



**Parkside Financial**

BANK & TRUST

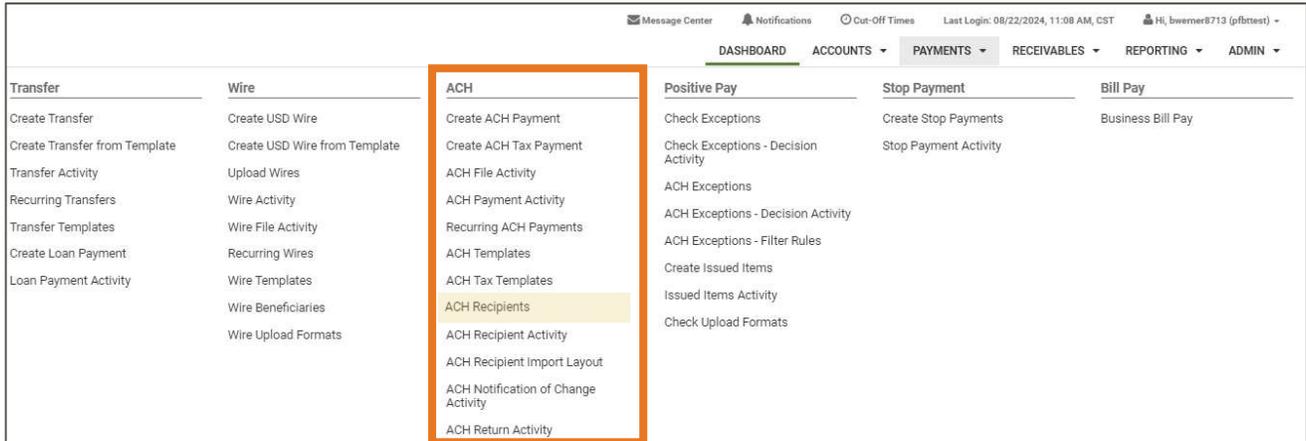


Treasury Management  
Online Platform

*Creating ACH Recipients*

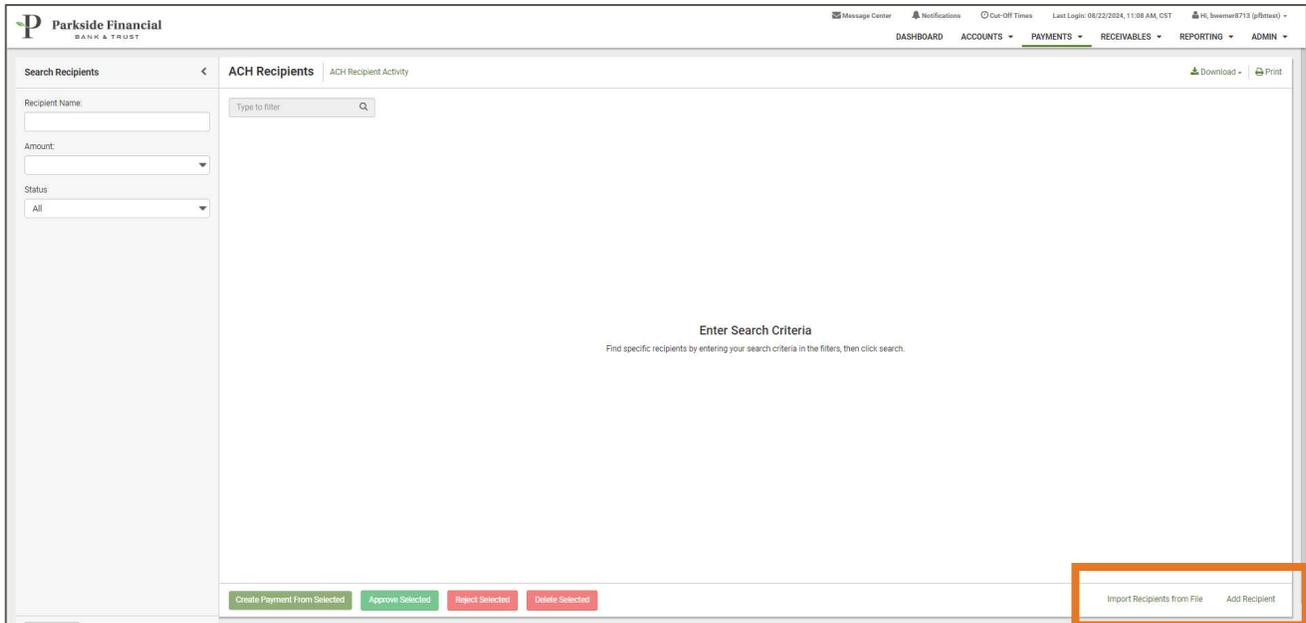
## ACH | CREATING ACH RECIPIENTS

SELECT THE PAYMENTS TAB → ACH → ACH RECIPIENTS



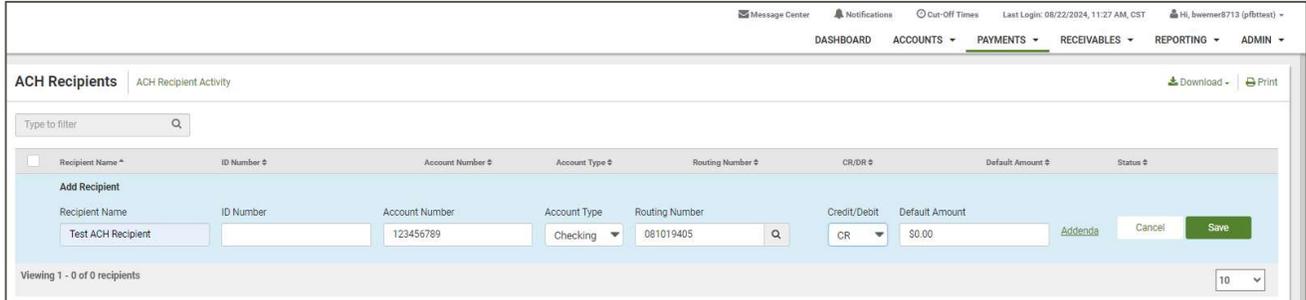
The screenshot shows the application's navigation menu. The 'PAYMENTS' tab is selected, and the 'ACH' sub-tab is highlighted with an orange box. Within the 'ACH' sub-tab, 'ACH Recipients' is highlighted with a yellow box.

