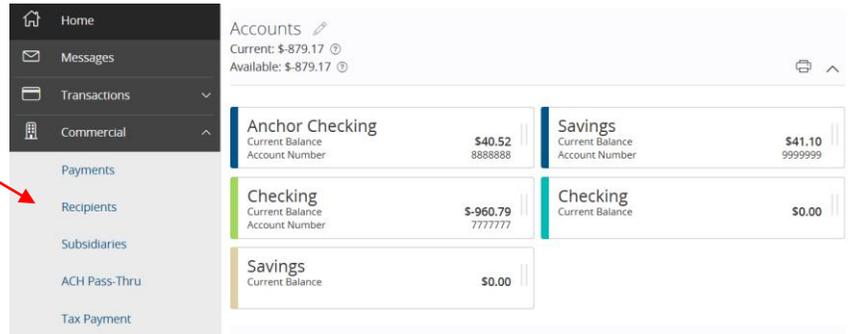


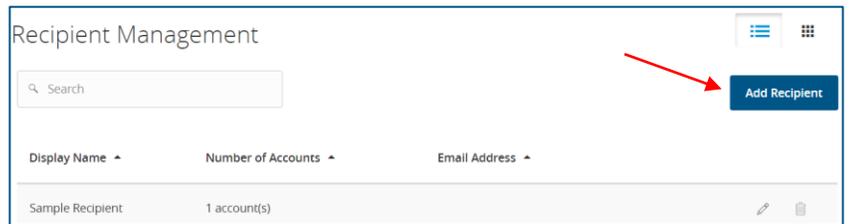
NOTE: A 'Recipient' is an individual or company which is either debited or credited via ACH or Wire.

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



Add Recipient

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



2. Enter 'Display Name', 'ACH Name' and 'Wire Name'. These can be the same.
3. Optional: Enter ACH ID which is the Recipient ID.

NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or Wire transaction is processed by Camden National Bank. The email message does not contain confidential information.

4. Address fields on the bottom half of the screen are the recipient's address. This is required for Wire Transfers.

5. Select 'Next' to add a recipient account.

Add Sample Recipient

Recipient Detail

Display Name *
Sample Recipient

ACH Name Wire Name
Sample ACH Name Sample Wire Name

ACH ID
123456789

Email Address *
sample@company.com

Send email notifications

Country
United States

Address 1 *
1234 Main Street

Address 2

City * State * ZIP *
Camden Maine 03901

* - Indicates required field

Cancel **Next**

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6. 'Payment Types Allowed' designates what transaction type(s) the account is eligible for.
 - 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.

The screenshot shows the 'Add Sample Recipient' form for a 'Checking - New' account. Under 'Payment Types Allowed', 'ACH Only' is selected. The 'Recipient Account Detail' section includes fields for 'Account Type' (set to 'Checking'), 'Account' (12345), and 'ACH Routing Number' (011201458). The 'Financial Institution (FI)' dropdown is set to 'CAMDEN NATIONAL BANK'. A note at the bottom states '* - Indicates required field'. Buttons for 'Cancel', 'Save Recipient', and 'Add another account' are visible.

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

The screenshot shows the 'Add Sample Recipient' form for a 'Checking - New' account. Under 'Payment Types Allowed', 'Wire Only' is selected. The 'Beneficiary Type' dropdown is set to 'Domestic'. The 'Recipient Account Detail' section includes fields for 'Account' (12345) and 'Financial Institution (FI)' (CAMDEN NATIONAL BANK). The 'Beneficiary Bank' section includes fields for 'Name' (CAMDEN NATIONAL BANK), 'Country' (United States), 'Wire Routing Number' (011201458), 'Address 1' (2 ELM ST), 'Address 2', 'City' (CAMDEN), 'State' (Maine), and 'Postal Code' (04843). A note at the bottom states '* - Indicates required field'.

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- c. 'ACH and Wire' will display only fields corresponding with both ACH and Wires. Complete the fields for both ACH and Wires in accordance to steps 6a and 6b.
- d. Select 'Add another account' to add an additional account or select 'Save Recipient' to complete the setup.

International Recipient

1. Select the 'Wire Only' under 'Payment Types Allowed'
2. Select 'International' under 'Beneficiary Type'.
3. Select 'SWIFT/BIC' under 'International Account Type'.
4. Enter the account number under the 'Account Detail' heading.

NOTE: The 'Financial Institution (FI)' field is for Domestic Wires only if applicable.

5. Enter the Beneficiary financial institution's name and country.
6. Enter the Beneficiary financial institution's IBAN or SWIFT/BIC code.
7. Enter the Receiving Bank's information if applicable.
8. Enter the Intermediary financial institution's information.

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

NOTE: Once the domestic or international recipient has been successfully setup, it will be listed on the Recipient Management page.

