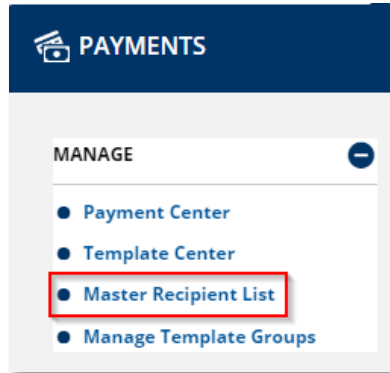


## MANAGING MASTER RECIPIENTS

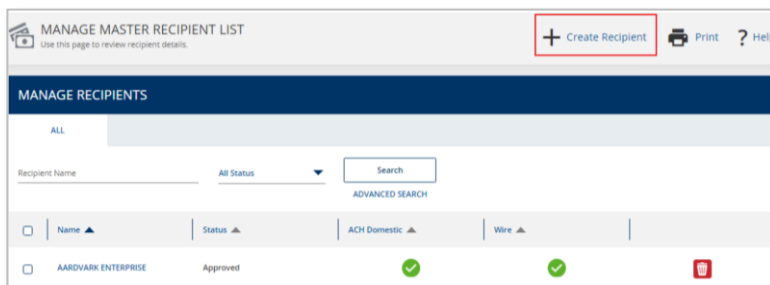
Treasury Internet Banking's Master Recipient List simplifies payment processing by helping you organize your payee information in one convenient location.



### NAVIGATE TO MASTER RECIPIENT LIST

1. Navigate to the *Payments* menu to select *Manage Master Recipient List* from the *Manage* section.

✓ As a reminder, be aware of fraud attempts and use extra caution when entering or modifying recipient information based on email instructions, especially requests stressing urgency or secrecy. Verify payment instructions using a phone number on file (not one given by the requester).

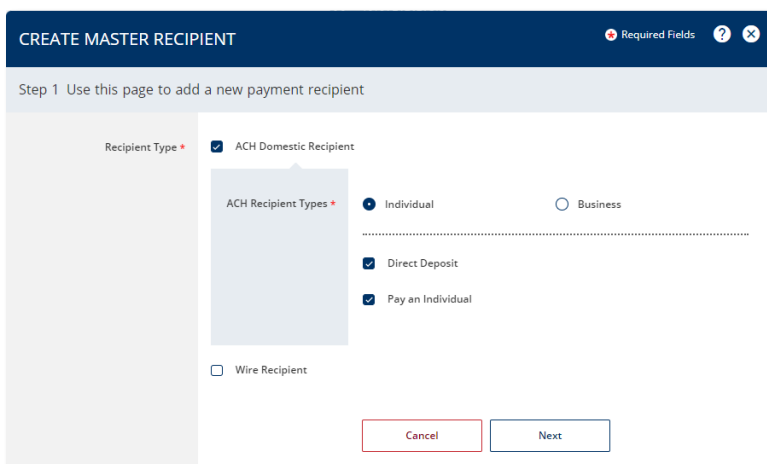


### MANAGE MASTER RECIPIENTS

Recipients can be easily added to your central repository at any time through the Master Recipient List feature.

#### STEP 1: ADD A NEW RECIPIENT

1. Click the **+ Create Recipient** link at the top of the **Manage Master Recipient List** screen.
2. On the **Create Master Recipient** overlay, select the *Recipient Type* to be entered. The list varies depending on your company's payment options. In this example ACH Domestic Recipient is selected.
3. For ACH recipients, first indicate if the recipient is an *Individual* or *Business*. Then check the payment types associated with the recipient.
4. Click *Next* to continue.



CREATE MASTER RECIPIENT

Required Fields

Step 2 Use this page to add payment information for each payment type

Recipient Name \*

Aaron Azure

ACH RECIPIENT - ACCOUNT INFORMATION

ACH Recipient ID \*

AAZURE

Account Type \*

Checking

Account Number \*

123456789

Bank \*

Select from List

Enter Bank Information with Bank ID

Bank ID Type

ABA (ACH)

Bank ID \*

124000054

ACH RECIPIENT - ADDITIONAL INFORMATION

Recipient Contact

Add Contact Information

Allow Secondary Account Information

Cancel

Back

Preview

5. On the next screen, enter the recipient's name and account information. Required fields are indicated with an asterisk.

6. Use the optional *Additional Information* fields to add Contact information or a Secondary Account.

✓ **Best practice, enter the recipient's physical address as this information is used in some payment types.**

7. Click *Preview* to continue.

PREVIEW MASTER RECIPIENT

Step 3 Before submitting, use this page to review the payment recipient information

Recipient Name

Aaron Azure

ACH RECIPIENT - ACCOUNT INFORMATION

ACH Recipient Types

Individual

Payment Types

Direct Deposit  
Pay an Individual

ACH Recipient ID

AAZURE

Account Type

Checking

Account Number

123456789

Bank ID Type

ABA (ACH)

