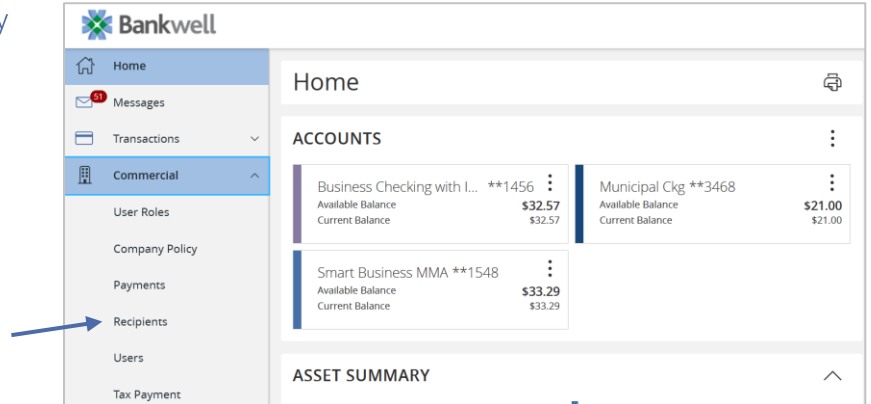


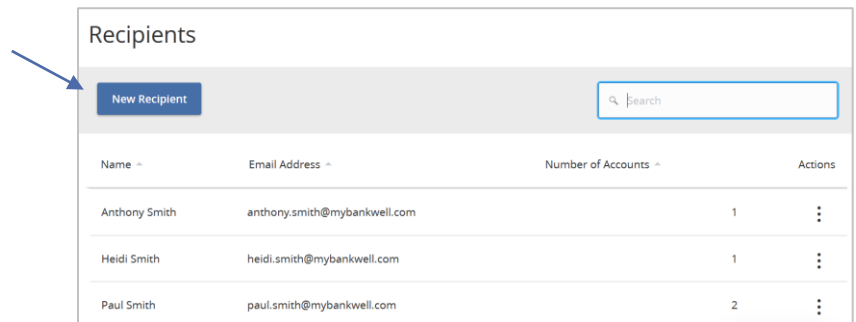
NOTE: A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

1. Select the 'Commercial' menu and then select 'Recipients'.



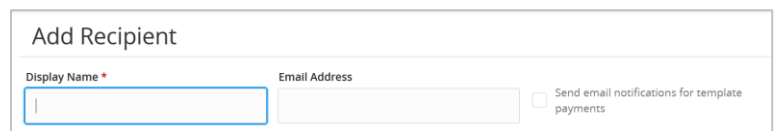
New Recipient

2. Click the 'New Recipient' button.



3. Enter 'Display Name' and 'Email Address'.

NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or wire transaction is processed. The email message does not contain confidential information.





4. Select the 'Payment Type' which designates the transaction type(s) for which the account is eligible.
 - a. Payment Type 'ACH and Wire' displays fields corresponding with both ACH and wires. Complete all required fields designated with an asterisk.

NOTE: The Financial Institution (FI) search function allows for the dynamic search of domestic banks and credit unions. Enter the FI name or ABA number in the field. When the desired FI has been selected, the corresponding ACH Routing Number and Wire Beneficiary FI information will automatically populate.

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type
ACH and Wire (dropdown)

Beneficiary Type
Domestic (dropdown)

Account Type *
Select Account Type (dropdown)

Account *
[Text Field]

Financial Institution (FI) Refined Search
Search by name or routing #. [Text Field]

ACH Routing Number *
[Text Field]

Beneficiary FI ⓘ

Name * [Text Field] **Country *** United States (dropdown) **FI ABA Number *** [Text Field]

Address 1 [Text Field] **Address 2** [Text Field] **City** [Text Field]

State Select State (dropdown) **Postal Code** [Text Field]

Intermediary FI ⓘ

Name [Text Field] **Country** United States (dropdown) **Wire Routing Number** [Text Field]

Address 1 [Text Field] **Address 2** [Text Field] **City** [Text Field]

State Select State (dropdown) **Postal Code** [Text Field]

[X] [Checkmark]

- b. 'Payment Type 'ACH Only' displays fields corresponding with only ACH. Complete all required fields designated with an asterisk.

Account - New ACH and Wire N/A ⋮

Payment Type
ACH Only (dropdown)

Account Type *
Select Account Type (dropdown)

Account *
[Text Field]

Financial Institution (FI) Refined Search
Search by name or routing #. [Text Field]

ACH Routing Number *
[Text Field]

[X] [Checkmark]



- c. Payment Type 'Wire Only' displays fields corresponding with only wires. Complete all required fields designated with an asterisk.
5. Click the check mark when the account setup is complete.

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type
Wire Only

Beneficiary Type
Domestic

Account *
Financial Institution (FI) Refined Search
Search by name or routing #.

Beneficiary FI

Name * Country * FI ABA Number *
United States

Address 1 Address 2 City
State Postal Code
Select State

Intermediary FI

Name Country Wire Routing Number
United States

Address 1 Address 2 City
State Postal Code
Select State

6. Select 'Add another account' to add an additional account or select 'Save Recipient' to complete the setup.

Add Recipient

Display Name * Email Address
 Send email notifications for template payments

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
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7. Complete all required fields in the 'Recipient Details' section and select Save Recipient.

NOTE: Address fields within 'Recipient Details' are for the recipient's address. This is required for Wire Transfers.

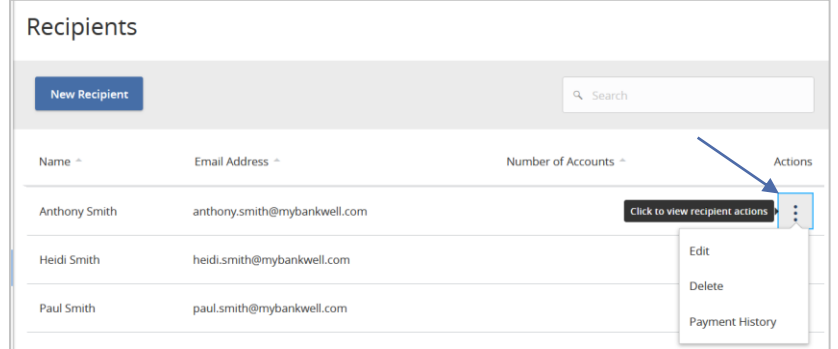
Recipient Details

Wire Name * ACH Name * ACH ID
Country Address 1 * Address 2
United States
City * State * ZIP *
Select State

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

Existing Recipient

1. Click the 'Actions' icon next to an existing recipient to display available options.
 - a. Edit the recipient.
 - b. Delete the recipient.
 - c. View online payment history for which the recipient was linked.



The screenshot shows a web interface titled "Recipients". At the top left is a "New Recipient" button. To the right is a search bar. Below these is a table with the following columns: "Name", "Email Address", "Number of Accounts", and "Actions". The table contains three rows of data:

Name	Email Address	Number of Accounts	Actions
Anthony Smith	anthony.smith@mybankwell.com		Click to view recipient actions
Heidi Smith	heidi.smith@mybankwell.com		
Paul Smith	paul.smith@mybankwell.com		

The "Actions" column for the first row is expanded, showing a dropdown menu with the following options: "Edit", "Delete", and "Payment History". A blue arrow points to the "Actions" column header.