AMERICAN MOMENTUM BANK

How to upload multiple Recipients at one time

AMERICAN MOMENTUM BANK

Welcome back, Jane Doe
Last login 12/20/2018 at 2:07 PM

Click an account tile to view transaction history and details. Having trouble with eStatement enrollment? Select "Messages" from the menu, then "eStatements" from the dropdown menu. Please provide us with your account number(s) for enrollment.

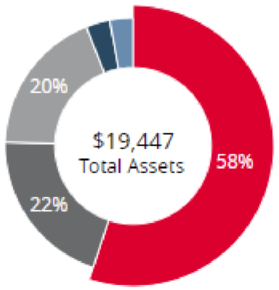
- Home
- Payments
  - Transfers
  - ACH/Wire Payments
  - Wire Activity
  - Recipients
- Online Activity Center
- eStatement
- Services
- User Management
- Settings
- Reports
- Messages 22
- Locations
- Help
- Log Off

Accounts

Available: $44,447.42
Current: $17,912.67

Account		
Momentum @ Work	Available Balance	$60.16
	Current Balance	$36.53
Basic Business	Available Balance	$11,321.86
	Current Balance	$9,810.74
Basic Business	Available Balance	$3,819.39
	Current Balance	$3,819.39
Basic Checking	Available Balance	$4,196.96
	Current Balance	$4,196.96
Association Int Ckg	Available Balance	$49.05
	Current Balance	$49.05
Preferred RLOC-1.5%	Current Balance	$0.00
	Available Balance	$25,000.00

