Community Bank

USER GUIDE

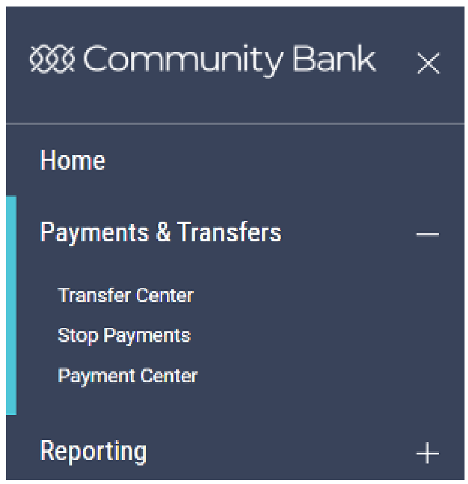
ACH Payment Templates

In order to create payments more efficiently, you can create templates that contain commonly used payment information. Payments can then be made from these templates, saving time and improving efficiency. Templates are managed from a consolidated, single view. Templates can be created for all payment types.

To navigate to the **Templates** tab:

1. From the slide-out menu, select **Payments & Transfers > Payment Center**.

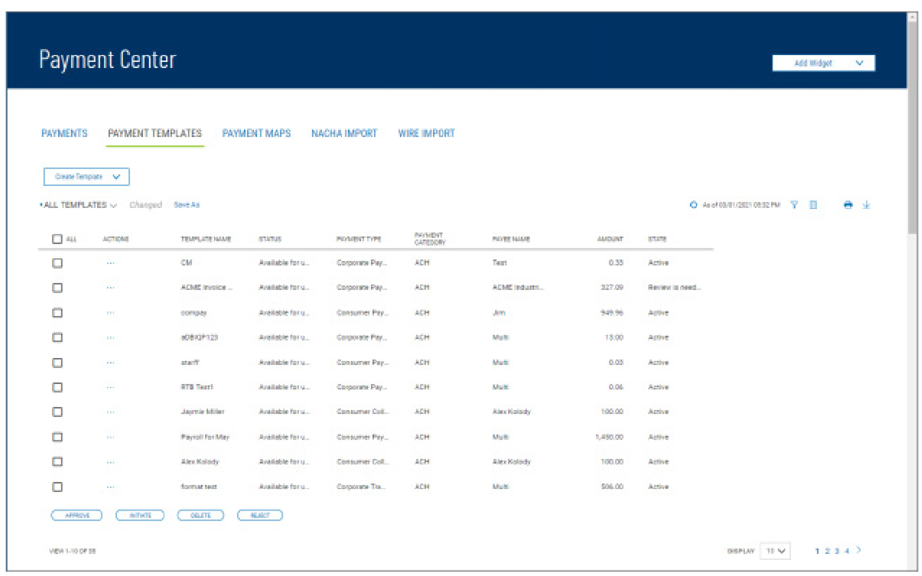
   The **Payments** function is the landing page.



2. Click **Payment Templates**.

   Changing Template Views:
   Note the **All Templates** selection at the top left of the widget. With this selected, the widget lists all available payment templates. Click the **down arrow** to select a new, limited view: **ACH Templates** or **Wire Templates**.

   - If you want to save this view as the default, click **Save**.
   - If you want to save this view under a new name, click **Save As**.

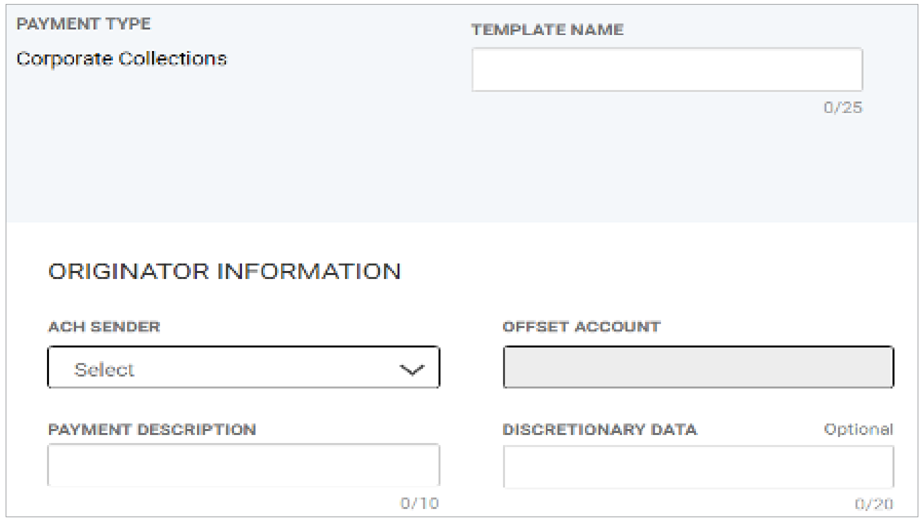


Creating a **Payment Template**:
You can create a variety of payment types in the **Create Payment Template** screen depending on the services you are entitled to. For instructions on creating an individual type, click the appropriate link.

