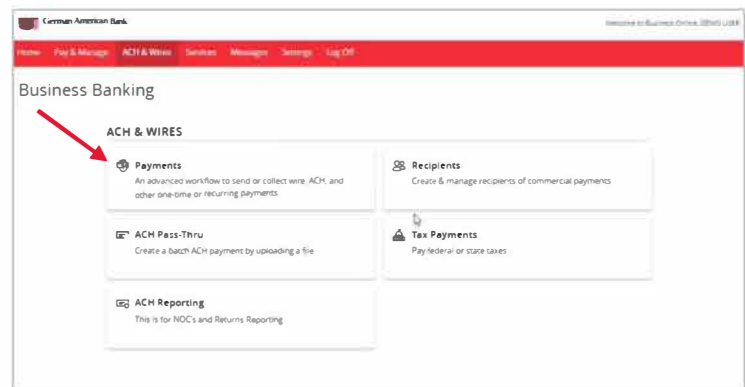


1. Select the 'ACH & Wires' menu and then select the 'Payments' tile.

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

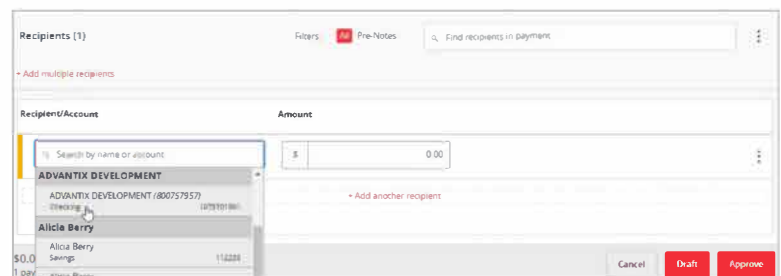


2. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.

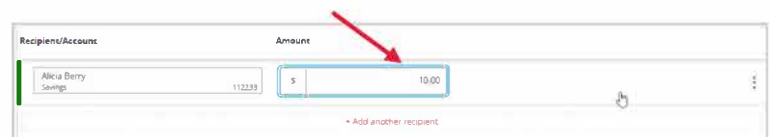
**NOTE:** The Split Payments option may also be accessed within a new or existing Payroll Template.



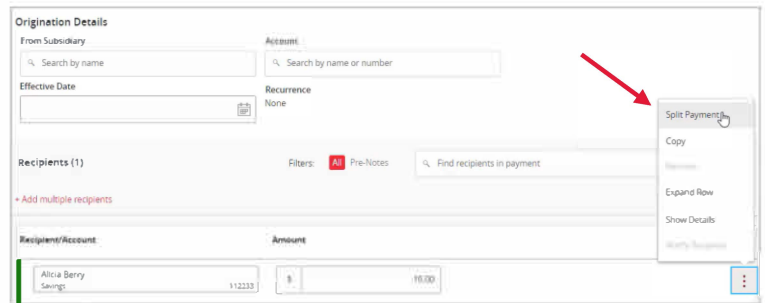
3. Select the desired recipient's primary account from the drop down list of existing recipients.



4. Enter total dollar amount of the payroll transaction.



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



The screenshot shows the 'Origination Details' form. A red arrow points to a dropdown menu that appears after clicking the three dots in the bottom right corner of the 'Recipients (1)' section. The menu options are: Split Payment, Copy, Recurrence, Expand Row, Show Details, and Notify Recipient.

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



The screenshot shows the 'Recipient/Account' form. A red arrow points to a dropdown menu that appears after clicking the three dots in the bottom left corner of the 'Recipients (1)' section. The menu options are: Split Payment, Copy, Recurrence, Expand Row, Show Details, and Notify Recipient.

- 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.



The screenshot shows the 'Recipient/Account' form. A red arrow points to the input field for the secondary account amount, which is currently set to \$5.00. The total amount for the transaction is \$10.00.