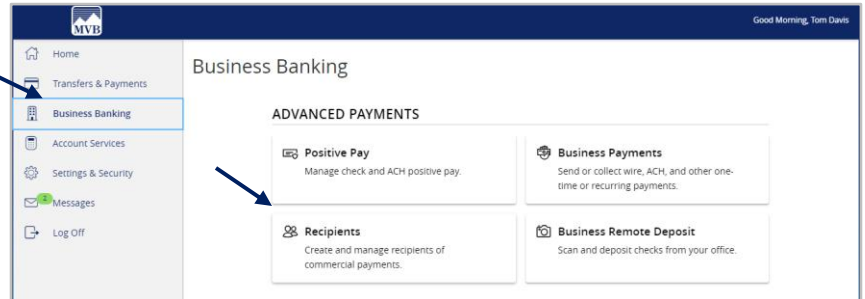




**NOTE:** A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

1. Select the 'Business Banking' menu and then select 'Recipients'.



## New Recipient

2. Click the 'New Recipient' button.



3. Enter 'Display Name and 'Email Address'.

**NOTE:** 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or wire transaction is processed. The email message does not contain confidential information.



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





4. Select the 'Payment Type' which designates the transaction type(s) for which the account is eligible.
  - a. Payment Type 'ACH and Wire' displays fields corresponding with both ACH and wires. Complete all required fields designated with an asterisk.

**NOTE:** The Financial Institution (FI) search function allows for the dynamic search of domestic banks and credit unions. Enter the FI name or ABA number in the field. When the desired FI has been selected, the corresponding ACH Routing Number and Wire Beneficiary FI information will automatically populate.

The screenshot shows a web form titled 'Accounts (1)' with a '+ Add account' link. Below the title is a table with columns: Account, Payment Type, Financial Institution (FI), and Routing Number. The first row is 'Account - New', 'ACH and Wire', and 'N/A'. Below the table is a form for 'ACH and Wire' with the following sections:

- Payment Type:** A dropdown menu with 'ACH and Wire' selected. Other options include 'ACH Only', 'Wire Only', and 'Wage Garnishment (ACH)'. A search bar is below it.
- Beneficiary Type:** A dropdown menu with 'Domestic' selected.
- Account \*:** A text input field.
- ACH Routing Number \*:** A text input field.
- Beneficiary FI:** A section with a plus icon and a search icon.
  - Name \*:** A text input field.
  - Country \*:** A dropdown menu with 'United States' selected.
  - FI ABA Number \*:** A text input field.
  - Address 1 \*:** A text input field.
  - Address 2:** A text input field.
  - City \*:** A text input field.
  - State \*:** A dropdown menu with 'Select State' selected.
  - Postal Code \*:** A text input field.
- Intermediary FI:** A section with a plus icon and a search icon.
  - Name:** A text input field.
  - Country:** A dropdown menu with 'United States' selected.
  - Wire Routing Number:** A text input field.
  - Address 1:** A text input field.
  - Address 2:** A text input field.
  - City:** A text input field.
  - State:** A dropdown menu with 'Select State' selected.
  - Postal Code:** A text input field.

At the bottom right of the form are two buttons: a close button (X) and a submit button (checkmark).

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- b. 'Payment Type 'ACH Only' displays fields corresponding with only

ACH. Complete all required fields designated with an asterisk.

- c. Payment Type 'Wire Only' displays fields corresponding with only wires. Complete all required fields designated with an asterisk.

- 5. Click the check mark when the account setup is complete.

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6. Select 'Add account' to add an additional account or select 'Save Recipient' to complete the setup.

**Add Recipient**

Display Name \*  Email Address   Send email notifications for template payments

Accounts (1) [+ Add account ^](#)

7. Complete all required fields in the 'Recipient Details' section and select Save Recipient.

**NOTE:** Address fields within 'Recipient Details' are for the recipient's address. This is required for Wire Transfers.

**Recipient Details**

Wire Name \*  ACH Name \*  ACH ID

Country  Address 1 \*  Address 2

City \*  State \*  ZIP \*

Templates (0)

## Existing Recipient

1. Click the 'Actions' icon next to an existing recipient to display available options.
  - a. Edit the recipient.
  - b. Delete the recipient.
  - c. View online payment history for which the recipient was linked.

**Recipients**

Name	Email Address	Number of Accounts	Actions
ACH Recipient			<a href="#">Click to view recipient ACH Recipient actions</a>
Another Recipient			<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Payment History"/>
Jane Doe	jane@doe.com		
John John	john@abc.com	1	

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