

# 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
- DepositPartner - SSO
- Lockbox
- Tax Payment
- Merchant Services
- Recipient Address Book**
- Subsidiaries
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Reports
- Services
- Help

## Home

### ACCOUNTS

Available: \$14,089.45  
Current: \$14,089.45

Operating Account **7757	Available Balance	<b>\$5,467.90</b>	Payroll Acct **7245	Available Balance	<b>\$2,917.02</b>
	Current Balance	\$5,467.90		Current Balance	\$2,917.02
COMMERCIAL CKG W/INT **4277	Available Balance	<b>\$5,704.53</b>			
	Current Balance	\$5,704.53			

### LOANS

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

COMMERCIAL REVOLVING... 200200	Current Balance	<b>\$1,011,399.85</b>	COMMERCIAL TE	Current Balance	
	Available Balance	\$988,600.15			

### MONEY MARKET

Available: \$1,753.04  
Current: \$1,753.04

INSTITUTIONAL MMKT **6030	Available Balance	<b>\$1,753.04</b>			
	Current Balance	\$1,753.04			

### TRANSACTION APPROVALS

ACH Batch (21394)  
December 12, 2028  
\$8,000.00

View approvals in Online Activity

Single Transactions    Recurring Transactions

- DepositPartner
- Positive Pay

### 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.

-  Home
-  Message Center 5
-  Transactions v
-  Cash Management ^

- Payments
- ACH Pass-Thru
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book**
- Small Business Credit C...

-  Transfers v
-  Locations
-  Account Services v
-  Help v
-  Settings v
-  Log Off

## Recipients

[New Recipient](#)

Name ^	Email Address ^	Number of Accounts ^	Actions
Andy Dufesne		2	 <i>Changes Need Approval</i> <span style="font-size: small;">⋮</span>
Lisa Simpson		1	<a href="#">Click to view recipient actions</a> <span style="font-size: small;">⋮</span>
Michael Scott		1	 <i>Change</i> <span style="font-size: small;">⋮</span>
Red Redding		1	 <i>Change</i> <span style="font-size: small;">⋮</span>
Bart Simpson		1	<span style="font-size: small;">⋮</span>

- Review Changes
- View Change History
- Payment History

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.

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

## 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	EDITED
Savings - *7890	Savings - *8909
ACH Only	ACH Only
Account No. 4567890	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**.

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

## 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	<a href="#">View Details</a>
------------------	----------	------------------------	------------------------------

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**.

- 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

## 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	<a href="#">View Details</a>
------------------	-----------	---------------------	------------------------------

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**.

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

## 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	EDITED
Savings - *7890	Savings - *8909
ACH Only	ACH Only
Account No. 4567890	Account No. 45678909

Cancel   Reject Updates   **Approve Updates**

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

- 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

Revi



Changed

Account

PRE

Sav

AC

Acc



## Changes Approved

Lisa Simpson

Close

ancel

Reject Updates

Approve Updates

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

- 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

## 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	<a href="#">View Details</a>
------------------	-----------	---------------------	------------------------------

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 the **Reject** button.

- 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

Revi



Deleted

Recipie

RE

Dis

Red

Cit

Rad

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

Address 1  
555 Main st  
Country  
United States

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

# Thank You

## 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](mailto:tmsupport@johnsonfinancialgroup.com).

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

