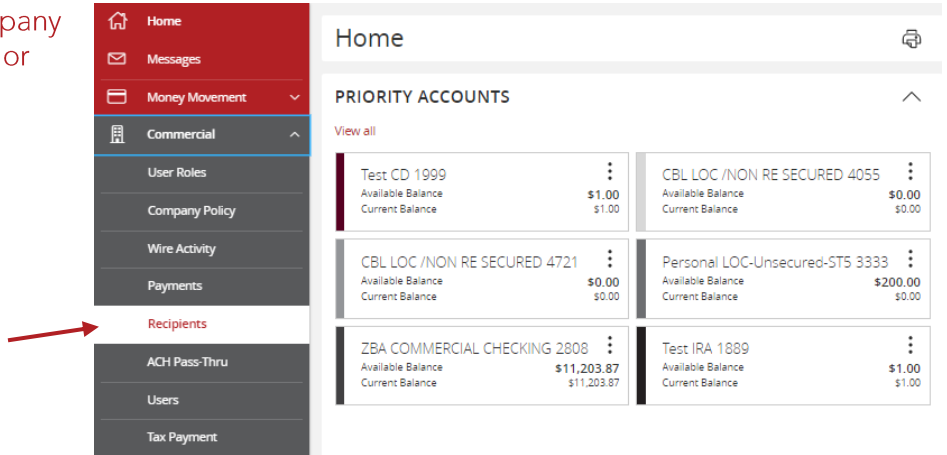


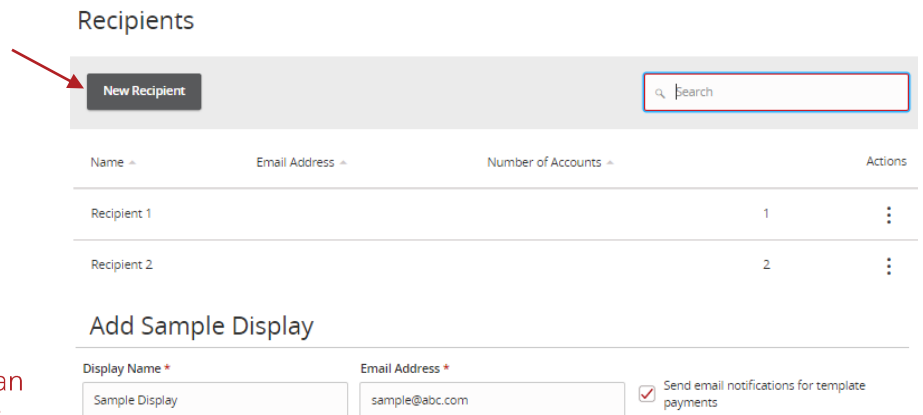
NOTE: A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

1. Select the 'Commercial' 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 by Fidelity Bank and Oklahoma Fidelity Bank. The email message does not contain confidential information.

- 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.

- 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.

Account - New ACH and Wire N/A

Payment Type: Wire Only (dropdown)
Beneficiary Type: Domestic (dropdown)

Account *: 12345
Financial Institution (FI): Refined Search (button)
Search by name or routing #.

Beneficiary FI ⓘ
Name *: [text box]
Country *: United States (dropdown)
FI ABA Number *: [text box]

Address 1 *: [text box]
Address 2: [text box]
City *: [text box]

State *: Select State (dropdown)
Postal Code *: [text box]

Intermediary FI ⓘ
Name: [text box]
Country: United States (dropdown)
Wire Routing Number: [text box]

Address 1: [text box]
Address 2: [text box]
City: [text box]

State: Select State (dropdown)
Postal Code: [text box]

[X] [✓] (checkmark button highlighted with red arrow)

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

Display Name *: Sample Display
Email Address: sample@abc.com
 Send email notifications for template payments

Accounts (1) + Add account

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

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

Recipient Details

Wire Name *: Sample Wire
ACH Name *: Sample ACH
ACH ID: 12345

Country: United States (dropdown)
Address 1 *: 123 Main
Address 2: [text box]

City *: Austin
State *: Texas (dropdown)
ZIP *: 78752

Templates (0)

[Cancel] [Save Recipient]

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.

