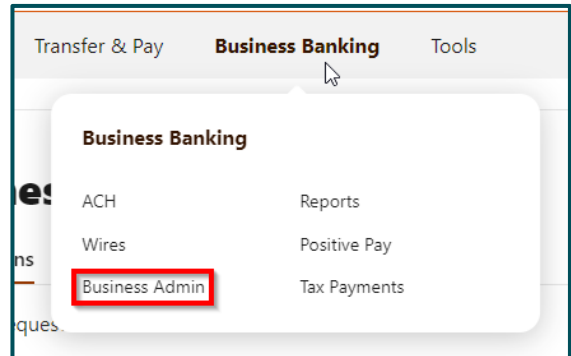


Add a Payment Method – Desktop

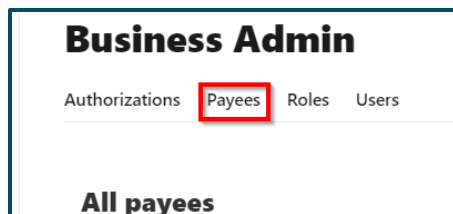
STEP 01/08

Select "Business Admin" from the Business Banking drop-down menu.



STEP 02/08

Select "Payees".

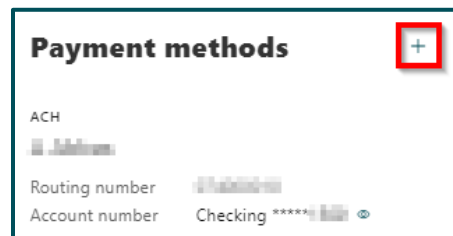


STEP 03/08

Find a Payee you'd like to add a payment method to by scrolling or searching in the Search Bar.

STEP 04/08

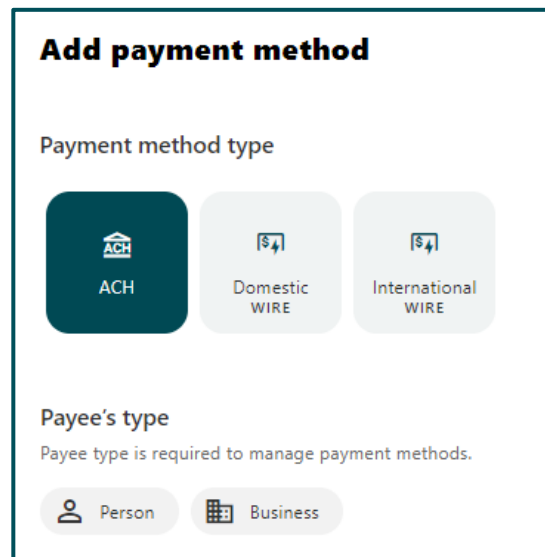
On the right-hand side, choose the "+" symbol to add a payment method.



STEP 05/08

Choose the payment method type:
ACH, Domestic Wire, or International Wire.

Note: If you choose a wire option, you must have a Payee address on file. If you don't, you'll be prompted to enter their address.



STEP 06/08

Next, you will be prompted to add a Routing Number, Account Number, and Nickname. Then, click "Save".

STEP 07/08

You will see your new payment method added in the "Payment Methods" section.

STEP 08/08

You can edit or delete payment methods by clicking the pencil or trash icons when hovering over the payment methods.

