

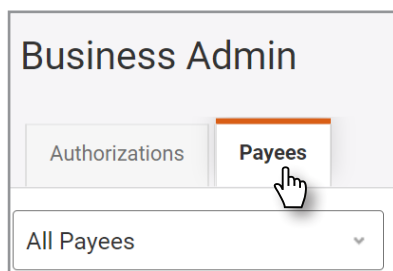
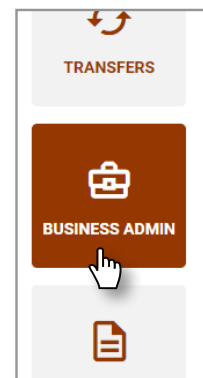
Business Admin Widget - Payees

Before a business ACH template or wire transfer can be submitted, the business must set up **Payees** (the recipients of the ACH or wire transfer) in the Alkami Platform. They can set up a payee (or several) for their business by accessing the **Payee's tab**, located within the **Business Admin widget**. From here, you can add, edit, and delete payees. **Important:** Although the business has added a payee, the payee will not be eligible to be sent any payments until a payment method is added to the payee.

Adding Payees

STEP 01/04

Click on the **Business Admin** widget. You may need to click the **More...** widget to access the Business Admin widget.

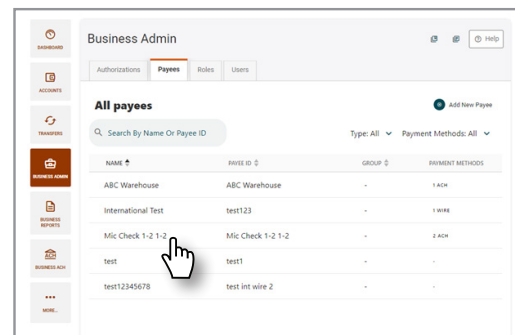


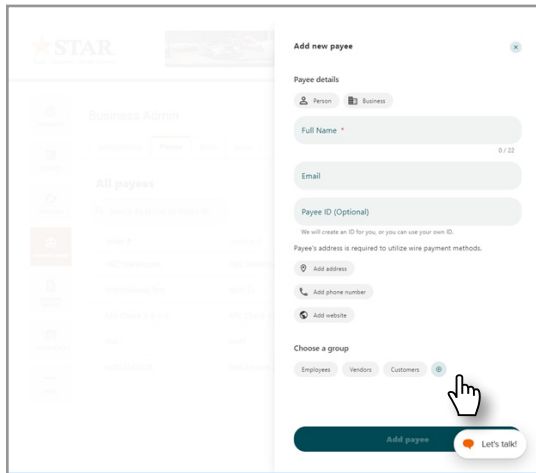
STEP 02/04

Click the **Payees** tab in the Business Admin widget.

STEP 03/04

Click the **Add a Payee** button.





STEP 04/04

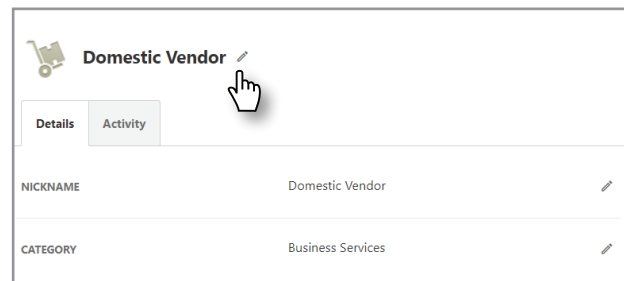
Select Person or Business. Enter the Full name of the payee (must be 22 characters or less). Put in email address of payee, payee ID (if this is left blank, one will be created for them), and contact information if necessary. Select a payee group (group names can be added by hitting the +)

Note: Account nicknames must be unique to the individual business. The nickname entered will be prominently displayed above the actual payee name, for easy recognition.

Editing Payees

To edit a payee’s details, select the payee from the payee list, and click the **Edit (pencil) icon** next to the section(s) to edit.