Asset Summary



Basic Business
XXXXXX0644
58.22%

Available Balance $11,321.86
Current Balance $9,810.74
View Transactions

Previous Next

0 Approvals Required

Commercial Transactions

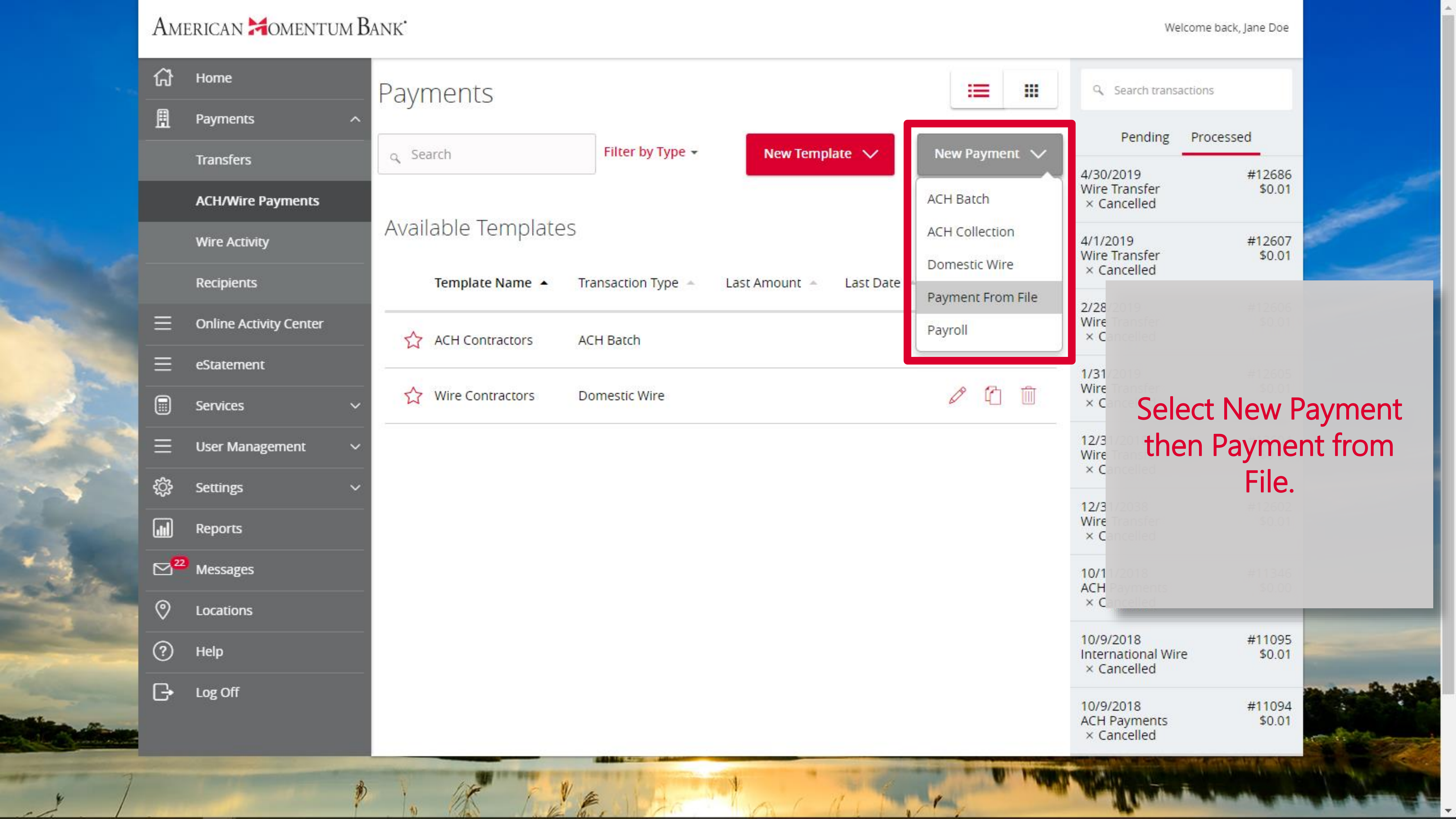
Quick Transfer

Transfer Money Now

WELCOME!

From the Home screen, select Payments, then ACH/Wire Payments.

javascript://



AMERICAN MOMENTUM BANK
Welcome back, Jane Doe
Home
Payments
Transfers
ACH/Wire Payments
Wire Activity
Recipients
Online Activity Center
eStatement
Services
User Management
Settings
Reports
22
Messages
Locations
Help
Log Off
Payments
Search
Filter by Type
New Template
New Payment
ACH Batch
ACH Collection
Domestic Wire
Payment From File
Payroll
Available Templates
Template Name
Transaction Type
Last Amount
Last Date
ACH Contractors
ACH Batch
Wire Contractors
Domestic Wire
Search transactions
Pending
Processed
4/30/2019
Wire Transfer
× Cancelled
#12686
$0.01
4/1/2019
Wire Transfer
× Cancelled
#12607
$0.01
10/9/2018
International Wire
× Cancelled
#11095
$0.01
10/9/2018
ACH Payments
× Cancelled
#11094
$0.01
Select New Payment then Payment from File.

AMERICAN MOMENTUM BANK

Welcome back, Jane Doe

- Home
- Payments
  - Transfers
  - ACH/Wire Payments
  - Wire Activity
  - Recipients
- Online Activity Center
- eStatement
- Services
- User Management
- Settings
- Reports
- 22 Messages
- Locations
- Help
- Log Off

Payment From File

Payment Type *

Payroll

--Please Select A Payment Type--
Payroll
ACH Collection
ACH Batch
Domestic Wire

- You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, or ACH Collection, or Payroll
  - The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, & Amount
  - Account Type is a numeric value: Checking = 1; Savings = 2; & Loan = 3
  - For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date

  or
- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
  - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
  - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary, and selecting an Effective date should not be necessary as that info should be in the balanced file
- The import uses the name and the order of the file to create recipients and amounts
- You can include a recipient multiple times to create multiple payments
- The payments can be to the same account or a different account

Payroll File Specification (.pdf)

Import File *

--Please Select A File To Import--

* - Indicates required field

Cancel | Save Recipients | Upload File

Select a payment type, then Import File

AMERICAN MOMENTUM BANK

Click Save Recipients once you have selected your file. The file formats are displayed on the page.

Payments

Transfers

ACH/Wire Payments

Wire Activity

Recipients

Online Activity Center

eStatement

Services

User Management

Settings

Reports

22 Messages

Locations

Help

Log Off

Payment Type *

Payroll

Payroll Sample File (.csv)

Payroll Upload Guidelines

- You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, or ACH Collection, or Payroll
  - The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, & Amount
  - Account Type is a numeric value: Checking = 1; Savings = 2; & Loan = 3
  - For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date

  or
- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
  - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
  - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary, and selecting an Effective date should not be necessary as that info should be in the balanced file
- The import uses the name and the order of the file to create recipients and amounts
- You can include a recipient multiple times to create multiple payments
- The payments can be to the same account or a different account

Payroll File Specification (.pdf)

Import File *

CSV Company Payroll - 5 recipients.csv

* - Indicates required field

Cancel Save Recipients Upload File

AMERICAN MOMENTUM BANK

Welcome back, Jane Doe

- Home
- Payments
  - Transfers
  - ACH/Wire Payments
  - Wire Activity
  - Recipients
- Online Activity Center
- eStatement
- Services
- User Management
- Settings
- Reports
- 22 Messages
- Locations
- Help
- Log Off

Some Items Need Your Attention

The uploaded file contains 5 transactions and 5 recipients

5 were created

Payroll Upload Guidelines

- You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients
  Batch, or ACH Collection, or Payroll
  - The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Ac
  - Account Type is a numeric value: Checking = 1; Savings = 2; & Loan = 3
  - For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Su
    select an effective date

  or
- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
  - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing
    Amount(s), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Colle
    Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
  - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary, and selecting
    be necessary as that info should be in the balanced file
- The import uses the name and the order of the file to create recipients and amounts
- You can include a recipient multiple times to create multiple payments
- The payments can be to the same account or a different account

Payroll File Specification (.pdf)

