

# Payee Center Quick Reference Guide

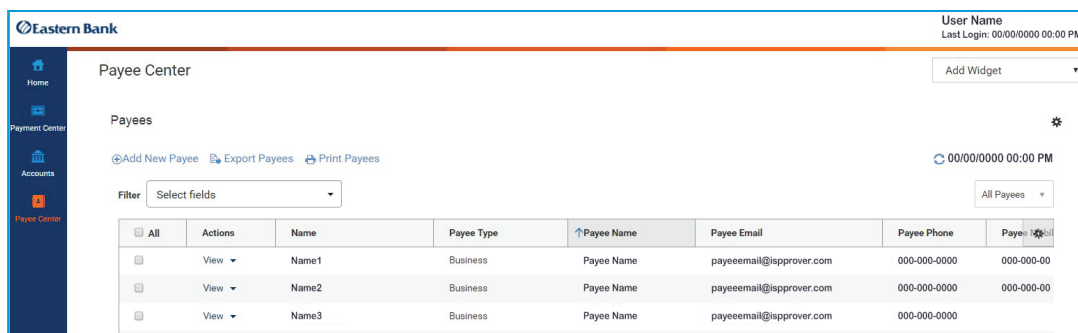
## PAYEE CENTER

The Payee Center allows you to add, modify, view, and delete Payees. After the Payee is set up in the Payee Center, a payment can be created and sent to the Payee in the Payment Center.

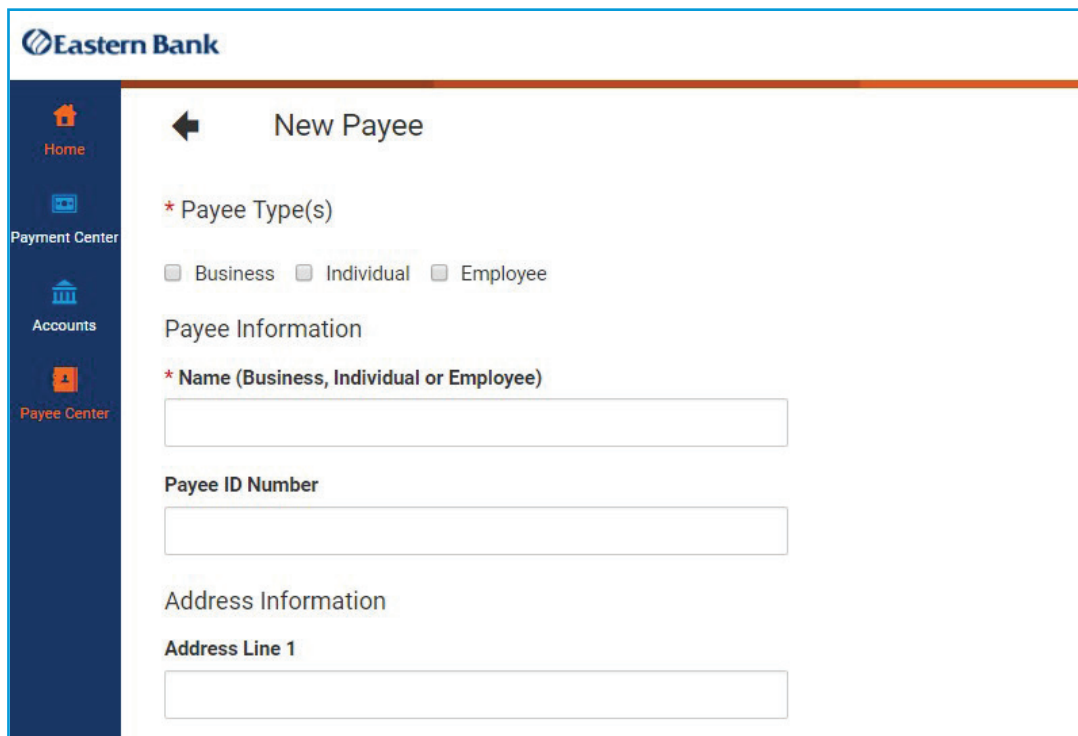
Updates or deletions to Payees will not affect transactions that have already been entered or are in process.