Bank ID

124000054

Bank Name

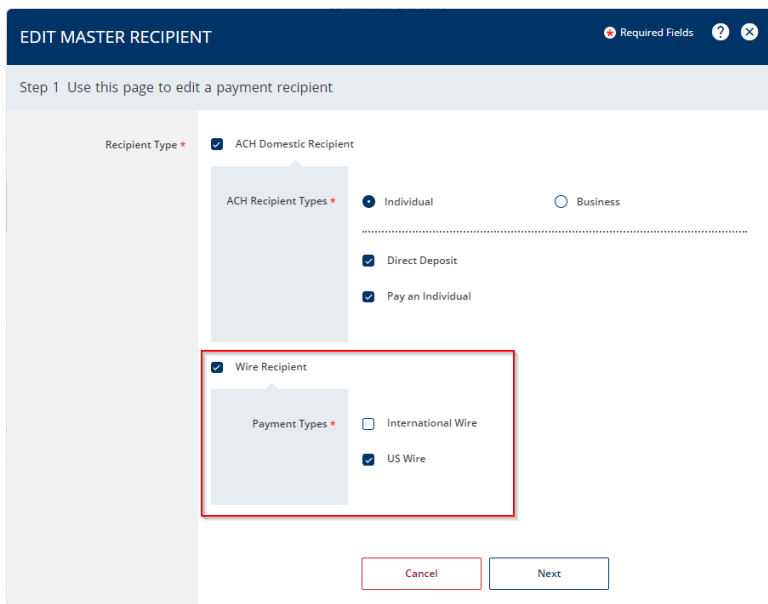
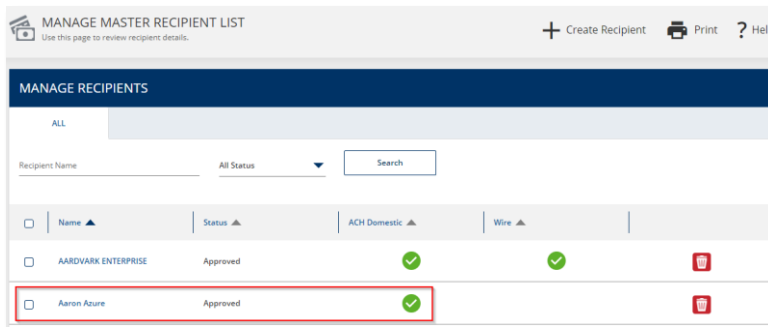
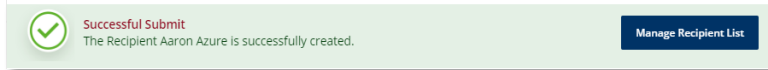
ZIONS BANCORPORATION, NA DBA ZIONS B

Cancel

Back

Submit Recipient

8. Confirm the information and click *Submit Recipient* to save the information to the **Master Recipient List**.



9. A Successful Submit message indicates the recipient was updated.

10. Click the *Manage Recipient List* button to return to that screen and view the recipient.

### STEP 2: EDIT A MASTER RECIPIENT

Use the *Master Recipient List* to easily update all templates containing a recipient.

1. Click the *recipient's name* hyperlink in the **Manage Master Recipient List** to edit their information.
2. The **Edit Master Recipient** overlay displays the existing Recipient Types; add or remove options as required.
3. Click *Next* to proceed.

**EDIT MASTER RECIPIENT** Required Fields ? ✕

Step 2 Use this page to edit information for each payment type

Recipient Name \* Aaron Azure

**ACH RECIPIENT - ACCOUNT INFORMATION**

ACH Recipient ID \* AAZURE

Account Type \* Checking

Account Number \* 123456789

Bank \* ☒ Select from List ☐ Enter Bank Information with Bank ID

[Remove](#)

ZIONS BANCORPORATION, NA DBA ZIONS B  
ABA (ACH) 124000054

**ACH RECIPIENT - ADDITIONAL INFORMATION**

Recipient Contact ☐ Add Contact Information  
☐ Allow Secondary Account Information

[Cancel](#) [Back](#) [Next](#)

4. If ACH has been selected as a Recipient Type, the ACH entry screen is displayed first. Enter or modify information as needed.
5. Click *Next* to proceed.

**EDIT MASTER RECIPIENT** Required Fields ? ✕

Step 3 Use this page to edit information for each payment type

**WIRE RECIPIENT - US WIRE INFORMATION**

Recipient ID Type \* Account Number

Recipient ID \* 123456789

Address Line 1 Enter Address Line 1

Address Line 2 Enter Address Line 2

Address Line 3 Enter Address Line 3

Bank \* ☒ Select from List ☐ Enter Bank Information with Bank ID

[Remove](#)

ZIONS BANCORPORATION, NA DBA ZIONS  
ABA (Wire) 124000054  
SALT LAKE CITY UT UNITED STATES

**WIRE RECIPIENT - ADDITIONAL INFORMATION**

Recipient Contact ☐ Add Contact Information

[Cancel](#) [Back](#) [Preview](#)

6. If Wires has been selected as a Recipient Type, the wire entry screen is displayed next. Enter or modify information as needed.
7. Click *Preview* to proceed.

Step 4 Before submitting, use this page to review the payment recipient information

Recipient Name	Aaron Azure
----------------	-------------

---


ACH RECIPIENT - ACCOUNT INFORMATION

ACH Recipient Types	Individual
Payment Types	Direct Deposit Pay an Individual
ACH Recipient ID	AAZURE
Account Type	Checking
Account Number	123456789
Bank ID Type	ABA (ACH)
Bank ID	124000054
Bank Name	ZIONS BANCORPORATION, NA DBA ZIONS B

---

WIRE RECIPIENT - INTERNATIONAL WIRE, US WIRE INFORMATION, MULTIBANK INFORMATION

Payment Types	US Wire
Recipient ID Type	Account Number
Recipient ID	123465789
Bank ID Type	ABA (Wire) 124000054
Bank Name	ZIONS BANCORPORATION, NA DBA ZIONS
Address Line 3	SALT LAKE CITY UT UNITED STATES


**Successful Submit**  
 The Recipient Aaron Azure is successfully modified.

8. Verify the information on the preview page and click *Submit Recipient* to save the changes.

9. A Successful Submit message indicates the recipient was updated. Click the *Manage Recipient List* button to return to that screen.