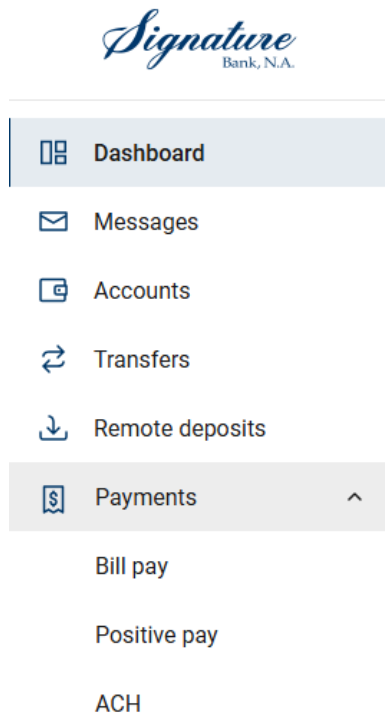




How to Add Another Recipient to an ACH Batch

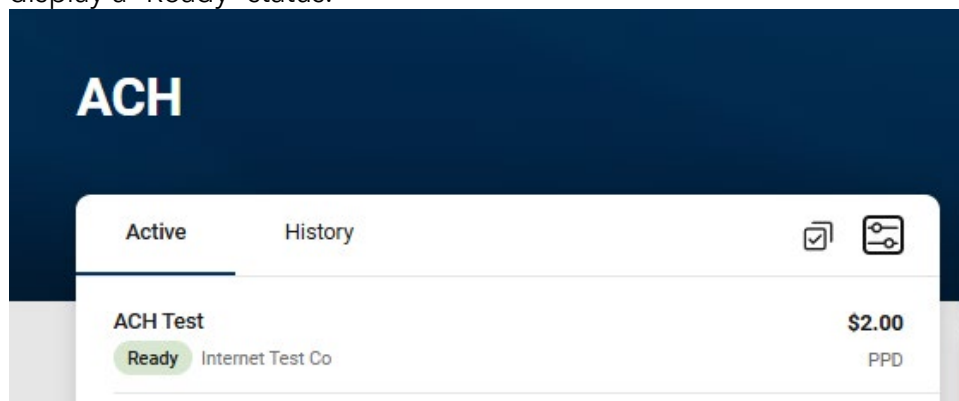
1. Navigate to ACH

- Click on the **Payments** tab.
- Select **ACH**.



2. Select the Batch

- Select the ACH batch to which you want to add a recipient. The selected batch should display a "Ready" status.





3. Add Recipients

- Click **Recipients**.
- At the top of the screen, select the **Add Recipient** icon.
- Choose **Manually Add**.
- Enter the recipient's name, payment amount, and account information.
- Select **Save Recipient** to complete the process.

The screenshot shows the 'Recipients' screen with a summary of Credits (\$1.00) and Debits (\$0.00). A dropdown menu is open, showing options: 'Manually add' and 'Import from file'.

The screenshot shows the 'New recipient' form with the following fields and options:

- Recipient name
- Amount: \$ 0.00
- Credit/Debit: Credit
- Account number
- Routing number
- Account type: Account type
- Optional fields: ☐ Prenote ☐ Hold
- + Add another recipient