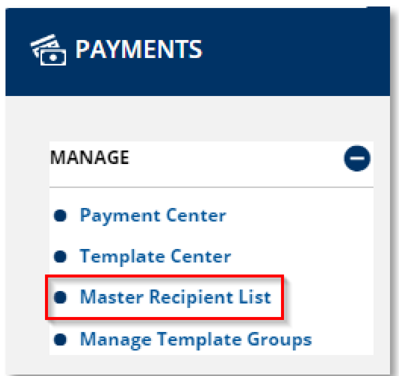
MANAGING MASTER RECIPIENTS

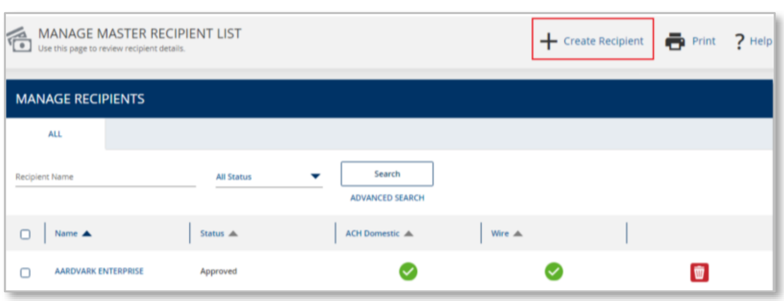
Treasury Internet Banking's Master Recipient List simplifies payment processing by helping you organize your payee information in one convenient location.

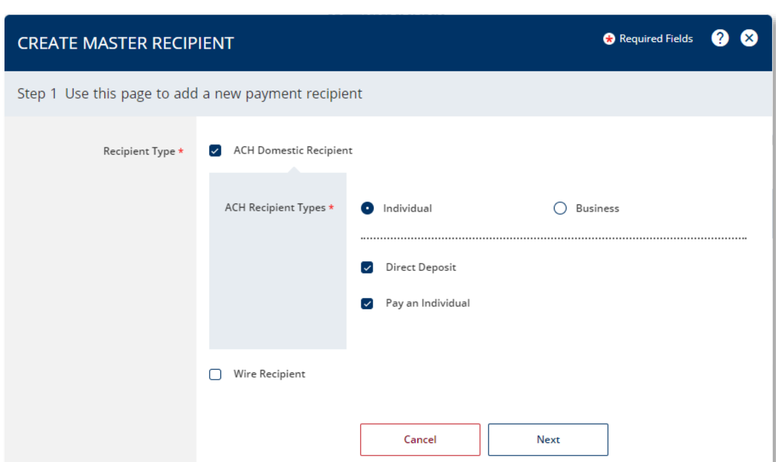


NAVIGATE TO MASTER RECIPIENT LIST

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).



