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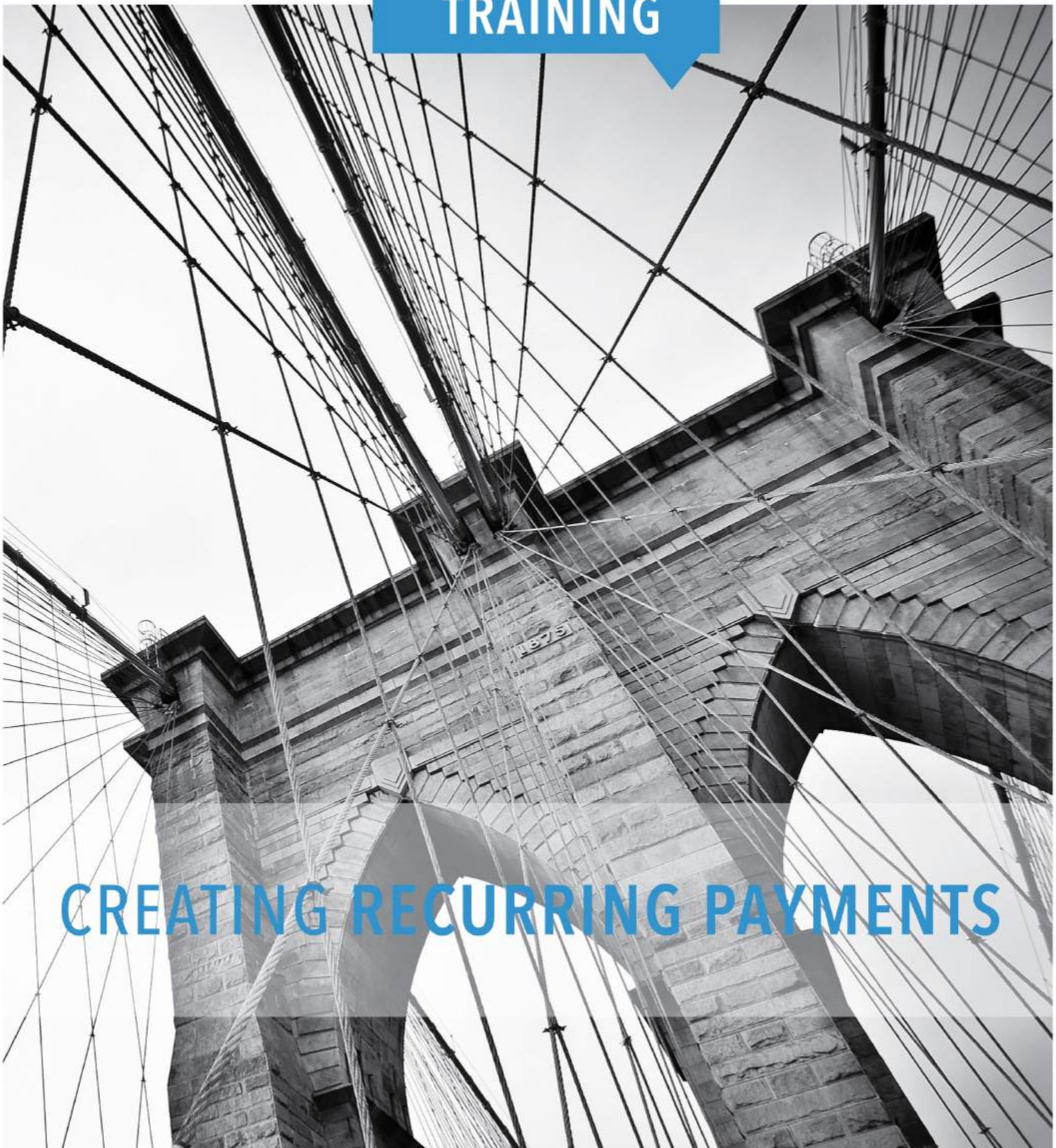

