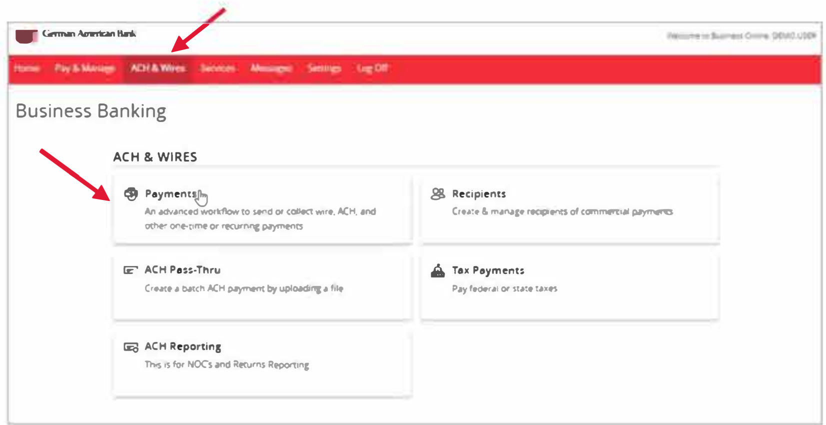
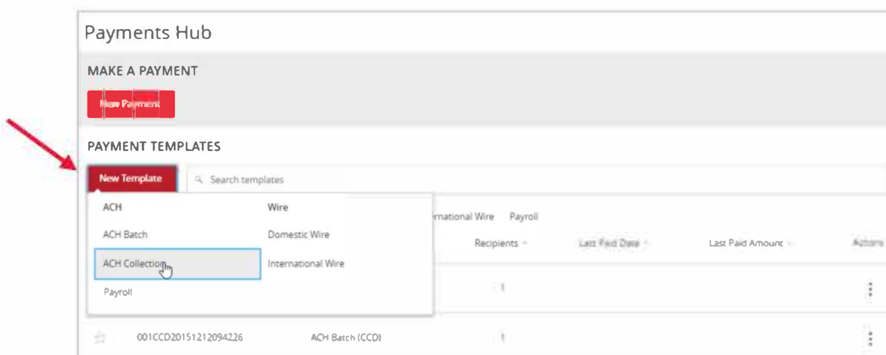
NOTE: A Commercial Template allows you to save payment information that can be accessed in the future.

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



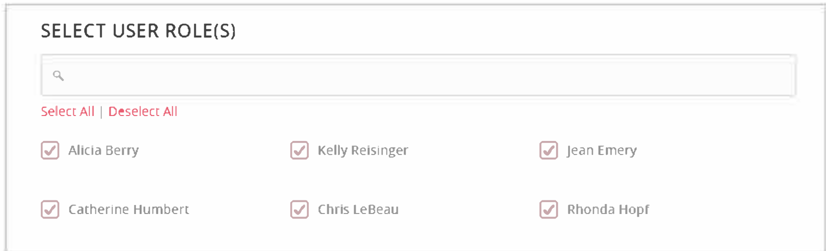
2. Select 'New Template' and the desired payment type.



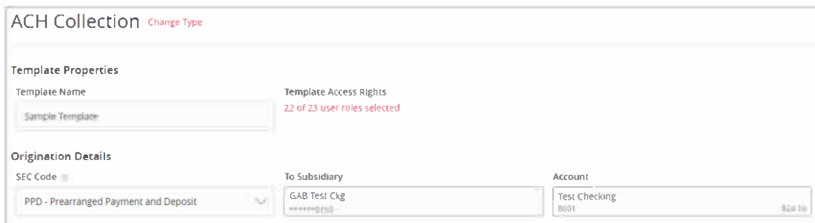
3. Click the link below 'Template Access Rights'.

4. Select the User Role(s) who should have access to the template.

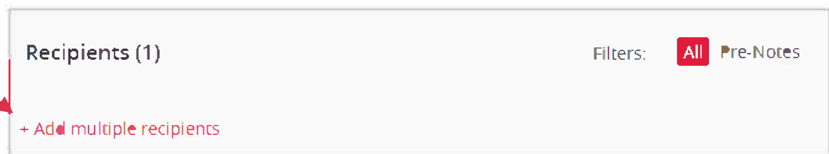
NOTE: A User Role will appear as greyed out if the feature allowing access to all templates is enabled. This overrides the ability to remove template access from the corresponding User Role.



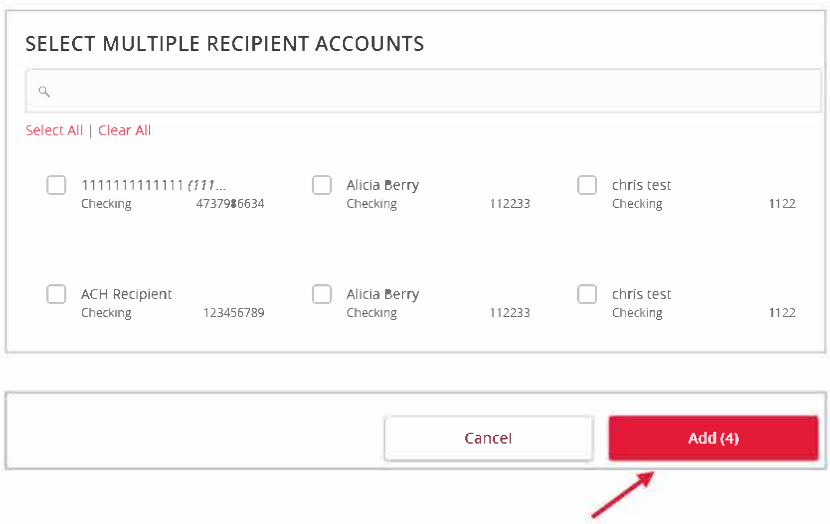
5. Designate a 'Template Name'.
6. Select an 'SEC Code'.
7. Select a 'Subsidiary'.
8. Select an offset 'Account'.



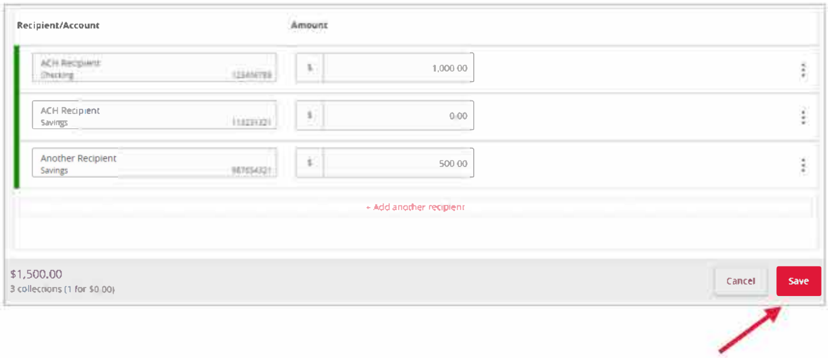
9. Click the '+Add multiple recipients' link to add multiple recipients to the template.



10. Select the desired recipients and click the 'Add' button when done.



11. Enter a dollar amount for each linked recipient.



NOTE: The amount may be left as $0.00 if a pre-note needs to be sent out, or if the amount will differ from file to file.

12. Review the information on the screen for accuracy and then select 'Save'.