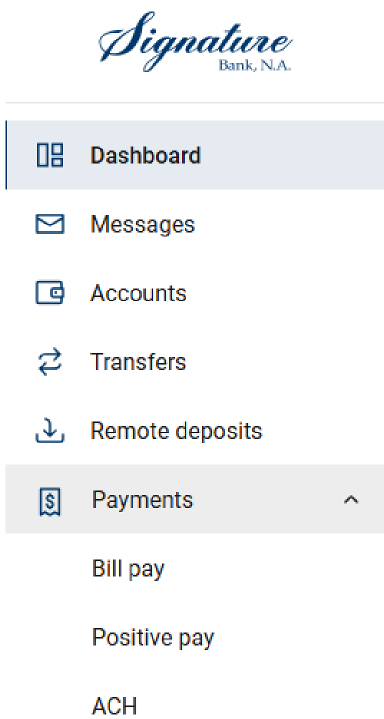
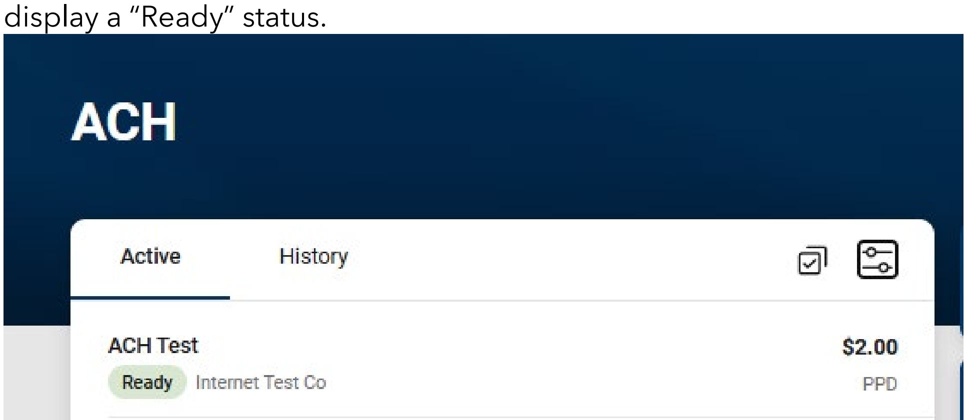
How to Add Another Recipient to an ACH Batch

1. **Navigate to ACH**
   a. Click on the **Payments** tab.
   b. Select **ACH**.



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



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