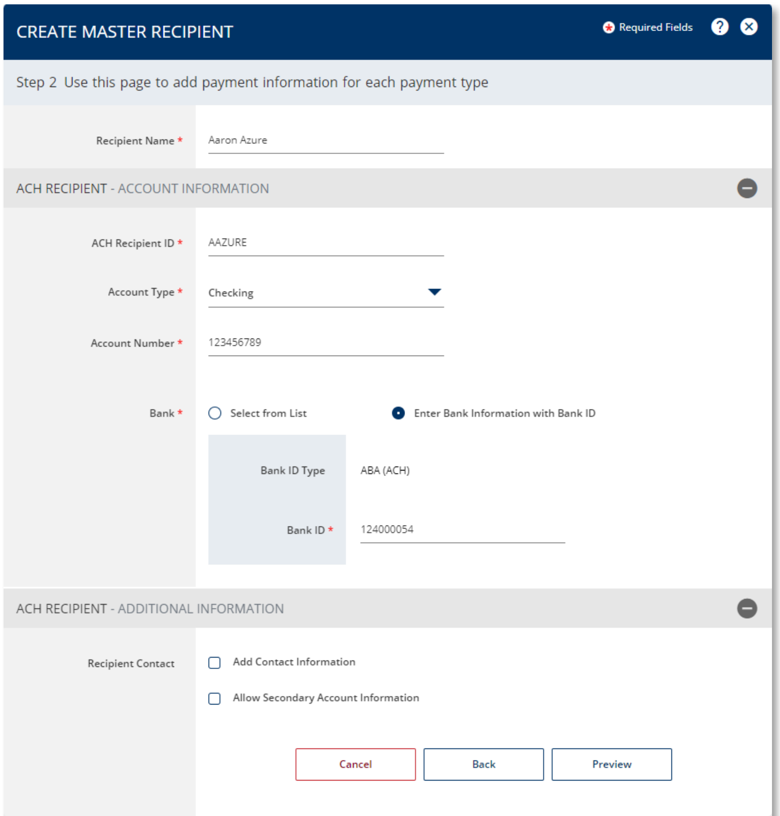


MANAGE MASTER RECIPIENTS

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

STEP 1: ADD A NEW RECIPIENT

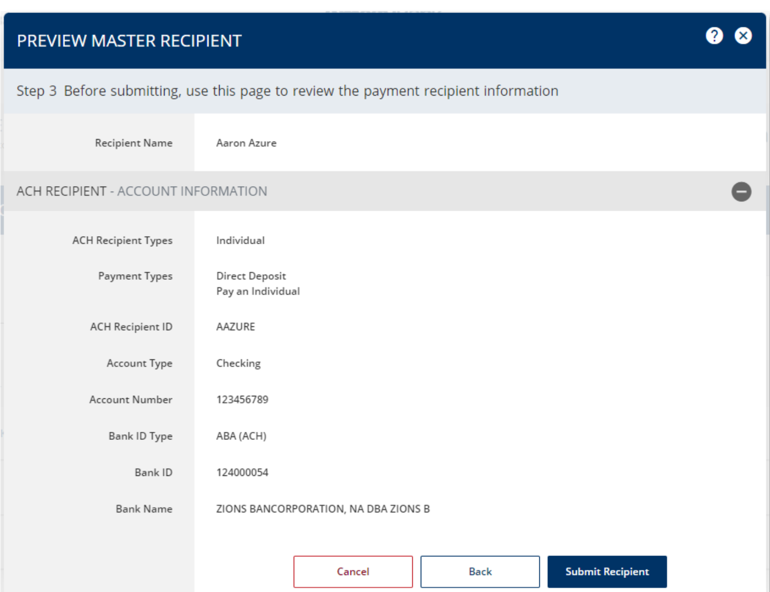
1. Click the *+ Create Recipient* link at the top of the **Manage Master Recipient List** screen.
2. On the **Create Master Recipient** overlay, select the *Recipient Type* to be entered. The list varies depending on your company's payment options. In this example ACH Domestic Recipient is selected.
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.



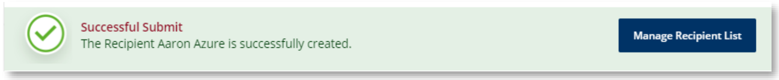
5. On the next screen, enter the recipient's name and account information. Required fields are indicated with an asterisk.
6. Use the optional *Additional Information* fields to add Contact information or a Secondary Account.

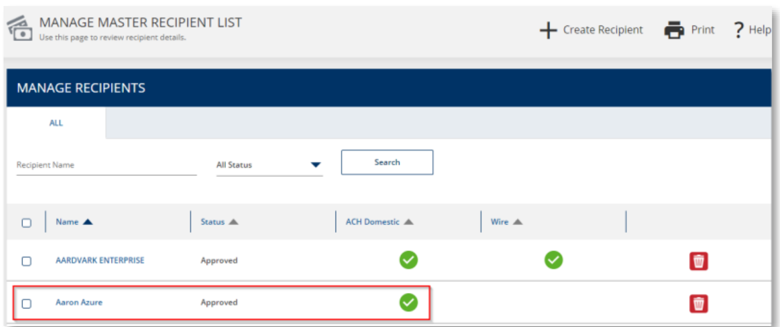
Best practice, enter the recipient's physical address as this information is used in some payment types.