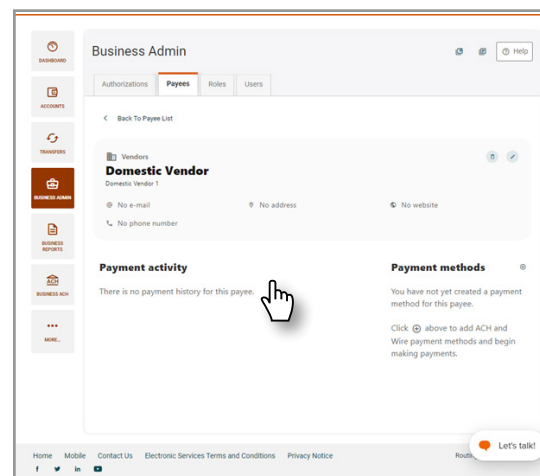
Note: When a payee’s name is changed, the change is automatically applied across the system. Dropdowns, filters, and other areas will be updated.



Viewing Payee Activity

To view scheduled and recent payment activity for a payee, select the payee from the payee list and click the **Activity tab**. The system displays the last ten transactions associated with the payee. If a payment (transaction) involving the payee requires authorization, the system will display the Requires Authorization message below the payment amount.

Note: Payee activity cannot be viewed using a mobile device.



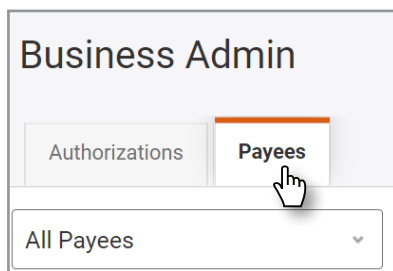
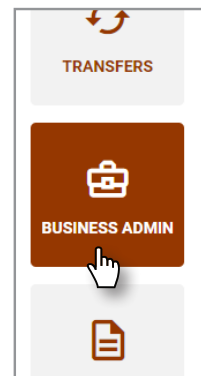
Payment Methods

A payment method is a set of payment instructions related to specific types of payments (either ACH or wires) that will be used by Alkami’s business banking widgets to simplify the payment process. Once a payment method is added to a payee, that payee will then be eligible for payments related to the added payment method.

Adding a Payment Method

STEP 01/05

Click on the **Business Admin** widget. You may need to click the **More...** widget to access the Business Admin widget.

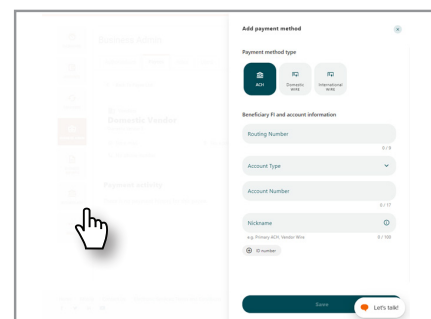


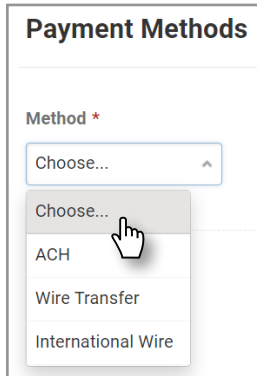
STEP 02/05

Click the **Payees** tab in the Business Admin widget, and select a **Payee** from the Payees list.

STEP 03/05

Click the **Add a Payment Method** link in the Payment Methods section.





STEP 04/05

The Payment Methods section will expand to display the **Method dropdown menu**. Select ACH, Wire Transfer (domestic), or International Wire (international) from the dropdown menu as the method of payment.

STEP 05/05

The Payment Methods section will expand further to display additional fields (Beneficiary Account and Institution Information).

Enter the **Account Nickname**, the payee's nine-digit financial institution **Routing (transit) Number** for ACH and Wire Transfers, or **SWIFT Bank ID** for International Wires. Then, enter the payee's **Account Number**. Select an **Account Type** (checking or savings) from the dropdown menu (ACH only). Click the **Add Payment Method** button from the bottom of the screen.

For:

- ACH: Enter an ID Number (optional)
- Wire Transfer: Click the Add Financial Institution checkbox to expand the Intermediary FI Information section and add an intermediary financial institution.
- International Wire: Enter the correspondent FI's 9-digit financial institution routing number (if the wire transfer instructions require a correspondent institution).

Add payment method

✕

ZIP Code

46804

City

Fort Wayne

State

IN

Add Intermediary FI ⓘ

Beneficiary FI and account information

Routing Number

0 / 9

Account Number

0 / 34

Nickname ⓘ

0 / 100

e.g. Primary ACH, Vendor Wire