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 Recipients to create a recipient.

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.
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.
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.
The Beneficiary and Receiving FI will be completed.

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

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.
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.
Add address information for wire recipients

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.

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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.
Templates will be blank at first.

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.