7. Click *Preview* to continue.

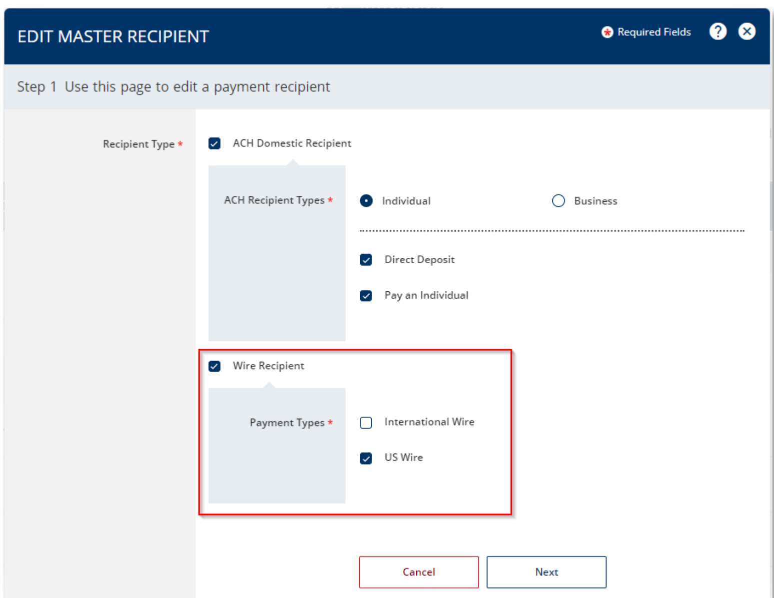


8. Confirm the information and click *Submit Recipient* to save the information to the **Master Recipient List**.





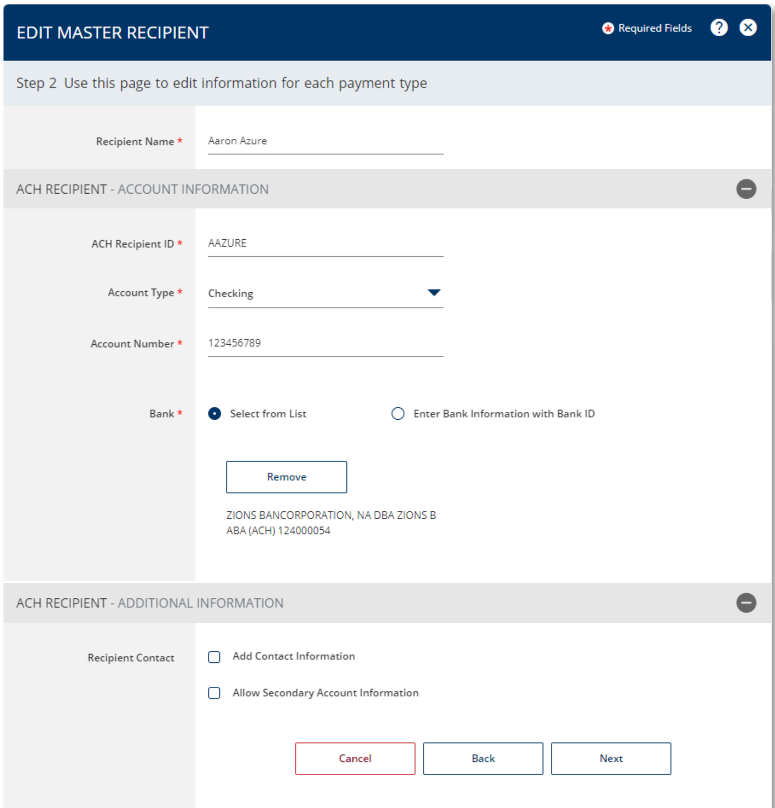
9. A Successful Submit message indicates the recipient was updated.
10. Click the *Manage Recipient List* button to return to that screen and view the recipient.



