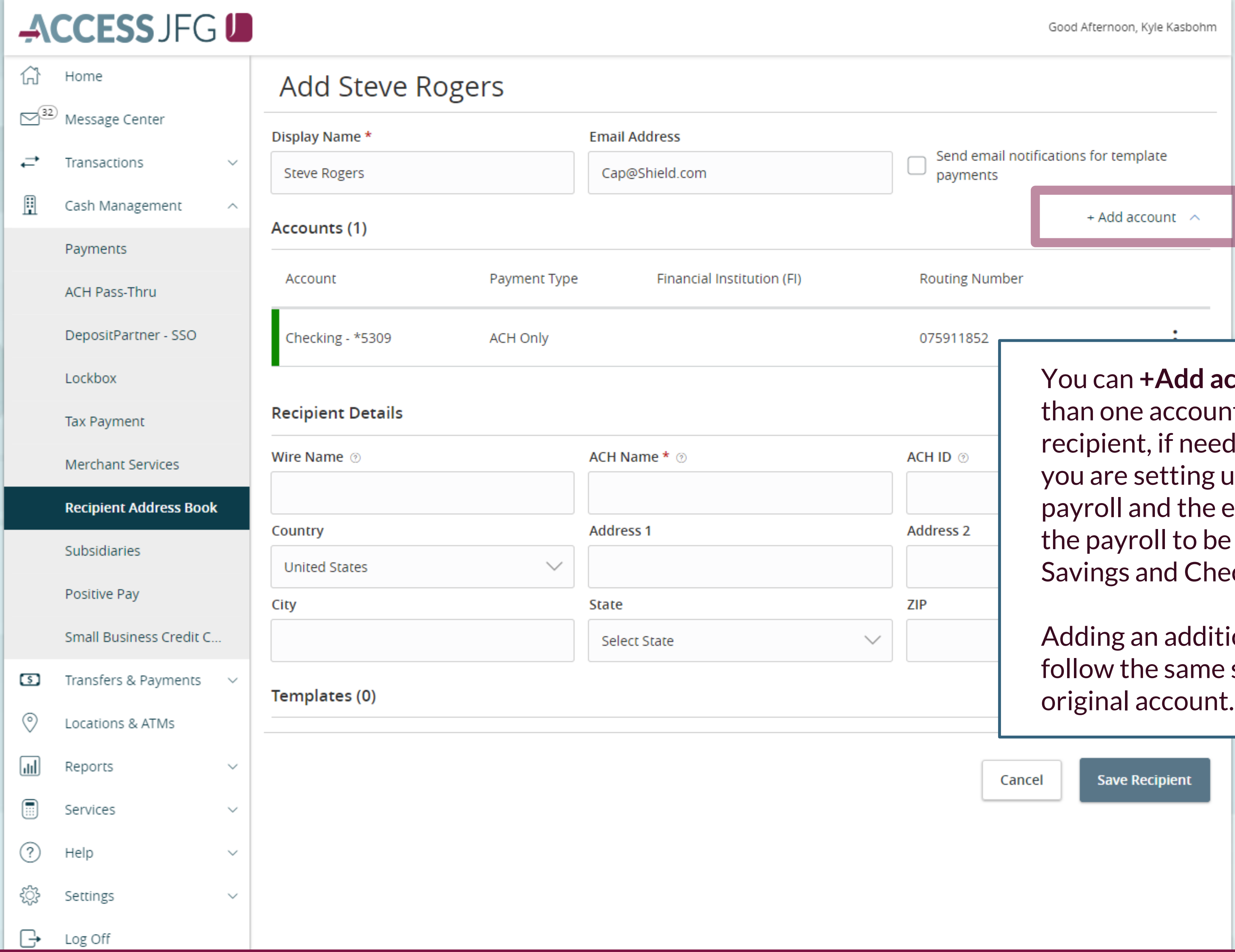


You can **+Add account** to add more than one account for the recipient, if needed. For example, if you are setting up an employee for payroll and the employee wants the payroll to be split between Savings and Checking.

