Purpose

Set up a Scheduled (Recurring) Payment or Collection using a Template

Steps

1. Select Business Banking, then select Business Payments. Under **Payment Templates** section, a list of available templates will display.

2. To open the template, click the ellipsis (*3 vertical dots on far right*) then select Pay or Collect.

3. Enter or select the effective date for the transaction. Once selected, the **Recurrence** option will appear.

4. Click **Set Schedule**, then choose the frequency for the payment or collection, including the date you would like the transaction to stop. Click **Set Recurring Transaction.**

5. Enter the **Amount(s)** for each recipient.

6. Enter additional information you'd like the recipient to see in the **Freeform Addenda** field.
7. then click Approve, or Draft if the transaction requires approval by another user.

8. After all payment amounts have been entered, select **Approve** at the bottom right. If another user must approve the payroll, select **Draft** instead. If approving you will enter the 6 digit code from the token in the approval box.

9. View all scheduled requests under Transfers & Payments > Online Activity > **Recurring Transactions** > ACH

Quick Tips

Stop Date
Set an end date to control how long the recurring transaction runs.

Find Your Schedules
Recurring items are listed under Transfers & Payments > Online Activity > Recurring Transactions > ACH

If you have any questions, contact our Customer Care Center:

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