

# One Time Commercial Payments Guide

1. Select the 'Transfers & Payments' menu and then 'Commercial Payments'.

The screenshot shows the Santa Cruz County Bank website interface. At the top, there is a navigation bar with the bank's logo on the left and a user greeting 'Good Evening, John Smith' on the right. The main navigation menu includes 'Home', 'Transfers & Payments', 'Checks & Deposits', 'Information Reporting', 'Access & Security', 'Additional Services', 'CoBrowse Code', 'Preferences', 'Messages', and 'Log Off'. Below the navigation bar, the 'Transfers & Payments' section is displayed. It features a search bar and a grid of six transaction type options: 'Internal Transfers', 'Loan Payments', 'Commercial Payments', 'Recipients', 'Tax Payments', and 'Business Bill Pay'. A blue arrow points to the 'Commercial Payments' option, which is described as 'Add, schedule and manage ACH and Wire Payments'.

2. Select the desired transaction type within the 'New Payment' drop down menu.

## Payments Hub

The screenshot shows the 'Payments Hub' dropdown menu. At the top, there is a 'MAKE A PAYMENT' header. Below it is a 'New Payment' button. The dropdown menu lists the following transaction types: ACH, Wire, ACH Batch, Domestic Wire, ACH Collection, International Wire, and Payroll.

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3. Select the desired ACH Class Code.

**NOTE:** Payroll transactions will automatically default to an ACH Class Code of PPD.

4. Select the 'From Subsidiary'.

5. Select the offset 'Account'.

6. Select the 'Effective Date'.

7. **Optional:** Click 'Set schedule' to set up the wires as recurring transactions.

8. Select how often the transaction should repeat.

9. Designate when the transaction should stop.  
a. Click the 'Forever (Until I cancel)' to setup an indefinite recurrence.

b. Click the calendar and select a date to designate a specific date to stop the recurrence.

10. Click 'Save' to save the recurrence setup.

ACH Batch Change Type Upload From File

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Origination Details

SEC Code ⓘ ----Select a SEC Code----	From Subsidiary SCCB Test Commercial Business *****7777	Account Search by name or number
Effective Date [Calendar Icon]	Recurrence None	

Schedule Recurring Transaction

How often should this transaction repeat?

<input type="radio"/> 1st Of The Month	<input type="radio"/> Every Other Week
<input type="radio"/> Last Day Of The Month	<input type="radio"/> Monthly
<input type="radio"/> 1st & 15th Of The Month	<input type="radio"/> Quarterly
<input type="radio"/> 15th & Last Day Of The Month	<input type="radio"/> Semi-Annually
<input type="radio"/> Daily (Monday - Friday)	<input type="radio"/> Yearly
<input type="radio"/> Weekly	

When should this transaction stop?

On/Before Date [Calendar Icon]

After [ ] occurrence(s)

Forever (Until I Cancel)

When should this transaction stop?

On/Before Date [Calendar Icon]

After [ ]

Forever (Until I Ca

Format: mm/dd/yyyy

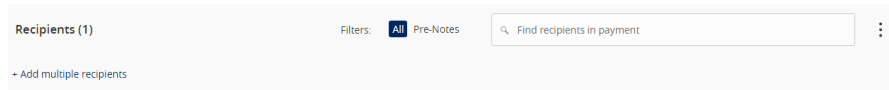
< November > < 2023 >

S	M	T	W	T	F	S
			1	TODAY 2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

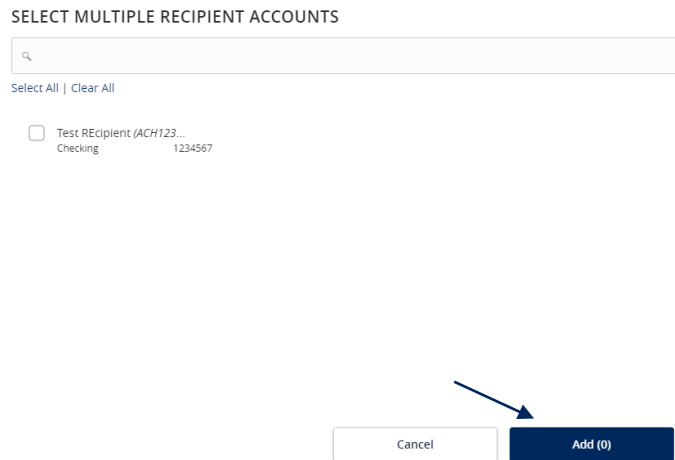


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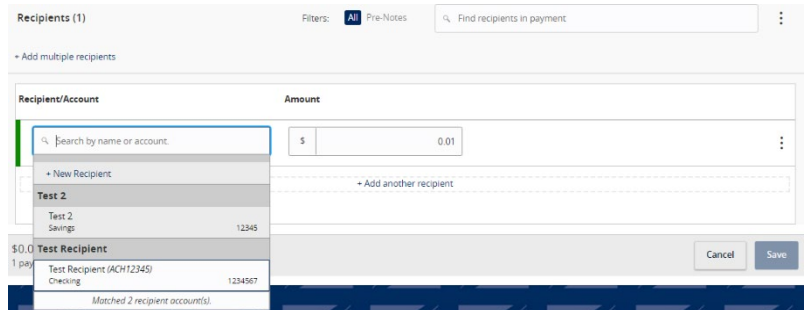
11. Click the '+Add multiple recipients' link to select multiple recipients at one time.



12. Select the desired recipients and click 'Add' when done.



13. Click the '+Add another recipient' link to add an individual wire transfer.



14. Select an existing recipient from the drop-down menu or select '+New Recipient' to create a new recipient.

**NOTE:** Reference the 'Recipient Management' setup document for information regarding the setup of a new recipient.

15. Review the information on the screen for accuracy and then select 'Approve' to authorize the wires or 'Draft' to only draft the transactions.