CREATING RECURRING PAYMENTS

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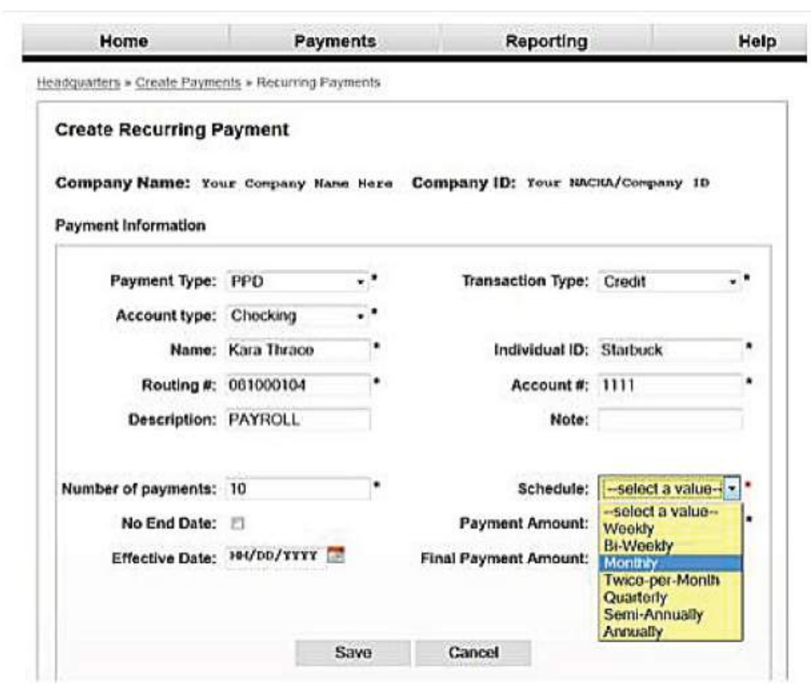
CREATING RECURRING PAYMENTS

» Under the Payment Tab at the top, choose Create Payments

» Select Recurring Payments



» Explanation of these fields is on the next slide

» **PAYMENT TYPE** – Refers to the SEC CODE

PPD – Individual Account

CCD – Corporate Account

WEB – Web initiated transactions

TEL – Telephone initiated transactions

» **TRANSACTION TYPE**

Credit – You are giving money to an individual or company

Debit – You are receiving money from an individual or company

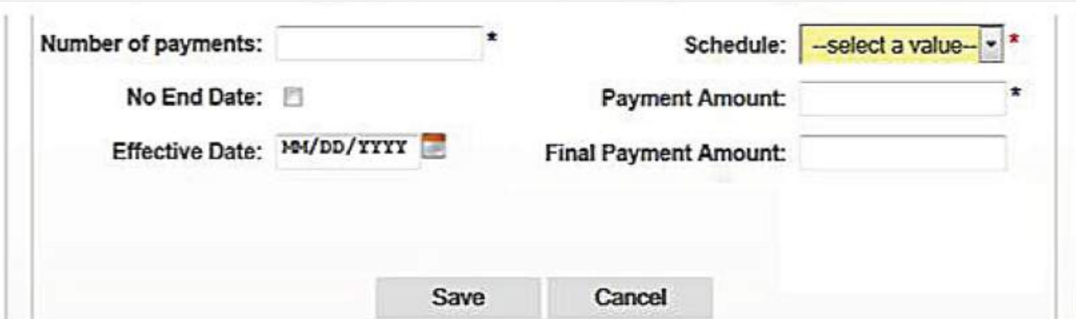
Account Type – the type of account that is being debited/credited

» **Name** – Name of the individual or company that is being debited/credited

» **Individual ID** can be any combination of numbers/letters up to 15 characters in length. There MUST be something in this field

» **Description will** appear on receiver's bank statement and can be no longer than 10 characters

» **Notes** are only for your benefit and will not show up on any statement. This is an optional field



» **Number of Payments** – If there is a specific number of payments to be made, enter in the number in this field