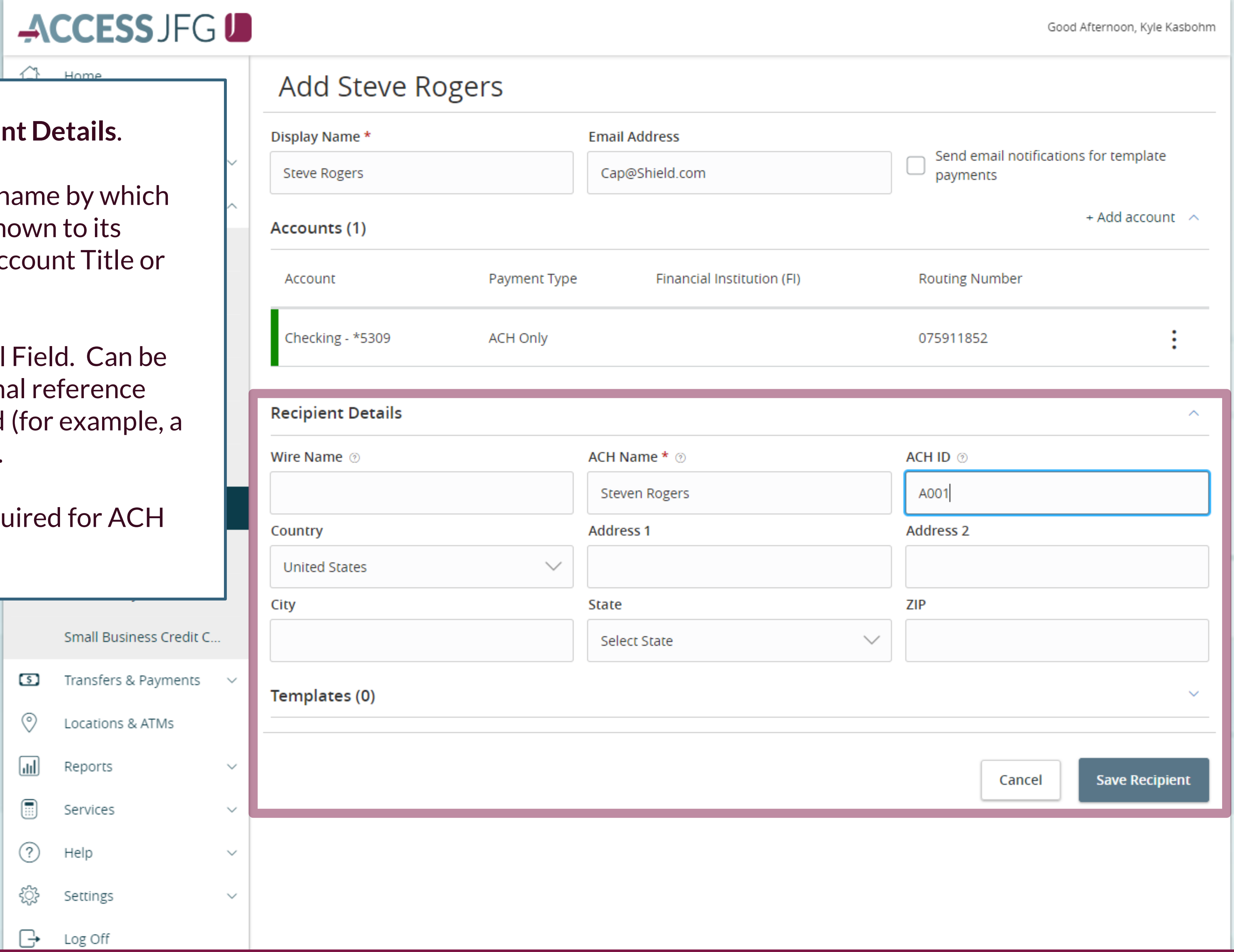
Adding an additional account will follow the same steps as adding the original account.