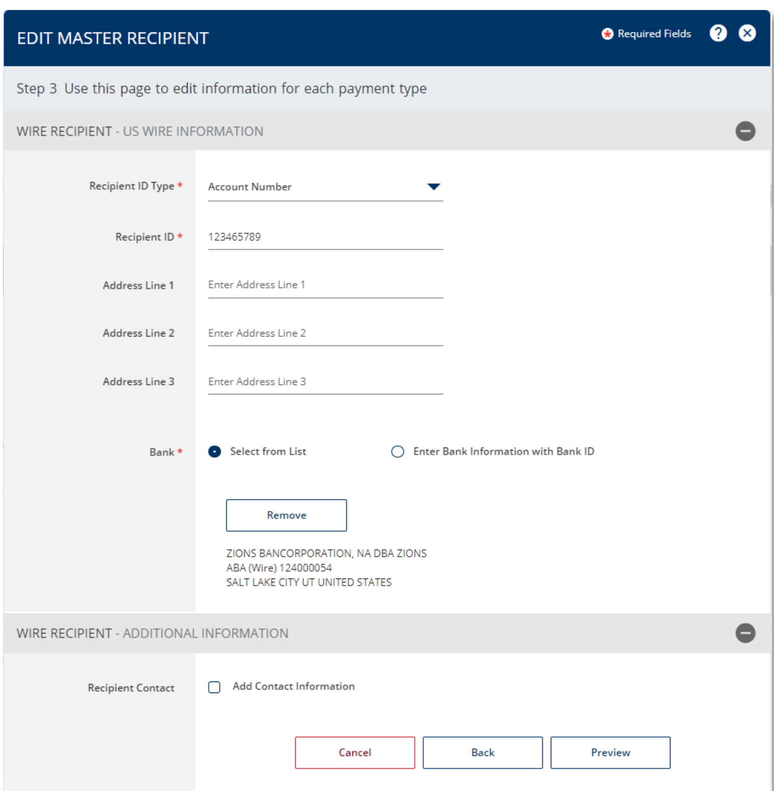
STEP 2: EDIT A MASTER RECIPIENT

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

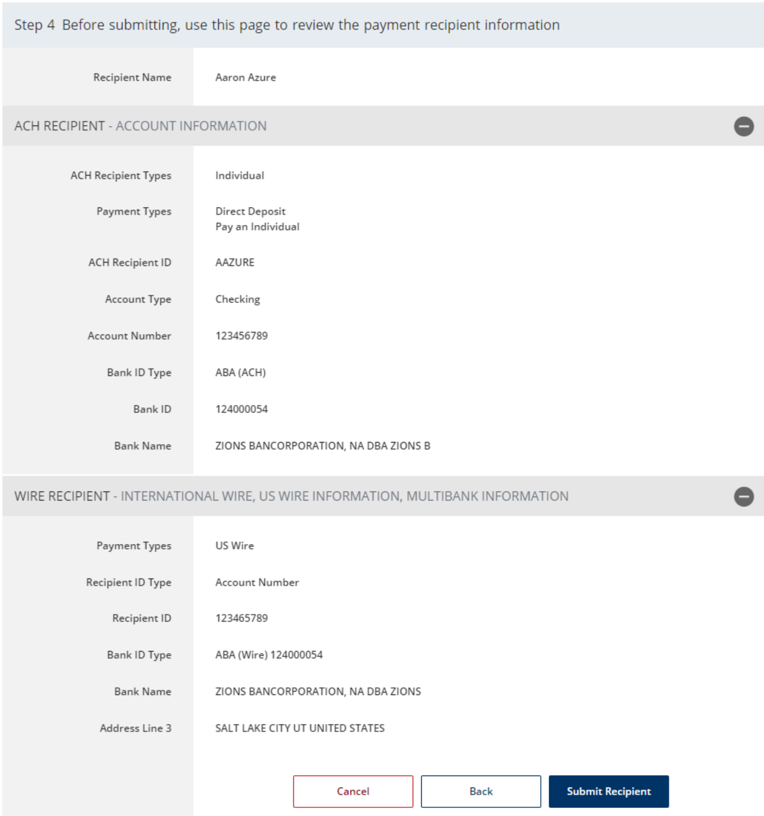
1. Click the *recipient's name* hyperlink in the **Manage Master Recipient List** to edit their information.
2. The **Edit Master Recipient** overlay displays the existing Recipient Types; add or remove options as required.
3. Click *Next* to proceed.



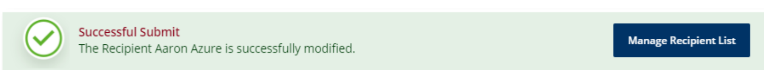
4. If ACH has been selected as a Recipient Type, the ACH entry screen is displayed first. Enter or modify information as needed.
5. Click *Next* to proceed.



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.



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.