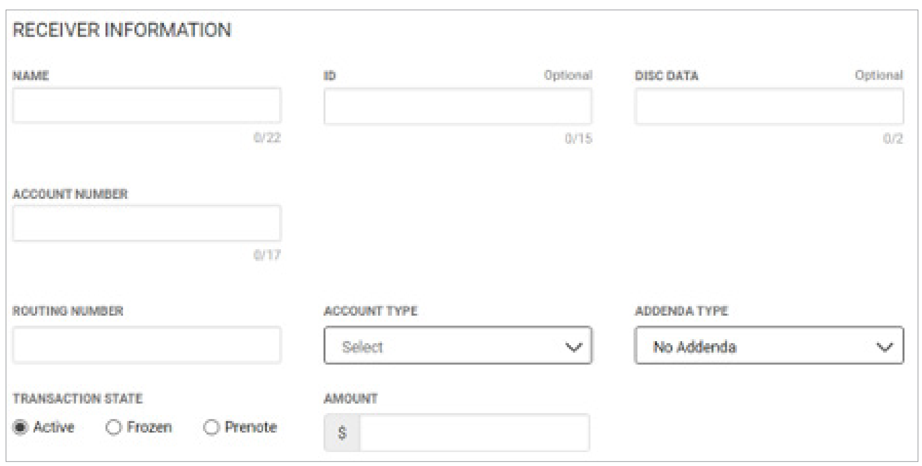
i. Click the dropdown arrow at **Create Template,** click **Templates**.

ii. Select the ACH or Wire payment that you need to create.

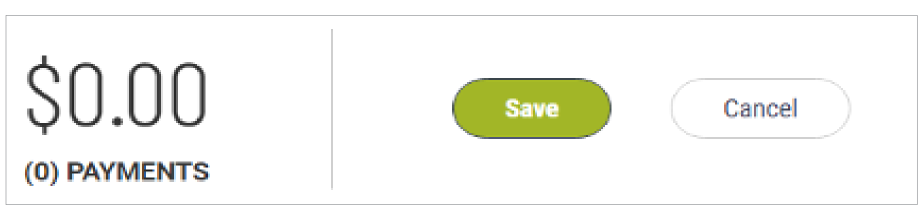
iii. Name your template and select the ACH company profile, the offset account for the this template, the payment description (required) and the discretionary data (optional).



3. Enter the Receiver information.

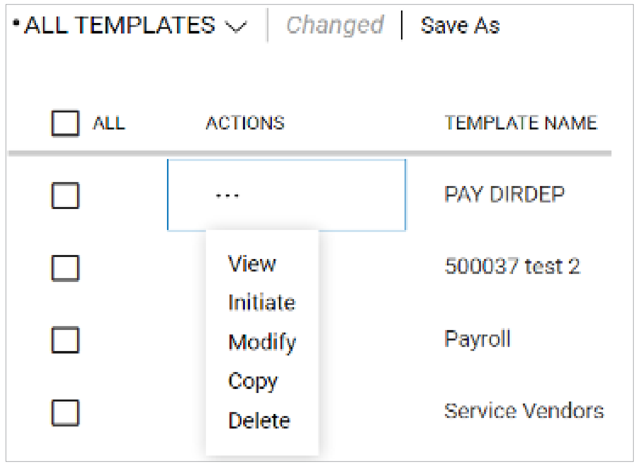


4. Once the data is entered, click **Save**.



5. Your template will be saved in the **Payment Templates** section.

From the list of **Payment Templates** you can use the **ellipsis** (...) to **View**, **Initiate**, **Modify**, **Copy** and **Delete** any template.



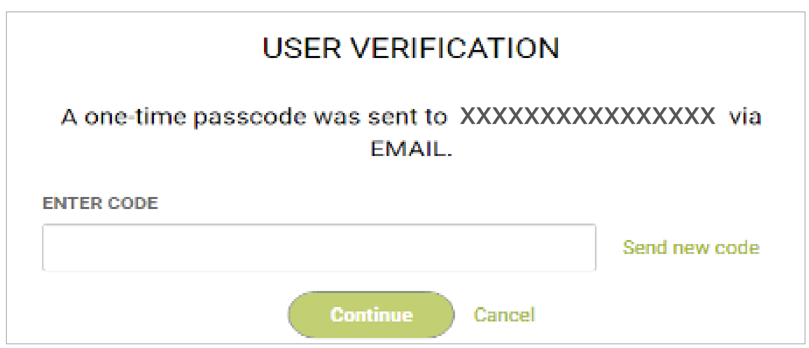
Once a template is approved, it can be used to initiate a payment.

To initiate a payment from a template:

1. In the **Actions** column, click the **ellipsis** (...), and from the dropdown menu, select **Initiate**.

2. Review the template details and make any changes as needed. Once the template is correct, at the bottom, click **Send Payment**

You will be prompted for a security code. Enter the code and click **Continue**.



You will get a **Success** message.

After Initiating, you can view the payment. There will be a **Printable View** button in the top right of the screen to generate a report of the payment.

Questions? Contact Us.

Get in touch. Stop into your local branch, pick up the phone or visit our website at **cbna.com**.

Commercial Services Support (M–F: 8am–6pm ET):
1-866-764-8638, Option 3, Option 3 or **commercialservices@cbna.com**.

Telephone Banking (24/7 automated voice response):
1-866-764-8638, Option 1