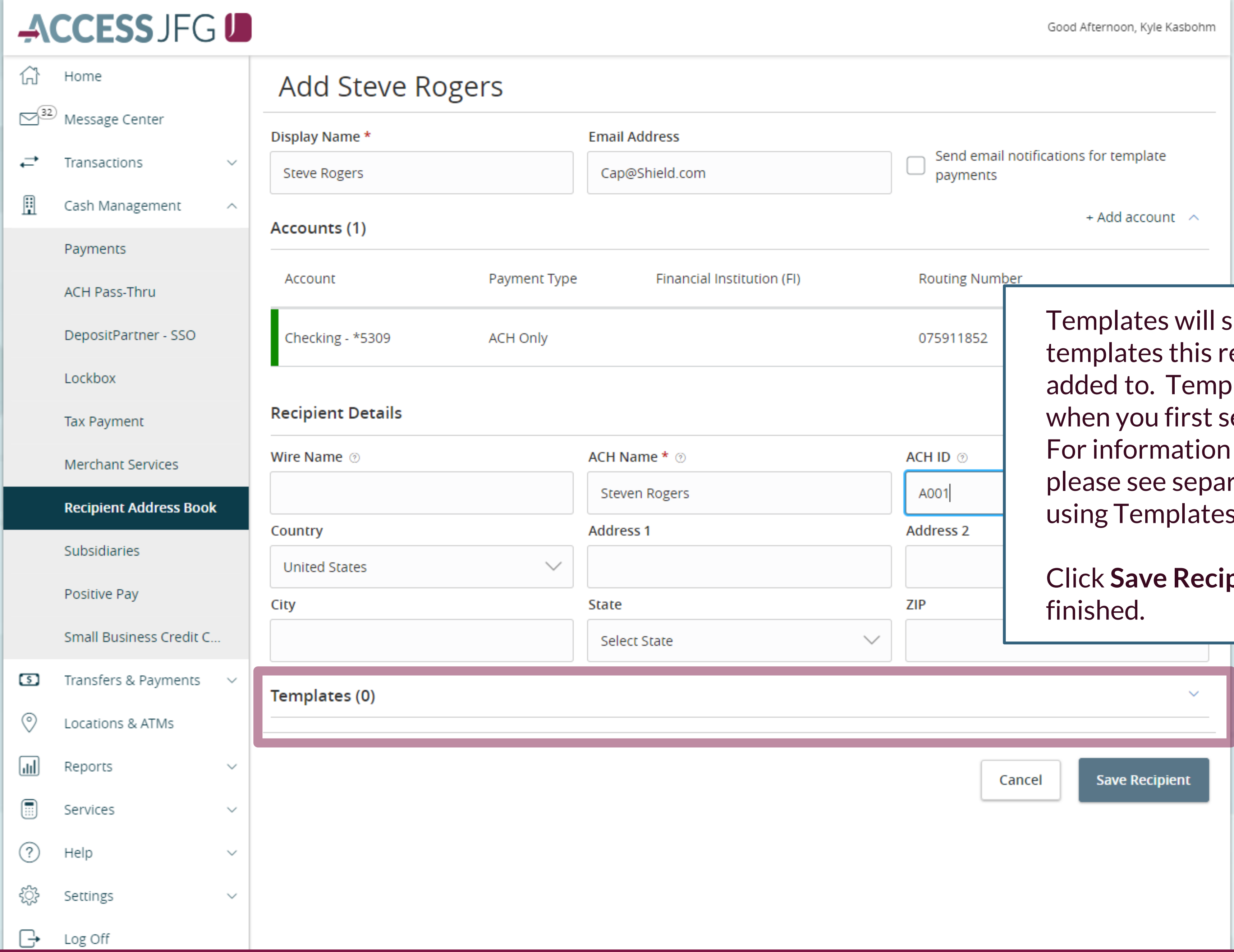
Fill in the **Recipient Details**.

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).