CLICK ADD RECIPIENT (BOTTOM RIGHT).



The screenshot shows the 'ACH Recipients' page. On the left, there are search filters for Recipient Name, Amount, and Status. The main area is empty, with a message: "Enter Search Criteria. Find specific recipients by entering your search criteria in the filters, then click search." At the bottom right, the 'Add Recipient' button is highlighted with an orange box.

## ENTER RECIPIENTS BANKING INFORMATION



Message Center | Notifications | Cut-Off Times | Last Login: 08/22/2024, 11:27 AM, CST | Hi, bweiner8713 (pfttest) | DASHBOARD | ACCOUNTS | PAYMENTS | RECEIVABLES | REPORTING | ADMIN

ACH Recipients | ACH Recipient Activity | Download | Print

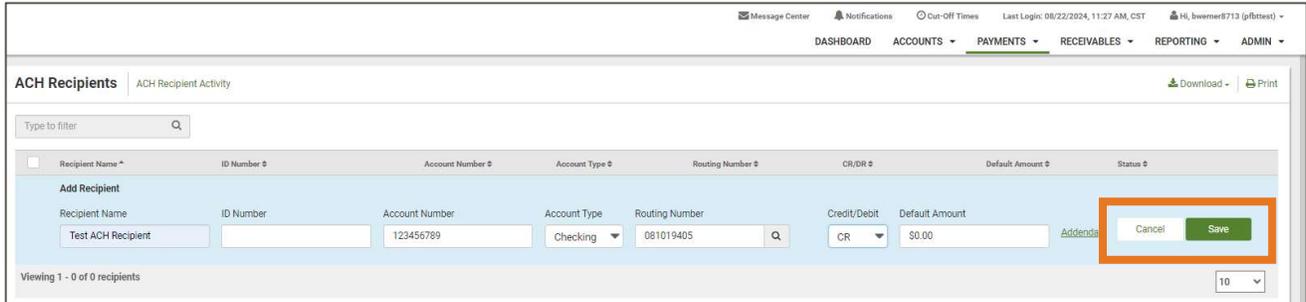
Type to filter

Recipient Name *	ID Number	Account Number	Account Type	Routing Number	CR/DR	Default Amount	Status
<b>Add Recipient</b>							
Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Default Amount	
Test ACH Recipient		123456789	Checking	081019405	CR	\$0.00	Addenda

Cancel Save

Viewing 1 - 0 of 0 recipients | 10

## CLICK SAVE.



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ACH Recipients | ACH Recipient Activity | Download | Print

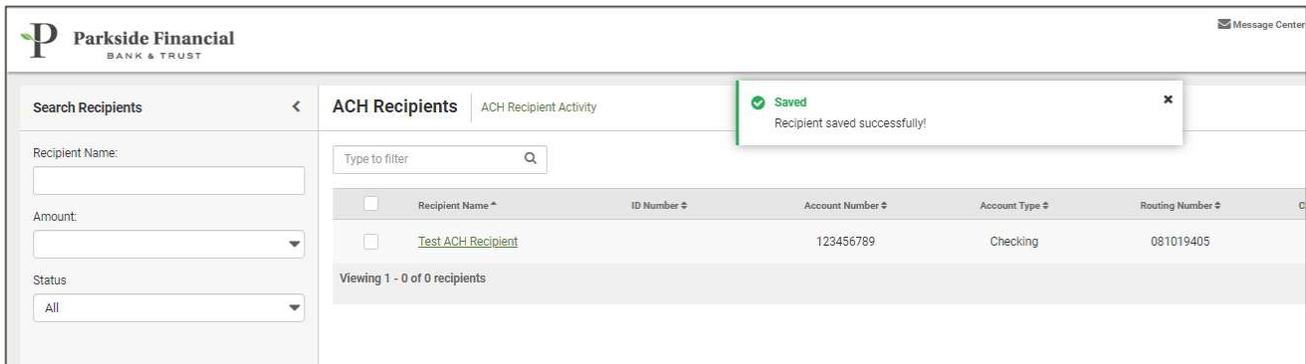
Type to filter

Recipient Name *	ID Number	Account Number	Account Type	Routing Number	CR/DR	Default Amount	Status
<b>Add Recipient</b>							
Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Default Amount	
Test ACH Recipient		123456789	Checking	081019405	CR	\$0.00	Addenda

Cancel Save

Viewing 1 - 0 of 0 recipients | 10

## ACH RECIPIENT HAS BEEN SUCCESSFULLY SAVED.



Message Center

Parkside Financial BANK & TRUST

Search Recipients < ACH Recipients | ACH Recipient Activity

Saved Recipient saved successfully!

Type to filter

Recipient Name *	ID Number	Account Number	Account Type	Routing Number
Test ACH Recipient		123456789	Checking	081019405

Viewing 1 - 0 of 0 recipients

Recipient Name:

Amount:

Status: All