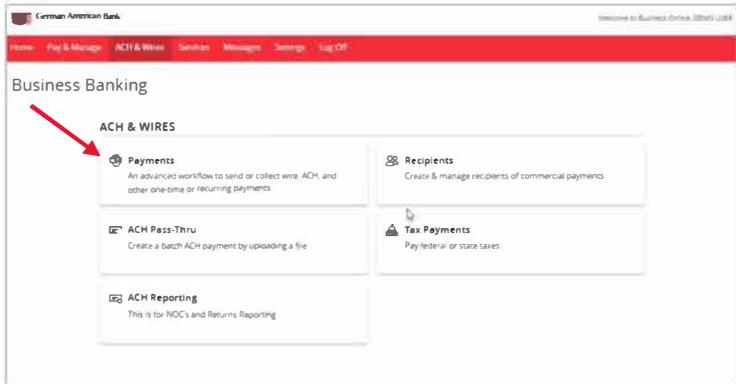


1. Select the 'ACH & Wires' menu and then select the 'Payments' tile.

**NOTE:** The 'Split Payments' option is only available for Payroll transactions.

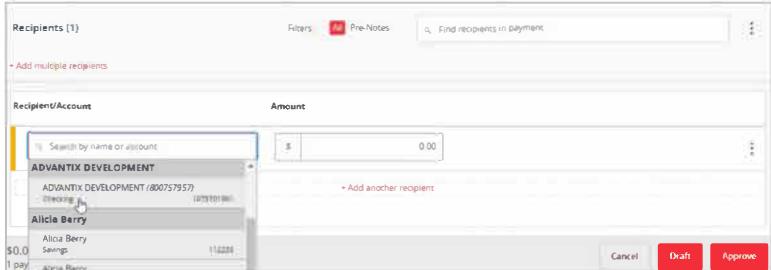


2. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.

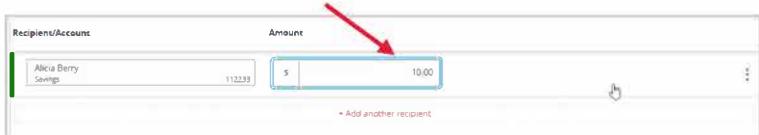
**NOTE:** The Split Payments option may also be accessed within a new or existing Payroll Template.



3. Select the desired recipient's primary account from the drop down list of existing recipients.



4. Enter total dollar amount of the payroll transaction.





5. Click the three dots and select the 'Split Payment' option.

 A screenshot of a software interface for payment origination. The main screen shows 'Origination Details' with fields for 'From Subsidiary' (Search by name), 'Effective Date', and 'Recurrence (None)'. Below this is a section for 'Recipients (1)' with a button '+ Add multiple recipients' and a 'Find recipients in payment' search bar. A context menu is open on the right, with the 'Split Payments' option highlighted by a red arrow. Other menu items include 'Copy', 'Recurse', 'Expand Row', 'Show Details', 'Party Support', and a 'More' button.

6. Select the recipient's secondary account from the drop-down list.

 A screenshot of a software interface for selecting a recipient's account. The main screen shows a table with 'Recipient/Account' and 'Amount' columns. The first row shows 'Alicia Berry Savings' with an amount of '\$10.00'. Below this is a search bar 'Search for account' and a dropdown list with 'Alicia Berry' selected. The context menu from the previous step is still open, with the 'Split Payments' option highlighted by a red arrow. Other menu items are visible on the right.

7. Enter the desired dollar amount to be allocated to the secondary account.

**NOTE:** The dollar amount allocated to the primary account will be automatically reduced in accordance with the total dollar amount of the payroll transaction.

 A screenshot of a software interface for allocating a payment. The main screen shows a table with 'Recipient/Account' and 'Amount' columns. The first row shows 'Alicia Berry Savings' with an amount of '\$10.00'. The second row shows 'Alicia Berry Checking' with an amount of '\$5.00'. A context menu is open on the right, with the 'Split Payments' option highlighted by a red arrow. Other menu items are visible on the right.