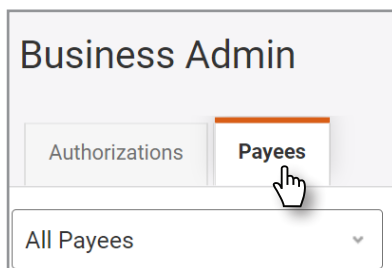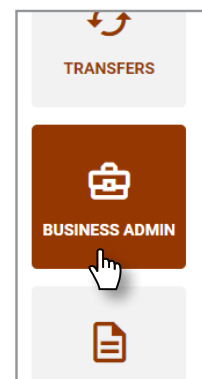# Business Admin Widget - Payees

Before a business ACH template or wire transfer can be submitted, you must set up Payees (the recipients of the ACH or wire transfer) in online banking. You can set up a Payee (or several) by accessing the Payee's tab, located within the Business Admin widget. From here, you can add, edit, and delete Payees. Important: Although you have 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.
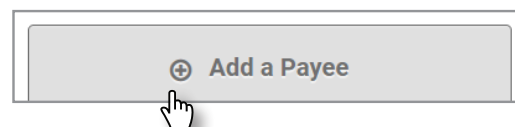
STEP 02/04

Click the Payees tab in the Business Admin widget.

STEP 03/04

Click the Add a Payee button.

Add a new payee   ✕

Name * | Name |

Nickname * | Nickname |

Cancel   **Create Payee**

STEP 04/04

Enter the Name of the payee. *Note: Payee names must be 22 characters or less.* Enter the Nickname of the payee. Click the Create Payee button.

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.

Domestic Vendor ✏

Details | Activity

NICKNAME   Domestic Vendor   ✏

CATEGORY   Business Services   ✏

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.

Domestic Vendor ✏

Details | **Activity**

SCHEDULED PAYMENTS

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 in the 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.
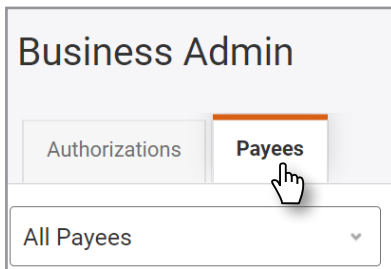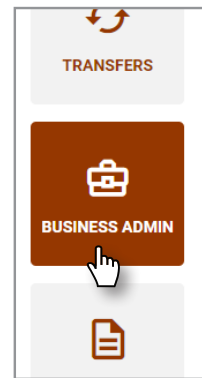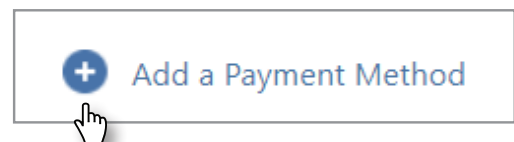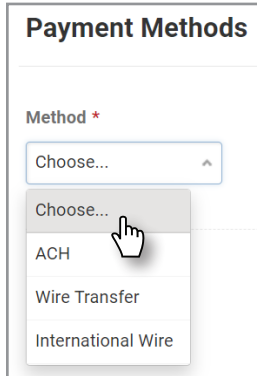
STEP 02/05

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.

Payment Methods

Method *

Choose...

Choose...

ACH

Wire Transfer

International Wire

STEP 04/05

The Payment Methods section will expand to display the Method drop down menu. Select ACH, Wire Transfer (domestic), or International Wire (international) from the drop down 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 check box 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).

BENEFICIARY ACCOUNT & INSTITUTION INFORMATION

Account Nickname *

Routing Number *

9 digits

Account Number *   Account Type *

                        Checking

ID Number

Optional

Add Payment Method   Cancel

ID Number

Optional

INTERMEDIARY FI INFORMATION

☑ Add Financial Institution

ROUTING NUMBER *

9 digits

INTERNATIONAL INTERMEDIARY FI INFORMATION

☑ Add Financial Institution

International Intermediary FI