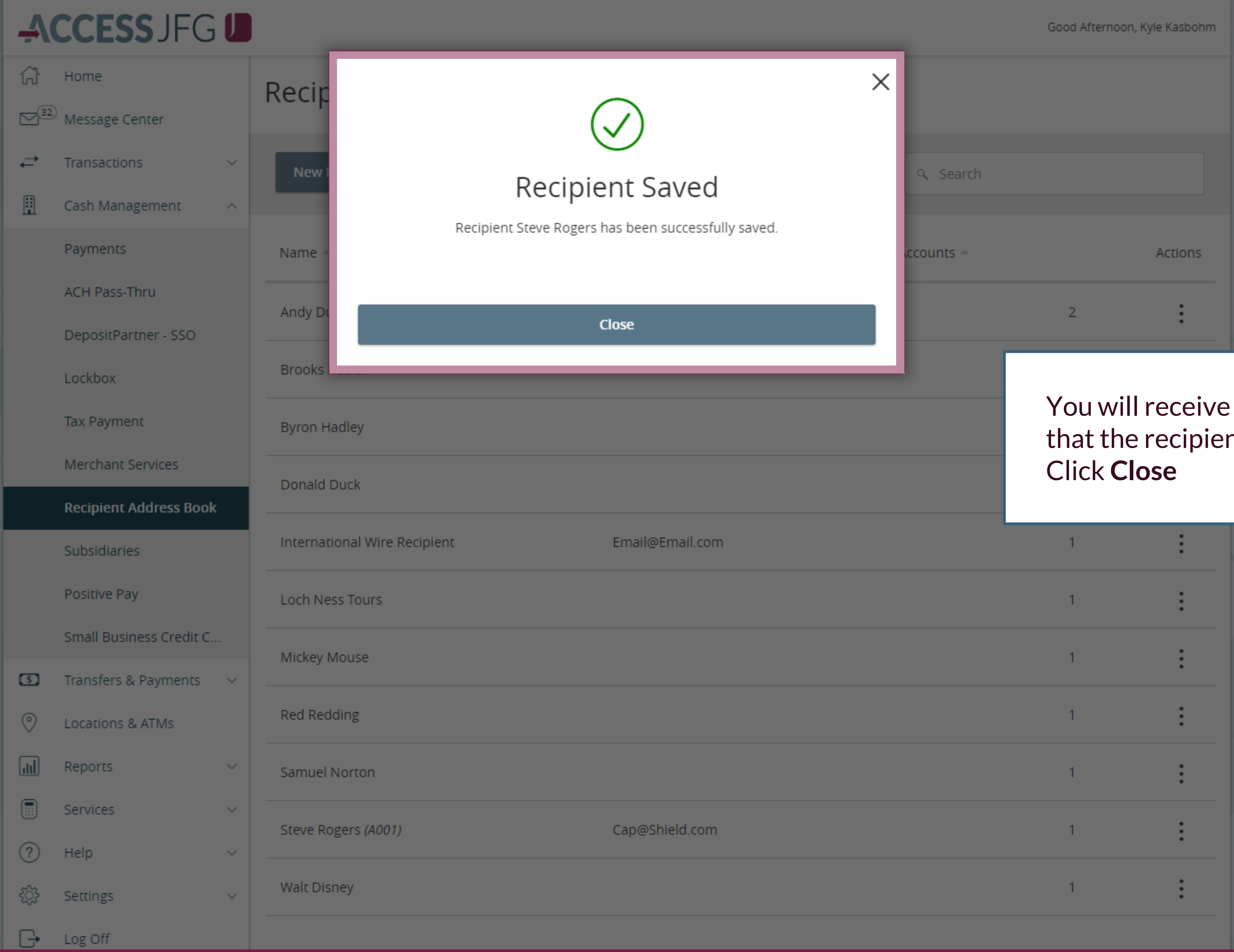
Address: Not required for ACH Only recipients.



