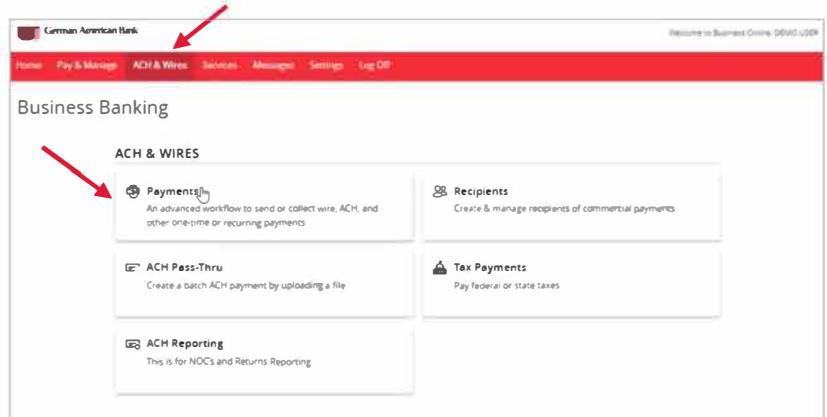
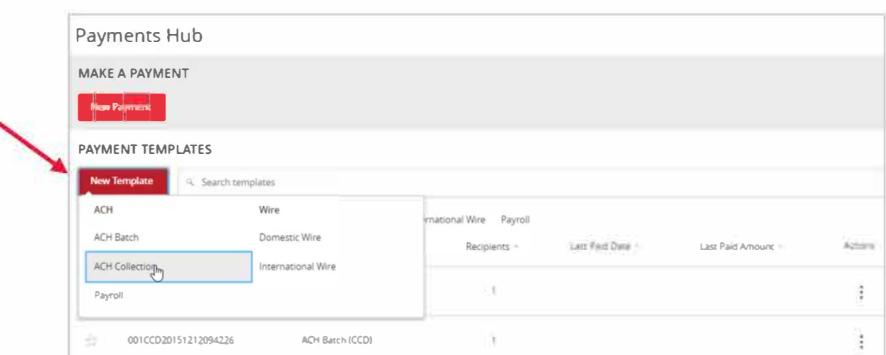


NOTE: A Commercial Template allows you to save payment information that can be accessed in the future.

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'.



- 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.

- Designate a 'Template Name'.
- Select an 'SEC Code'.
- Select a 'Subsidiary'.
- Select an offset 'Account'.

SELECT USER ROLE(S)

[Select All](#) | [Deselect All](#)

<input checked="" type="checkbox"/> Alicia Berry	<input checked="" type="checkbox"/> Kelly Reisinger	<input checked="" type="checkbox"/> Jean Emery
<input checked="" type="checkbox"/> Catherine Humbert	<input checked="" type="checkbox"/> Chris LeBeau	<input checked="" type="checkbox"/> Rhonda Hopf

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

ACH Collection [Change Type](#)

Template Properties

Template Name	Sample Template	Template Access Rights 22 of 23 user roles selected
---------------	-----------------	--------------------------------------------------------

Origination Details

SEC Code	To Subsidiary	Account
PPD - Prearranged Payment and Deposit	GAB Test Ckg	Test Checking 0001

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

Recipients (1)

[Filters: All Pre-Notes](#)

+ Add multiple recipients

SELECT MULTIPLE RECIPIENT ACCOUNTS

[Select All](#) | [Clear All](#)

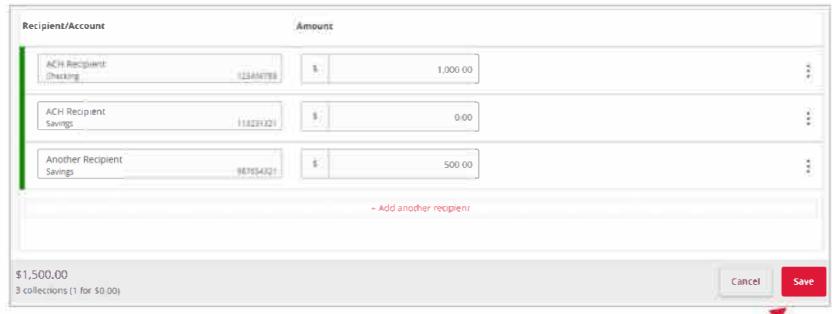
<input type="checkbox"/> 111111111111 (111... Checking 47379#6634	<input type="checkbox"/> Alicia Berry Checking 112233	<input type="checkbox"/> chris test Checking 1122
<input type="checkbox"/> ACH Recipient Checking 123456789	<input type="checkbox"/> Alicia Berry Checking 112233	<input type="checkbox"/> chris test Checking 1122

We're here to help. Treasury Support: 800-697-0049
treasury.management@heartland.bank

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'.



Recipient/Account	Amount
ACH Recipient: Checking	\$1,000.00
ACH Recipient: Savings	\$0.00
Another Recipient: Savings	\$500.00

\$1,500.00
3 collections (1 for \$0.00)

Save (Red arrow points here)