

Dear Valued Customer,

We are excited to roll out our new, robust, up-to-date, commercial online platform on May 10, 2021. While we anticipate that your current ACH templates will migrate to the new platform, you will need to **re-initiate any recurring ACH templates** you currently have set up.

To initiate recurring ACH templates go to **Payment>ACH Templates**, from the right side of the template click on **Actions>Initiate**.

The screenshot shows a web form titled "Payment Header Information" with a progress bar at the top indicating four steps: 1. Create Payment, 2. Manage Recipients, 3. Review, and 4. Confirmation. The form contains several input fields and dropdown menus. A red box highlights the "Frequency" dropdown (set to "Monthly"), "Repeat On Day" (with a "Last Business Day" checkbox), "Start On" (with a date picker), "End On" (with a date picker and "No End Date" checkbox), and "Offset Account" (with a search box). At the bottom of the form, there are two buttons: "Add Recipients" and "Cancel".

From this screen, select **Frequency** and fill in the applicable information. Click on **Add Recipients** and double check all recipient information.

Select **Review** in the bottom-left corner. After reviewing the ACH, select **Confirm** in the bottom-left corner. **Complete the Text Authentication.**

*All ACH will need to be approved by a second user.

Approve and Initiate ACH to Altabank, from your **Dashboard** in the **Payments Pending Approval** widget. **Check the box** on the left-side of the **ACH** and select **Approve** and then **Confirm** in the bottom-left corner. You can also approve the ACH by going to **Payments > ACH Payment Activity > Check the box** on the left-side of the **ACH** and select **Approve** and then **Confirm** in the bottom-left corner. **Complete the Text Authentication.**

*For more detailed instructions, refer to the User Guide in the resource widget on your dashboard screen.

As always, you have a full-service treasury team available to help you with this conversion and any of your commercial banking questions or needs. Just give us a call at 866-475-0015.

Sincerely,

Michael Baum
Vice President
Treasury Management