

RECIPIENT MANAGEMENT

Establish recipients to receive payments or debits.

RECIPIENT MANAGEMENT

ADD RECIPIENT

A 'Recipient' is an individual or company, set-up to receive a credit or debit via ACH or Wire Transfer.

1. Select 'Payments' and then select 'Recipients'.

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

Account Name	Available Balance	Current Balance
Momentum @ Work	\$272.86	\$272.86
Basic Business	\$923.14	\$923.14
Association Int Ckg	\$22.59	\$22.59
Basic Business	\$13,285.00	\$13,352.81
Basic Checking	\$1,941.49	\$1,941.49
Preferred RLOC-1.5%	\$0.00	\$25,000.00

2. Select 'Add Recipient' on the right side of the screen

Recipient Management

Search: Sort by: ▼

Add Recipient

Fred Florida 2 account(s)	Ted Texas 1 account(s)
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Have questions?

Contact our Support Team at:
(866) 530-BANK (2265)

Or send us a secure email
by visiting:
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3. Enter 'Display Name', 'ACH Name' and/or 'Wire Name'. Names can be the same.
4. Optional: Enter ACH ID which is the Recipient ID.

NOTE: 'Send e-mail notifications' is an optional feature. If activated, an e-mail will be sent to the recipient at the time the ACH or Wire transaction is processed by the Bank. The email message does not contain confidential information.

5. Address fields on the bottom half of the screen are the recipient's address. This is required for Wire Transfers.
6. Select 'Next' to add a recipient account.

Add Recipient

Recipient Detail

Display Name *

ACH Name

Wire Name

ACH ID

Set ACH recipient type for filtering

Email Address

Send email notifications for tempate payments

Country

Address 1 *

Address 2

City *

State *

ZIP *

* - Indicates required field

Cancel

Next



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7. 'Payment Types Allowed' designates eligible transaction type(s). Complete the required fields for the option selected:

- a) 'ACH Only' will display only fields corresponding with ACH. Enter the recipient's account type, account number and ACH routing number.

NOTE: By entering the Financial Institution name, the ACH Routing Number will pre-populate.

- b) 'Wire Only' will display only fields corresponding with Wires. Enter the recipient's account number, Wire Routing Number and address information.

Recipient Detail Account - New

Payment Types Allowed: ACH Only, Wire Only, ACH and Wire

Beneficiary Type: Domestic, International Remove this account

Account Detail

Account Type * [Account Type] Account * [Ex. 129398123] Financial Institution (FI) [Search by name or routing number...]

ACH Routing Number *

Beneficiary FI

Name * [] Country * [United States] Wire Routing Number * []

Address 1 * [] Address 2 [] City * []

State * [Select State] Postal Code * []

Receiving FI

Name [] Wire Routing Number []

Intermediary FI

Name [] Country [United States] Wire Routing Number []

Address 1 [] Address 2 [] City []

State [Select State] Postal Code []

* - Indicates required field

Cancel Save Recipient Add another account

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c) 'ACH and Wire' will display only fields corresponding with both ACH and Wires.

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

Add Sample

Recipient Detail **Account - New**

Payment Types Allowed: ACH Only, Wire Only, ACH and Wire

Beneficiary Type: Domestic, International Remove this account

Account Detail

Account Type * [Account Type] Account * [Ex. 129398123] Financial Institution (FI) [Search by name or routing number...]

ACH Routing Number *

Beneficiary FI

Name * [] Country * [United States] Wire Routing Number * []

Address 1 * [] Address 2 [] City * []

State * [Select State] Postal Code * []

Receiving FI

Name [] Wire Routing Number []

Intermediary FI

Name [] Country [United States] Wire Routing Number []

Address 1 [] Address 2 [] City []

State [Select State] Postal Code []

* - Indicates required field

Cancel Save Recipient Add another account



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