In Business Mobile, businesses can make or collect Wire and ACH payments using an existing template; one-time payments cannot be initiated in the app.

Access to the ACH/Wire menu option is based on permissions.

To send an ACH or wire:

- 1. Select ACH/Wire in the menu.
- 2. Select **Make payments** for wires or ACH disbursements; select **Collect payments** for ACH collections.
- 3. Click in the **template name** field. Select from list or type to find matches.

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Pay and Send		Manage ACH and Wires	Close	Manage ACH and Wires Close
\$ Bill Pay		Payments		
		What do you want to do?		< <u>Goback</u> Make Payment
Manage ACH and Wires		Make Payments	>	Huner dyment
		Collect Payments	>	Who do you want to pay
		View Scheduled Payments	>	Enter a template name
ACH and Wire Approvals		View Approved Payments	>	
		View Declined/Failed Payments	>	\backslash
Businesses can view scheduled, processed, and declined payments here (sa activity as in Business Bank web).		 Why wouldn't a template show? If the business hasn't set up templates. If the user doesn't have the "Create Payments using Templates" permission for the account linked to the template. Templates that are pending approval. 		



To send an ACH or wire(continued):

- 4. If desired, edit the **amounts**, **addenda**, and **Deliver On** date.
- 5. Click **Continue** to review and **Pay.**
 - If dual approval is required, approvers get an email notice and may approve the payment in the app or in Business Banking web.

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Manage ACH and V	Vires Close				
Make payments					
Test Wire Template					
Funding account	Checking *0800 Current \$3.38 Available \$3.38				
Template type	Domestic Wire				
Mitch Stahl *2345	\$1.00 🖋				
35 characters each line. (option	al)				
Purpose of wire Test Wire	Ø				
Beneficiary bank JPMORGAN CHASE BANK, NA					
Message to beneficiary bank					
	5				
Accounts Pay and Send Transfer	Content More				

Some actions are not available in the app. Go to Business Banking web to:

- Create a new template.
- Initiate an ad hoc wire or ACH.
- Set up a repeating payment.
- Cancel a scheduled payment.
- Take action with processed payments(copy, print, reverse) or with declined /failed payments(initiate new payment, print).

