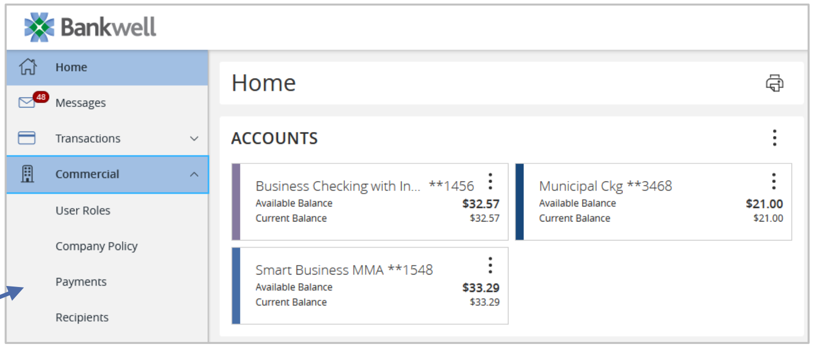
Payment Template Creation

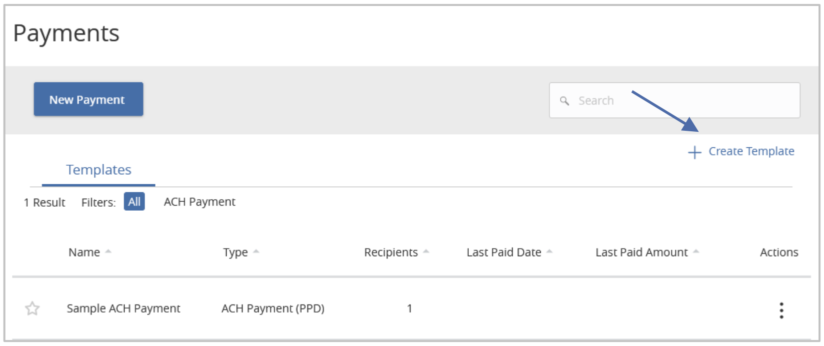
Bankwell

NOTE: A Commercial Template allows you to save payment information that can be accessed in the future.

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

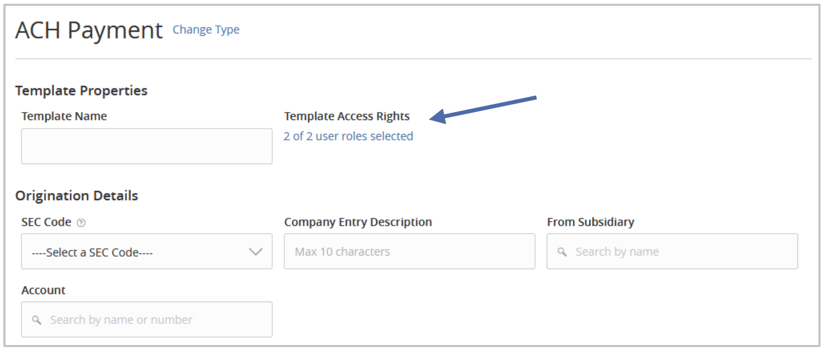


2. Select 'Create Template' and the desired transaction type.



3. Enter a 'Template Name'.

4. Select the 'Template Access Rights'



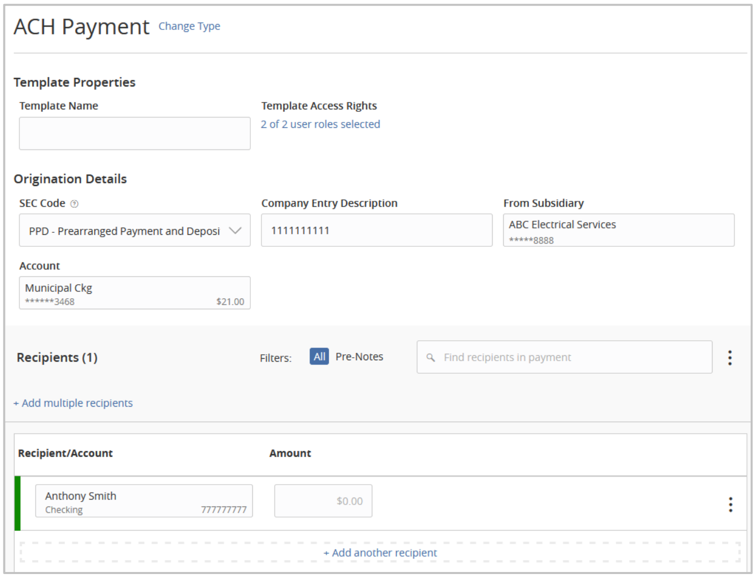
Questions? We're here to help.
Customer Service: 203.652.2940

5. Select the User Role(s) who should have access to the template.

NOTE: A User Role will appear as greyed out if the feature allowing access to all templates is enabled. This overrides the ability to remove template access from the corresponding User Role.

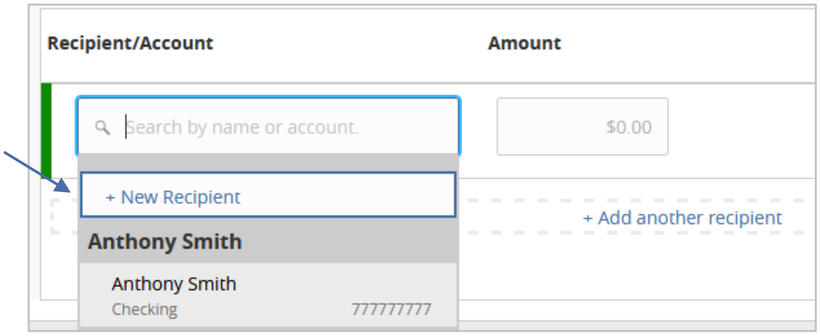
6. Select a ‘SEC Code’.
7. Enter the ‘Company Entry Description’.
8. Select a ‘From Subsidiary’.
9. Select an offset ‘Account’
10. Select each recipient to be linked to the template.
11. Enter a dollar amount for each linked recipient.

NOTE: The amount may be left as $0.00 if the amount will differ from file to file.



12. If the recipient has not yet been setup, select the ‘New Recipient’ link within the dropdown menu.

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



13. Review the information on the screen for accuracy and then select ‘Save’.