» **Schedule** – Select the frequency of the payment form the list

» **No End Date** – if the transaction is ongoing for an indefinite amount of time, use this option. Once this option is selected, it will gray out Number of Payments and Final Payment Amount

» **Payment Amount** – This is the amount that you wish to debit/credit the receiver, according to the schedule you selected

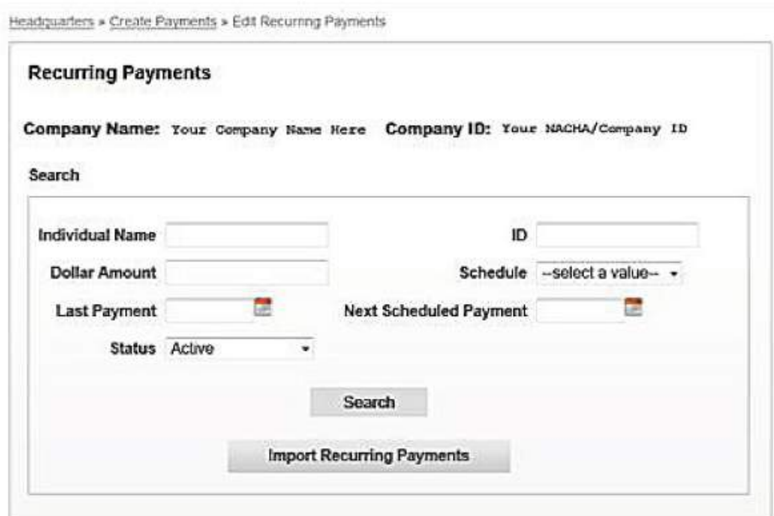
» **Effective Date** – This is the first date that you want the transaction to post in the receiver's account

» **Final Payment Amount** – If you have entered a certain a number of payments, you have the option to specify a different amount for the final transaction

» When you are finished with the information hit save

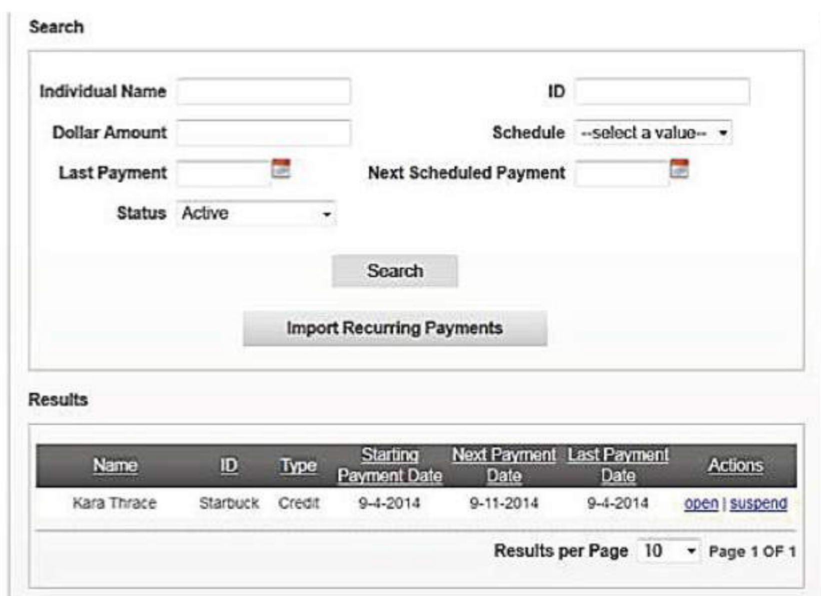
» A dialogue box will pop up to let you know the payment was added successfully

» Select the Payments Tab and choose Create Payments
» Enter your company name
» Select Edit Recurring Payments tab



» You can search by any criteria or no criteria

» Hitting the search button without any criteria will pull up every person/company you have set up



» Find the recurring transaction and open the item (found on the right under ACTION)

» Once in the transaction page you can adjust, edit, or suspend a transaction

» A dialogue box will pop up confirming success of changes