

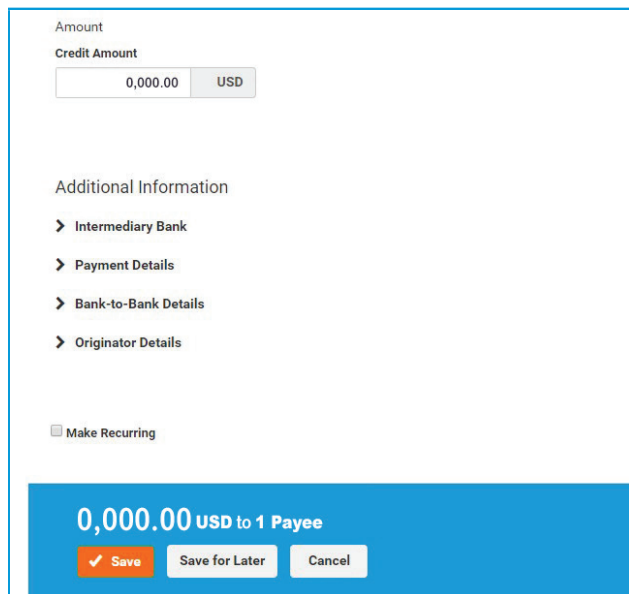
Scheduling a Payment Quick Reference Guide

SCHEDULING A PAYMENT

The schedule payment feature lets you schedule recurring wire or ACH payments. Recurring payments are created from payment templates. **Payments created from a schedule still need to be approved unless the user who created the schedule has auto-approval permission.**

To schedule a recurring payment

1. From the **Payments & Transfers menu**, select **Payment Management**.
2. Navigate to the **Template List View** and select **Add a New Template**.
3. Select the template type from the drop-down list and click **Continue**
4. Complete the necessary fields as you ordinarily would for making a Template.
5. Check the **Make Recurring** box and fields for setting up a recurring payment appear.



Amount

Credit Amount

0,000.00 USD

Additional Information

- > Intermediary Bank
- > Payment Details
- > Bank-to-Bank Details
- > Originator Details

Make Recurring

0,000.00 USD to 1 Payee

6. Enter the Start Date by clicking the **calendar icon** and then click the date for the first payment.

Make Recurring

Start Date
00/00/0000

Repeat every
1 Month(s)

On the
1st

Ends
 Upon further notice
 After [] occurrences
 End by selected date

* If Transfer Date falls on a non-business day, transfer funds on:
 Previous business day Next business day Do not transfer funds

7. Do one of the following:

- a. Choose Weekly** - in the field below **Repeat every**, click the **drop-down arrow** and select the **weekly** frequency. In the days of the week list, select the day you want the payment to occur. Select from the options to enter an end date. Make a selection to address non-business day transfer dates.

Make Recurring

Start Date
00/00/0000

Repeat every
1 Week(s)

On
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Ends
 Upon further notice
 After [] occurrences
 End by selected date

00/00/0000

* If Transfer Date falls on a non-business day, transfer funds on:
 Previous business day Next business day Do not transfer funds

- b. Choose Monthly** – in the field below **Repeat every**, click the **drop-down arrow** and select the **monthly** frequency. In the field labeled **On the**, select the day of the month you want the payment to occur. Select from the options to enter an end date. Make a selection to address non-business day transfer dates.

The screenshot shows the 'Make Recurring' form with the following fields and options:

- Make Recurring**
- Start Date**: 00/00/0000
- Repeat every**: 2 (dropdown), Month(s) (dropdown)
- On the**: (dropdown menu is open, showing options 1 through 9, with 1 selected)
- Ends**: (dropdown menu is open, showing options 1 through 9, with 1 selected)
- Transfer Date**: 00/00/0000
- Transfer Date Options**: Next business day, Do not transfer funds
- Buttons**: Save, Save for Later, Cancel

The screenshot shows the 'Make Recurring' form with the following fields and options:

- Make Recurring**
- Start Date**: 10/26/2018
- Repeat every**: 2 (dropdown), Month(s) (dropdown)
- On the**: 5th (dropdown), Day (dropdown)
- Ends**: Upon further notice, After [] occurrences, End by selected date
- Transfer Date**: 00/00/0000
- Transfer Date Options**: Previous business day, Next business day, Do not transfer funds

- When you have finished, click **Save**.
- Payments created from a schedule still need to be approved (unless the user who created the schedule has auto-approval permission).**