### TO ADD A PAYEE:

1. From Home, select **Payee Center**.
2. Click **Add New Payee**.



3. At Payee Type, check the appropriate box: **Business**, **Individual**, or **Employee**.



4. In the **Payee Information** section, enter the **name**, **ID number** (*optional*), and **address**.
5. (*optional*) In the **Payee Person** section, enter the **name** and **contact info**.

**Eastern Bank** Greg McDonald  
Last Login: 02/03/2019 02:58 PM

**New Payee**

\* Payee Type(s)  
 Business  Individual  Employee

Payee Information

\* Name (Business, Individual or Employee)

Payee ID Number

Address Information

Address Line 1

Address Line 2

City

State

Province

Postal Code

Country  
 Select a Country ▼

Payment Information

Payee Person

Payee Name

Email

Phone

Mobile

Fax

6. In the **Payment Information** section, click **Add Payment Account Information** to enter the Payee’s account information.

Account 000000000000 (USD)

Account Information

Complete Account Information to enable payments and collections for this Payee.

Enter Bank Information  Use IBAN ⓘ

Account Type  
 Select Type ▼

\* Account Number  
 000000000000

Required for Payment Types using NACHA clearing method

\* Bank Routing Code  
 011301798 - Eastern Bank ▼

Eastern Bank  
 195 MARKET STREET  
 LYNN  
 US

\* Currency  
 USD - US DOLLAR ▼

Payment Methods Accepted by this Account

Selected payment types will be active for this account. De-select any you do not wish to use for this account.

Use Standard Payments (ACH)  
 Use International Expedited Payments (Wire - additional fees apply)  
 Corporate Collections  
 Use Expedited Payments (Wire - additional fees apply)

► Intermediary Bank Information

Make this the Primary Account for this Payee

⊕ Add Another Account

7. Select **Enter Bank Information** to input bank information or select **Use IBAN** to enter an IBAN.
8. *(optional)* Select the Account Type if you want to set the Payee up for ACH
9. Enter Payee account number.
10. In **Bank Routing Code**, enter the Payee bank name or ABA number. As you type, the field will begin to display a list of banks that match. Select the bank.
11. Check the box to select Payment Method
12. The currency field will display USD - US Dollar.
13. *(optional)* Click **Intermediary Bank Information** to add intermediary bank information, and then complete the fields.
14. To add another account for this Payee, click **Add Another Account**.
15. When you have finished, click **Save Payee**.
16. A Success Message Appears at the top of the Payee Center.
17. Unless you are set up for Auto Approve, the Payee must be Approved. Only Payees in Approved status will be available in the Payee Center.

The screenshot displays the Eastern Bank Payee Center interface. At the top, the Eastern Bank logo is on the left, and the user's name and last login time (00/00/0000 00:00 PM) are on the right. A navigation sidebar on the left includes Home, Payment Center, Accounts, and Payee Center. The main content area is titled "Payee Center" and features a "Payees" section. A green success message box at the top of the payees list states "1 Payee Center Records Approved" with details for "Name Sample Payee" and "ID 000". Below the message are links for "Add New Payee", "Export Payees", and "Print Payees". A filter dropdown is set to "Select fields". The payees list table has columns for "All", "Actions", "Name", "Status", "Payee Type", and "Payee Name".

All	Actions	Name	Status	Payee Type	Payee Name
<input type="checkbox"/>	View	Sample Name	Entered	Business	Payee Name
<input type="checkbox"/>	View	Sample Name	Approved	Business	Payee Name
<input type="checkbox"/>	View	Sample Name	Entered	Individual	Payee Name

**TO MODIFY OR DELETE A PAYEE:**

1. Select the Payee from the list in the Payee Center and click the **down arrow** next to View
2. **Modify** and **Delete** options appear.
3. If you select Delete, a confirming message appears.
4. If you select Modify, the Payee Information screen appears allowing you to edit.
5. After edits are complete, click **Save Payee**.