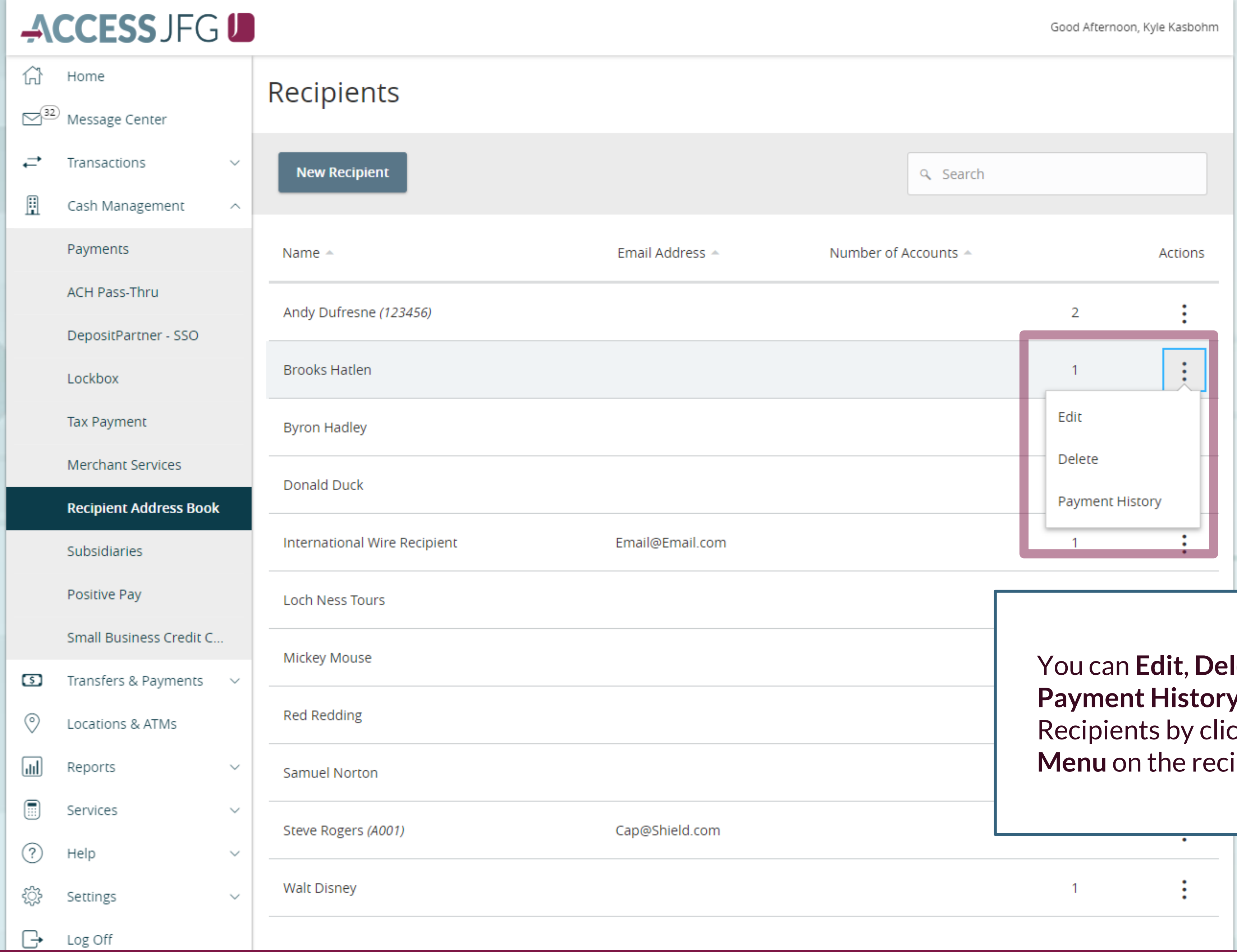


Templates will show which templates this recipient has been added to. Templates will be blank when you first set the recipient up. For information on Templates, please see separate ACH Payments using Templates guide.

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



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



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.