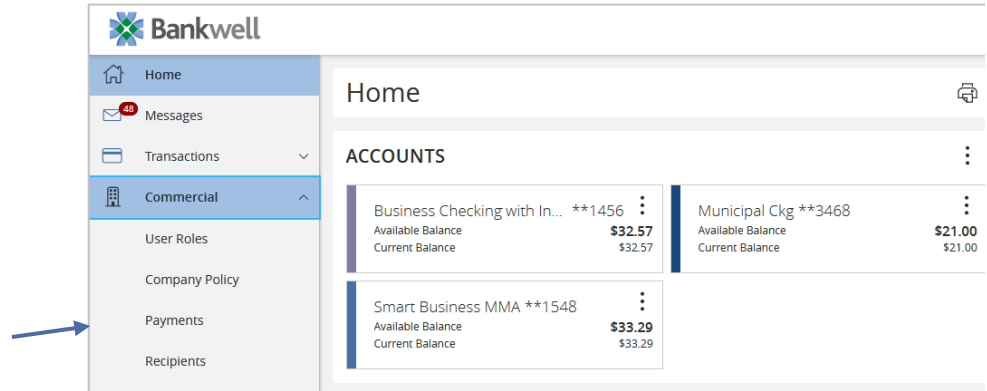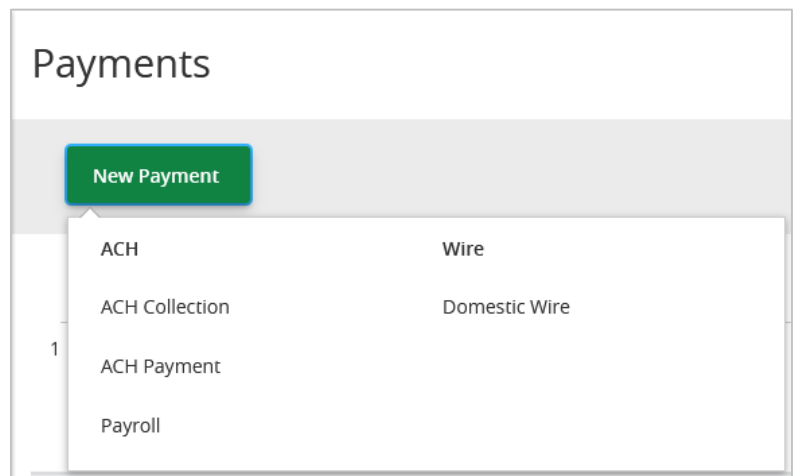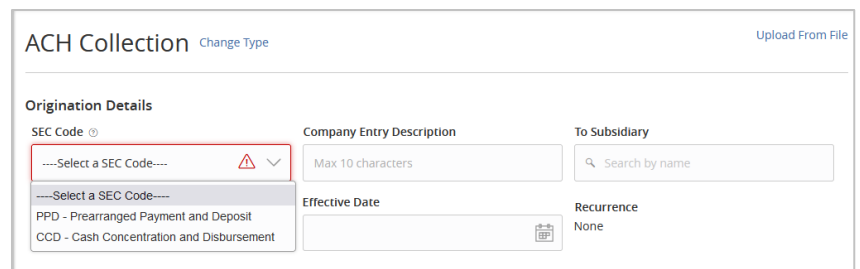1. Select the 'Commercial' menu, then 'Payments'.

2. Select the desired transaction type within the 'New Payment' drop down menu.

3. Select the desired SEC Code.

   NOTE: Payroll transactions will automatically default to an ACH Class Code of PPD.

4. Enter 'Company Entry Description'.

5. Select the 'From Subsidiary'.

Questions? We're here to help.
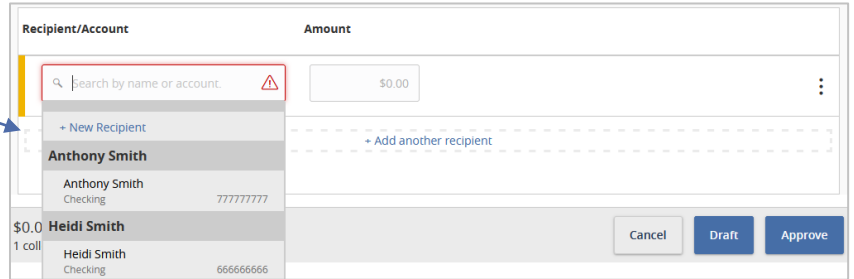Customer Service: 203.652.2940

6. Select the offset 'Account'.

7. Select the 'Effective Date'.

ACH Collection Change Type   Upload From File

Origination Details

SEC Code ⓘ	Company Entry Description	To Subsidiary
PPD - Prearranged Payment and Deposi ⌄	Max 10 characters	🔍 Search by name

Account	Effective Date	Recurrence
🔍 Search by name or number	📅	None

Optional: Click 'Set schedule' to set up a recurring transaction.

8. Select how often the transaction should repeat.

9. Designate when the transaction should stop.

    a. Click the calendar and select a date to designate a specific date to stop the recurrence.

    b. Enter the number of desired occurances.

    c. Click the '*Forever (Until I cancel)*' to setup an indefinite recurrence.

10. Click 'Set Recurring Transaction' to save the recurrence..

Schedule Recurring Transaction

How often should this transaction repeat?

- ◯ 1st Of The Month
- ◯ Last Day Of The Month
- ◯ 1st & 15th Of The Month
- ◯ 15th & Last Day Of The Month
- ◯ Daily (Monday - Friday)
- ◯ Weekly
- ◯ Every Other Week
- ◯ Monthly
- ◯ Quarterly
- ◯ Semi-annually
- ◯ Yearly

When should this transaction stop?

- ◯ On/Before Date [_____ 📅]
- ◯ After [_____] occurrence(s)
- ◯ Forever *(Until I Cancel)*

[Cancel] [**Set Recurring Transaction**]

Questions? We're here to help.
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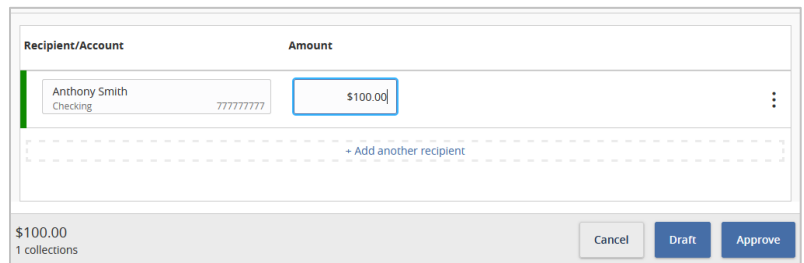11. Select an existing recipient from the drop-down menu or select '+New Recipient' to create a new recipient.

NOTE: Reference the 'Recipient Management' setup document for information regarding the setup of a new recipient.

12. Enter the desired transaction amount.

13. Review the information on the screen for accuracy and then select 'Approve' to authorize the payment or 'Draft' to initiate the transaction.

Questions? We're here to help.
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