

RECIPIENTS

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A Recipient is a Company or Person with whom you will send or collect ACH payments. DFCU OnLine offers the option to establish Recipients either before or during the setup process of Templates and Payments.

Recipients may be used three ways:

1. Established outside of the Templates and Payments by selecting Recipients from the Commercial menu.
2. Established within the Templates and Payments creation process by selecting the Add Recipient option, completing all required information, and then selecting the Create Recipient option.
3. For one-time payments within the Payments creation process by selecting the Add Recipient option, completing all required information, and then selecting the Use Without Save option.

Note: Only users with the Manage Recipients feature assigned can establish or edit Recipients. Users who do **not** have the Manage Recipients feature assigned:

- Will be **not** able to create/save new Templates.
- Will be **able** to enter one-time use Recipient information for New Payments.

To create a single-recipient:

- In the Menu, click Commercial > Recipients, the Recipient Management page appears.
- Select Add Recipient. If you are creating a Template or Payment, click on Add Recipient on the Recipient & Amount page.
- Enter the Recipient information.

Recipients **Add Recipient** Add Account

Recipient Detail

DISPLAY NAME *

ACH NAME WIRE NAME

PRIMARY E-MAIL ADDRESS

Send e-mail notifications

COUNTRY

ADDRESS 1

ADDRESS 2

CITY STATE ZIP

* - Indicates required field

RECIPIENTS, continued

- Select Next or Add Account to enter the Recipients corresponding account information, the Account – New tab will appear.
- **Note:** ACH Only is the default payment type. Processing a wire transaction through DFCU OnLine is not available at this time.
- Under Account Detail, enter the following information:
 - Select the Account Type from the dropdown
 - Enter the account number in the Account box
 - Enter the ACH Routing number in the Routing box.
- To add additional accounts, click the Add Account button and enter the applicable information.

The screenshot shows a web form titled "Add Recipient". At the top left is a "Recipients" tab, and at the top right is an "Add Account" button. Below the title bar, there are two tabs: "Recipient Detail" (dark green) and "Account - New" (light green). Under "Account - New", there is a "PAYMENT TYPES ALLOWED" section with three buttons: "ACH Only" (selected), "ACH and Wire", and "Wire Only". To the right of these buttons is a "Remove this account" link with a trash icon. Below this is the "Account Detail" section, which contains three required fields: "ACCOUNT TYPE *" (a dropdown menu), "ACCOUNT *" (a text input field with "Ex. 129398123" as a placeholder), and "ACH ROUTING NUMBER *" (a text input field with "Ex. 013323098" as a placeholder). At the bottom left, there is a note: "* - Indicates required field". At the bottom right, there are two buttons: "Cancel" and "Create Recipient".

- Click Create Recipient or Save Recipient once all information has been entered. The Recipient Management page will appear showing all saved recipients.