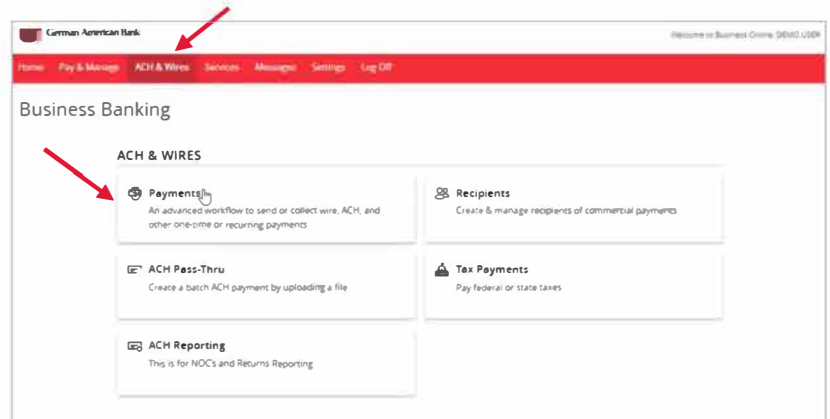


**NOTE:** A Commercial Template allows you to save payment information that can be accessed in the future.

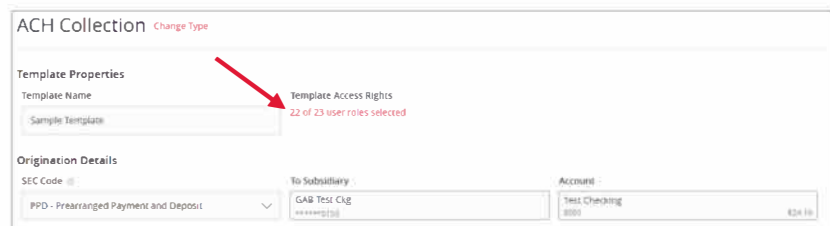
1. Select the 'ACH & Wires' menu and then select the 'Payments' tile.



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



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



We're here to help. Treasury Support: 800-697-0049  
[treasury.management@heartland.bank](mailto:treasury.management@heartland.bank)

- 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.

**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

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

**ACH Collection** [Change Type](#)

**Template Properties**

Template Name:

Template Access Rights: 22 of 23 user roles selected

**Origination Details**

SEC Code:

To Subsidiary:

Account:

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

**Recipients (1)**

Filters: [All](#) [Pre-Notes](#)

[+ Add multiple recipients](#)

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

**SELECT MULTIPLE RECIPIENT ACCOUNTS**

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

<input type="checkbox"/> 11111111111111 (111... 4737986634	<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

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 12345678	\$ 1,000.00
ACH Recipient Savings 11223344	\$ 0.00
Another Recipient Savings 987654321	\$ 500.00
- Add another recipient	

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

Cancel Save