



Managing ACH & Wire Recipients

Click an account tile to view details and transaction history.

- Home
- Message Center ⁸⁷
- Transactions
- Cash Management**
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

Home

ACCOUNTS

Current: \$1,347,123.99

JCDC **8655 Available Balance \$4,966.00 Current Balance \$4,966.00	ATM SURCHARGE EXPENSE **8898 Available Balance \$10,193.05 Current Balance \$10,193.05
COMMERCIAL CHECKING **7245 Available Balance \$3,686.71 Current Balance \$3,686.71	COMMERCIAL HYBRID **7311 Available Balance \$15,907.39 Current Balance \$15,907.39
MUNICIPAL COMMER CKG **5122 Available Balance \$4,372.42 Current Balance \$4,372.42	MUNICIPAL HYBRID **7152 Available Balance \$5,297.31 Current Balance \$5,297.31
NON-PR COMMERC CKG **5537 Available Balance \$4,864.35 Current Balance \$4,864.35	INSTITUTIONAL MMKT **6030 Available Balance \$9,596.43 Current Balance \$9,596.43
OFFICIAL CHECKS **4572 Available Balance \$10,007.90 Current Balance \$10,007.90	NON PR COM CKG W/INT **1995 Available Balance \$4,836.45 Current Balance \$4,836.45
WHOLESALE MMKT (FINA... **6454 Available Balance \$5,103.29 Current Balance \$5,103.29	FIXED COMMERCIAL 300200 Current Balance \$750,000.00
RLC VARIABLE 200200 Current Balance \$500,000.00	ESCROW BUSINESS MMKT **6356 Available Balance \$4,506.30 Current Balance \$4,506.30

Transfer Money Now

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.

- Home
- Message Center ⁸⁷
- Transactions
- Cash Management

- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services

Recipient Address Book

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

Recipients

New Recipient

Search

Name	Email Address	Number of Accounts	Actions
ABC Company England		1	⋮
Ach only J test		1	⋮
Albus Dumbledore	adumbledore@hogwarts.com		
Andy Dufresne	Adufresne@shawshanklibrary.com		
Bertha Billard	Kaheim@johnsonfinancialgroup.co.		
Bob Jones			
Brooks Hatlen	Brooks@shawshanklibrary.com	1	⋮
Byron Hadley	Hadley@shawshank.com	1	⋮
Cricket Oil	cricket@oil.com	1	⋮
Donald Duck		1	⋮
Donald Duck		1	⋮
Ellie Font	Ellie@font.com	1	⋮

Click on New Recipient to create a recipient

- Home
- Message Center ⁸⁷
- Transactions ∨
- Cash Management ∧
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers ∨
- Locations
- Reports ∨
- Account Services ∨
- Help
- Settings ∨
- Log Off

Add Steve Rogers

Display Name *
Email Address *
 Send email notifications for template payments

[+ Add account](#) ∧

Accounts (1)

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

Payment Type ∨
Beneficiary Type ∨

Account Type * ∨
Account *

Financial Institution (FI)
ACH Routing Number *

Beneficiary FI ⓘ

Name *
Country * ∨
FI ABA Number *

Address 1
Address 2
City

State ∨
Postal Code

Receiving FI ⓘ

Name
Wire Routing Number

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

Adding an email address for recipients is optional.

- Home
- Message Center ⁸⁷
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

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
Account - New	ACH and Wire		N/A

Payment Type

ACH and Wire

Beneficiary Type

Domestic

Account Type *

Select Account Type

Account *

Financial Institution (FI)

Refined Search

ACH Routing Number *

Search by name or routing #.

Beneficiary FI ⓘ

Name *

Country *

FI ABA

United States

Address 1

Address 2

City

State

Postal Code

Select State

Receiving FI ⓘ

Name

Wire Routing Number

Select the payment type. You can set up recipients to be able to receive ACH, Wire, or Both.

If you select Wire only, you can choose Domestic or International Wires.

- Home
- Message Center ⁸⁷
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

Add Steve Rogers

Display Name * Email Address * Send email notifications for template payments

Accounts (1) + Add account ^

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

Payment Type: Beneficiary Type:

Account Type * Account *

Financial Institution (FI) Refined Search ACH Routing Number *

Select the account type (checking or savings) and **enter the account number.**

Beneficiary FI ⓘ

Name * Country * FI ABA Number *

Address 1 Address 2 City

State Postal Code

Receiving FI ⓘ

Name Wire Routing Number

- Home
- Message Center ⁸⁷
- Transactions ▼
- Cash Management ▲
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers ▼
- Locations
- Reports ▼
- Account Services ▼
- Help
- Settings ▼
- Log Off

Add Steve Rogers

Display Name * Email Address * Send email payments

Accounts (1)

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

Payment Type Beneficiary Type

Account Type * Account *

Financial Institution (FI) Refined Search

JOHNSON BANK
555 Main St, Ste 100 Racine WI, 53403
Wire ABA Number **075911852**
ACH ABA Number **075911852**

ACH Routing Number *

Country * FI ABA Number *

Address 1 Address 2 City

State Postal Code

Receiving FI ⓘ

Name Wire Routing Number

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

For Wire Recipients, please note, some larger Financial Institutions (FIs) also act as an intermediary bank for smaller FIs. If you type in a routing number for one of these larger FIs, you may be presented with several different FI names with the same routing number. In these situations, we suggest you search for the FI by name instead of routing number.

- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

Account Type *	Account *	
Checking	123456789	
Financial Institution (FI) <small>Refined Search</small>	ACH Routing Number *	
<input type="text" value="Search by name or routing #."/>	075911852	
Beneficiary FI ⓘ		
Name *	Country *	FI ABA Number *
JOHNSON BANK	United States	075911852
Address 1 *	Address 2	City *
555 Main St, Ste 100		Racine
State *	Postal Code *	
Wisconsin	53403	
Receiving FI ⓘ		
Name	Wire Routing Number	
<input type="text"/>	<input type="text"/>	
Intermediary FI ⓘ		
Name	Country	Wire Routing
<input type="text"/>	United States	<input type="text"/>
Address 1	Address 2	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Postal Code	
Select State	<input type="text"/>	
		<input type="button" value="X"/> <input type="button" value="✓"/>

After selecting the Financial Institution, the Beneficiary FI information will load in automatically, as well as any Receiving or Intermediary FI information if necessary.

- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

Account Type * Checking	Account * 123456789	
Financial Institution (FI) Refined Search Search by name or routing #.	ACH Routing Number * 075911852	
Beneficiary FI ⓘ Name * JOHNSON BANK	Country * United States	FI ABA Number * 075911852
Address 1 * 555 Main St, Ste 100	Address 2	City * Racine
State * Wisconsin	Postal Code * 53403	
Receiving FI ⓘ Name	Wire Routing Number	
Intermediary FI ⓘ Name	Country United States	Wire Routing Number
Address 1	Address 2	City
State Select State	Postal Code	

×

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

- Home
- Message Center 87
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

Add Steve Rogers

Display Name *
Email Address *
 Send email notifications for template payments

+ Add account ^

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *6789	ACH and Wire	JOHNSON BANK	075911852

Recipient Details

Wire Name *
ACH Name *
ACH ID

Country
Address 1 *
Address 2

City *
State *
ZIP *

Templates (0)

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.

- Home
- Message Center ⁸⁷
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
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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 (2)

Account	Payment Type	Financial Institution (FI)	Routing N
Checking - *6789	ACH and Wire	JOHNSON BANK	07591185
Savings - *7654	ACH Only		07591185

Recipient details allows you to add address information. Address Information is only required if the recipient is set to receive wires.

Recipient Details

Wire Name * ⓘ

Steven Rogers

ACH Name * ⓘ

Steven Rogers

ACH ID ⓘ

Country

United States

Address 1 *

555 Main Street

Address 2

City *

Racine

State *

Wisconsin

ZIP *

53403

Templates (0)

Cancel

Save Recipient

- Home
- Message Center 87
- Transactions v
- Cash Management ^
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers v
- Locations
- Reports v
- Account Services v
- Help
- Settings v
- Log Off

Add Steve Rogers

Display Name *
Email Address *
 Send email notifications for template payments

Accounts (2) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *6789	ACH and Wire	JOHNSON BANK	075911852
Savings - *7654	ACH Only		075911852

Recipient Details

Wire Name *
ACH Name *
ACH ID

Country
Address 1 *
Address 2

City *
State *
ZIP *

Templates (0) v

Templates will show which templates this recipient has been added to. Templates will be blank when you first set the recipient up. Templates will be explained in a different Guide.

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

- Home
- Message Center ⁸⁷
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book**
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

Recipients

New Recipient

Search

Name	Email Address	Number of Accounts	
ABC Company England			
Ach only J test			
Albus Dumbledore	adumbledore@hogwarts.com		
Andy Dufresne	Adufresne@shawshanklibrary.com		
Bertha Billard	Kaheim@johnsonfinancialgroup.co.		
Bob Jones			
Brooks Hatlen	Brooks@shawshanklibrary.com	1	
Byron Hadley	Hadley@shawshank.com	1	
Cricket Oil	cricket@oil.com	1	
Donald Duck		1	
Donald Duck		1	
Ellie Font	Ellie@font.com	1	

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

Click to view recipient actions

- Edit
- Delete
- Payment History

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.

