

Online Banking Business User Guide

Add a Payee

Before a business ACH template can be submitted, you must set up Payees. Payees are the recipients of the ACH transaction. You can set up payees for your business by accessing the **Payees Tab**, located within the Business Admin widget. From here, users who are assigned the **Manage Payees permission** can add, edit, and delete payees.

In the Business Admin Widget, go to the **Payees Tab** and **click Add a Payee**. A new window will open, enter the **Name** and **Payee ID** in the provided fields and **click Create Payee**. Use the pencil icon to **Edit the Payee** details and use the trash icon to **Delete the Payee**.