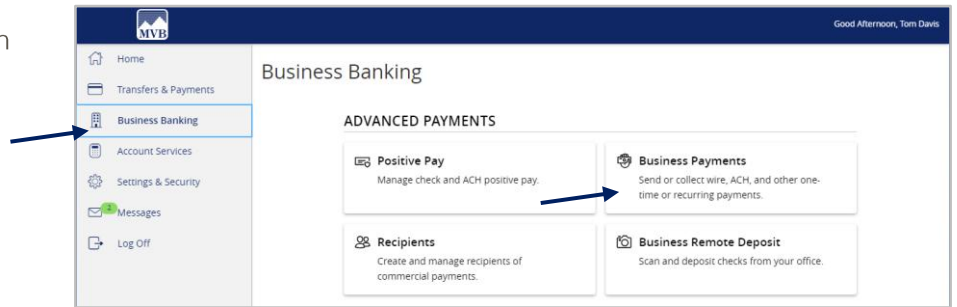


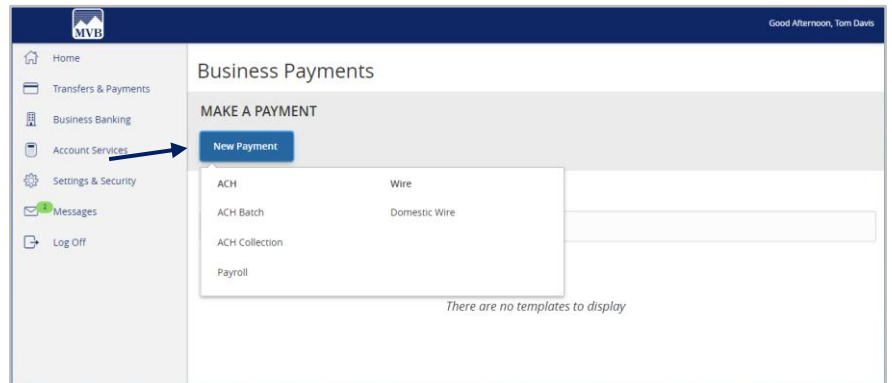


# One-Time Commercial Payments

1. Select the 'Business Banking' menu, then 'Business Payments'.

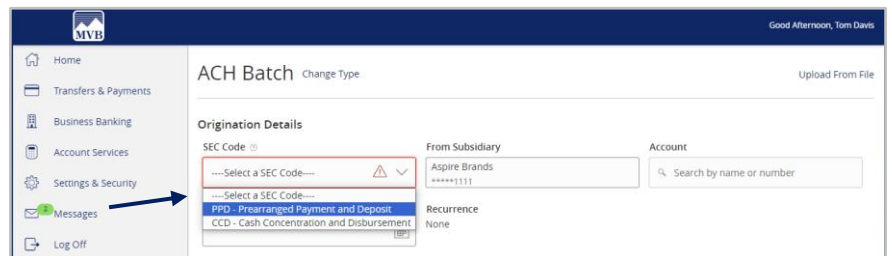


2. Select the desired transaction type within the 'New Payment' drop down menu.



3. Select the desired SEC Code.

**NOTE:** Payroll transactions will automatically default to an ACH Class Code of PPD.



Questions? Please contact Client Support at 1-844-682-2265 or [ClientSupport@MVBBanking.com](mailto:ClientSupport@MVBBanking.com).





4. Select the 'To Subsidiary'.
5. Select the offset 'Account'.
6. Select the 'Effective Date'.

**Origination Details**

SEC Code ⓘ	From Subsidiary	Account
PPD - Prearranged Payment and Deposits	Aspire Brands *****1111	FOUNDATION CHECKING 4837 954.62
Effective Date	Recurrence	
10/25/2023	Set schedule	

**Optional:** Click 'Set schedule' to set up a recurring transaction.

7. Select how often the transaction should repeat.
8. Designate when the transaction should stop.
  - a. Click the calendar and select a date to designate a specific date to stop the recurrence.
  - b. Enter the number of desired occurrences.
  - c. Click the 'Forever (Until I cancel)' to setup an indefinite recurrence.

**Schedule Recurring Transaction**

**How often should this transaction repeat?**

1st Of The Month  Every Other Week

Last Day Of The Month  Monthly

1st & 15th Of The Month  Quarterly

15th & Last Day Of The Month  Semi-Annually

Daily (Monday - Friday)  Yearly

Weekly

**When should this transaction stop?**

On/Before Date

After  occurrence(s)

Forever (Until I Cancel)

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9. Click 'Set Recurring Transaction' to save the recurrence..

When should this transaction stop?

On/Before Date

After  occurrence(s)

Forever (Until I Cancel)

Cancel      **Set Recurring Transaction**

10. Select an existing recipient from the drop-down menu or select '+New Recipient' to create a new recipient.

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

Recipient/Account

Search by name or account.

+ New Recipient

**Demo**

Demo	1111115
Checking	

Matched 1 recipient account(s).

1 payments

11. Enter the desired transaction amount.

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12. Review the information on the screen for accuracy and then select 'Approve' to authorize the payment or 'Draft' to initiate the transaction.

Recipient/Account	Amount	
Demo Checking 1111115	\$ 1.00	Demo Test
+ Add another recipient		

\$1.00  
1 payments

Cancel **Draft** **Approve**

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