



EASTERN BUSINESS BANKING®

PAYMENT CENTER - WIRE

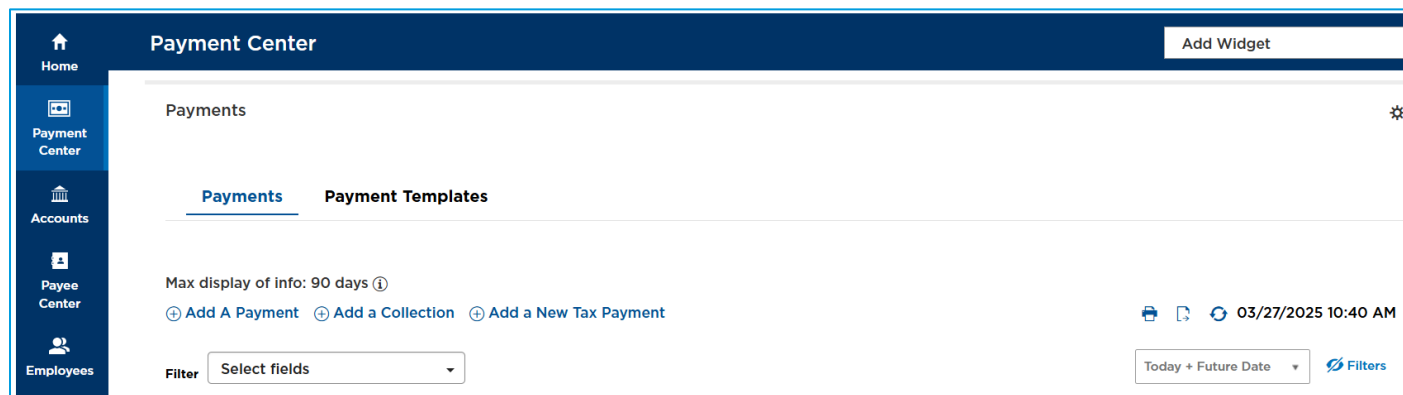
Quick Reference Guide

May 2025

PAYMENT CENTER

The Payment Center contains two widgets by default, Payments and Payees. Payees must be set up in Payee Center before you can send a Payment. Payment Method options (e.g. Domestic Wire, International Wire) are determined by how Payee is set up in Payee Center.

To Access the Payment Center, click on **Payment Center** from the left-side navigation menu. The Payment Center screen appears.



Wire Payments

Wire Payments can be made in US Dollars to Domestic and International Payees. Wire payments can be made to a Payee that has been created and in an Approved status. Wire Templates are not available in Eastern Business Banking™.

1. From the Payment Center, click **Add a Payment**.
2. Click the drop-down to select a **Payee Name**. Payee must be set up in Payee Center before you can send a Payment.
3. Select the **Payee Account**.
4. Select the **Payment Method**. Payment Method options are determined by how Payee is set up in Payee Center – for example, domestic or international wire
5. Select the **From Account** – the account you want to debit.
6. Select the **Payment Date**.
7. Enter **Payment Amount**.
8. *(optional)* Enter Comments, if desired. **Comments will be stored in the application but will not be sent with the payment.**
9. *(optional)* Add more details in **Payment Details** and enter any payment details that you want to accompany the payment.
10. For help on recurring payment settings, see [Recurring Payment Settings](#).
11. Click **Verify**.
12. Review the entered details for accuracy.
13. Click **Submit**.
14. If you have Auto Approve, follow **the one-time passcode prompts to Approve the payment.**
15. An information message is displayed at the top of the Payment Center screen.
16. A payment must be in Approved status before it is sent. Payments can be approved from the Payments List View, depending on the user's permissions.

RECURRING PAYMENT SETTINGS:

Follow these steps for recurring payments.

1. After entering the required information, check the **Make Recurring** box.
2. Use the **Drop-Down menu** to select weekly or monthly recurring payments.
3. Choose the desired schedule of payments.
4. Choose whether to end the recurrence upon further notice, after a certain number of recurrences, or on a selected date.
5. Select your preferences for non-business day payment dates.
6. Click **Submit**.

*Note: for weekly recurring payments, multiple days can be selected. Take care to select only the days you need. Selected days turn **blue**.*

The screenshot shows the 'Recurrence Information' form for a monthly recurring payment. The 'Make Recurring' checkbox is checked. The 'Repeat' dropdown is set to 'Month(s)'. The 'Every' dropdown is set to '1' month. The 'On the' dropdown is set to '1st' Day. The 'Ends' section has 'On a selected date' selected with the date '12/31/2025'. The 'If Transfer Date falls on a non-business day, transfer funds on:' section has 'Previous business day' selected. The 'Recurring Payment Description' field contains 'Transfer Description'. At the bottom, the preview shows '500.00 USD on 1 Apr 2025' with 'Submit' and 'Cancel' buttons.

The screenshot shows the 'Recurrence Information' form for a weekly recurring payment. The 'Make Recurring' checkbox is checked. The 'Repeat' dropdown is set to 'Week(s)'. The 'Every' dropdown is set to '2' weeks. The 'On the' section shows a calendar with 'Mon', 'Wed', 'Fri', and 'Sat' selected. The 'Ends' section has 'Upon Further Notice' selected. The 'If Transfer Date falls on a non-business day, transfer funds on:' section has 'Next business day' selected. The 'Recurring Payment Description' field contains 'Payment Description'. At the bottom, the preview shows '100.00 USD on 1 Apr 2025' with 'Submit' and 'Cancel' buttons.