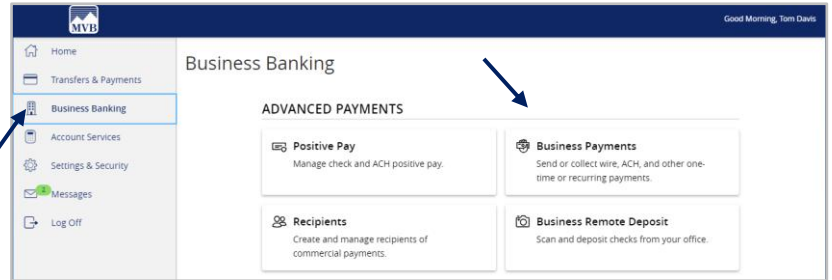


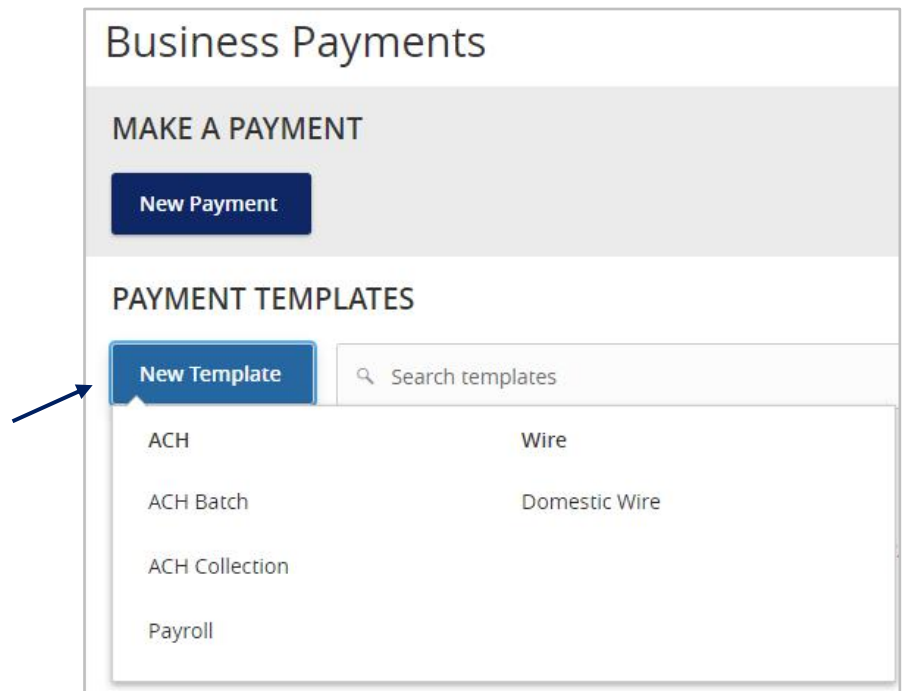


**NOTE:** A Payment Template allows you to save payment information that can be accessed in the future.

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



2. Select 'New Template' and the desired transaction type.



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



3. Enter a 'Template Name'.
4. Select the 'Template Access Rights'

ACH Batch [Change Type](#)

**Template Properties**

Template Name:

Template Access Rights: 2 of 2 user roles selected

5. Select the User Role(s) who should have access to the template.

**NOTE:** A User Role will appear as greyed out if the feature allowing access to all templates is enabled. This overrides the ability to remove template access from the corresponding User Role.

SELECT USER ROLE(S)

Select All | Deselect All

Admin  Office Manager

6. Select a 'SEC Code'.
7. Select a 'From Subsidiary'.
8. Select an offset 'Account'

Origination Details

SEC Code:

From Subsidiary:

Account:

PPD - Prearranged Payment and Deposit  
CCD - Cash Concentration and Disbursement

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9. Select each recipient to be linked to the template.
10. Enter a dollar amount for each linked recipient.

**NOTE:** The amount may be left as \$0.00 if the amount will differ from file to file.

The screenshot shows a web interface for creating a payment template. At the top, there are two columns: 'Recipient/Account' and 'Amount'. The 'Amount' column has a text input field containing '\$ 0.00'. Below the 'Recipient/Account' column, a search dropdown menu is open. The search bar contains the text 'Search by name or account.' and a warning icon. The dropdown menu lists '+ New Recipient' and 'Demo'. Under 'Demo', there is a sub-entry 'Demo Checking' with the account number '1111115'. Below the dropdown, it says 'Matched 1 recipient account(s)'. To the right of the dropdown, there is a '+ Add another recipient' link. At the bottom left of the interface, the total amount is shown as '\$0.00'.

11. If the recipient has not yet been set up, select the 'New Recipient' link within the dropdown menu.

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

This screenshot is similar to the previous one, but the dropdown menu is now closed. The '+ New Recipient' link is highlighted with a blue arrow. The 'Demo' entry is still visible in the dropdown menu. At the bottom right of the interface, there are 'Cancel' and 'Save' buttons. A blue arrow points to the 'Save' button. The total amount at the bottom left is still '\$0.00', and it says '1 payments (1 for \$0.00)'.

12. Review the information on the screen for accuracy and then select 'Save'.

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