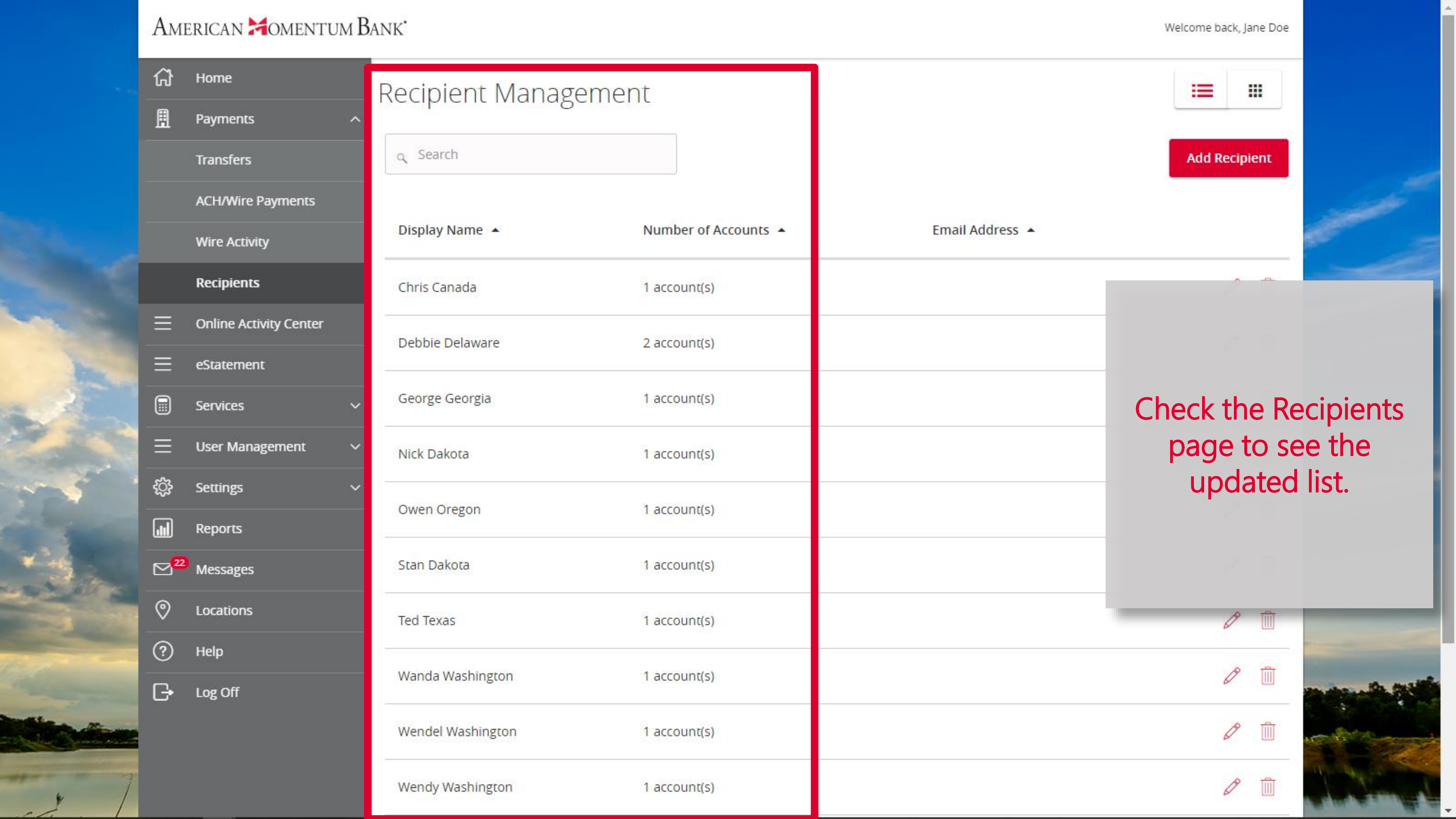
Import File *

CSV Company Payroll - 5 recipients.csv

* - Indicates required field

Cancel | Save Recipients | Upload File

You will see a message that explains how many recipients were created, and any errors if they are found.


AMERICAN MOMENTUM BANK
Welcome back, Jane Doe
Home
Payments
Transfers
ACH/Wire Payments
Wire Activity
Recipients
Online Activity Center
eStatement
Services
User Management
Settings
Reports
22
Messages
Locations
Help
Log Off
Recipient Management
Search
Add Recipient
Display Name
Number of Accounts
Email Address
Chris Canada
1 account(s)
Debbie Delaware
2 account(s)
George Georgia
1 account(s)
Nick Dakota
1 account(s)
Owen Oregon
1 account(s)
Stan Dakota
1 account(s)
Ted Texas
1 account(s)
Wanda Washington
1 account(s)
Wendel Washington
1 account(s)
Wendy Washington
1 account(s)
Check the Recipients page to see the updated list.

AMERICAN MOMENTUM BANK

For more information, please contact our Treasury Support team at **(866) 530-BANK (2265) Option 3** or email us at **treasurysupport@americanmomentum.bank** for assistance.