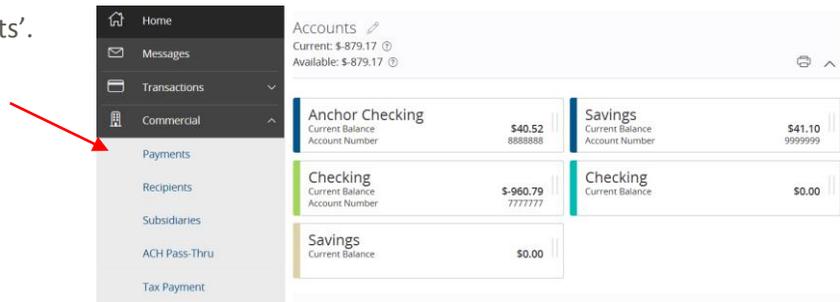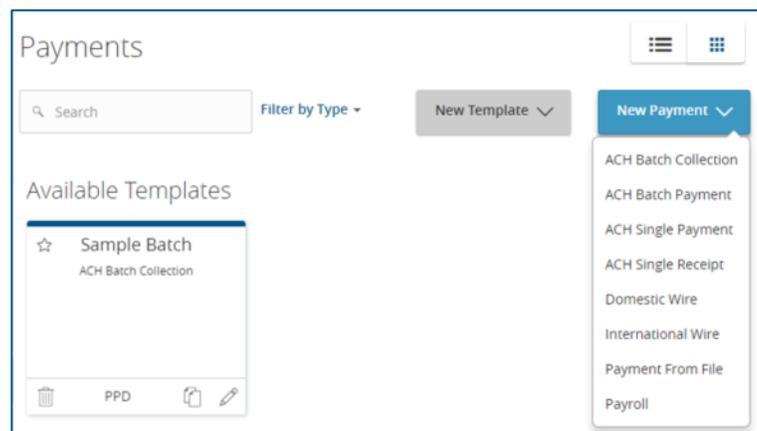1. Under the 'Commercial' tab, select 'Payments'.

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

3. Select the ACH Class Code
4. If the recipient has already been set up, select the corresponding recipient from the list and enter the amount. You can then skip to step 6.
5. If the recipient has not yet been set up, select the 'New Recipient' button. (Reference the Recipient Management Guide)
6. Optional: Enter the Company Entry Description. (A description of the entries contained within the batch)
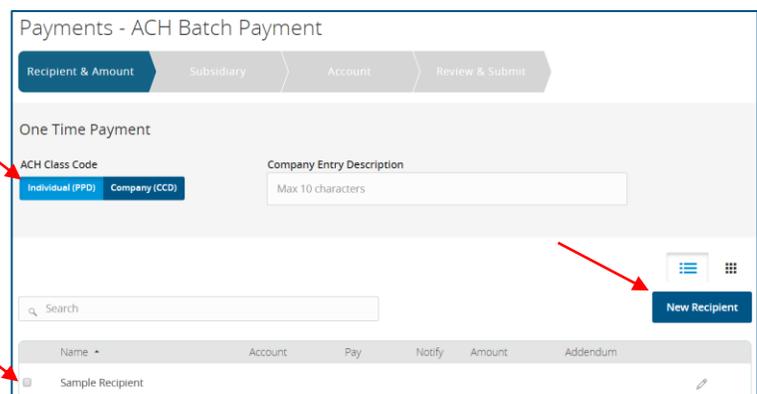
Questions? We can help!
Phone: 866-265-9195
Email: TreasuryManagement@CamdenNational.com
1

NOTE: This step will only appear for companies with more than one Tax ID.

7. Select the corresponding subsidiary to be used for the payment.
8. Select the 'Next' button at the bottom of the screen or the 'Account' step in the workflow ribbon at the top of the page to move to the next step once complete.

Payments - ACH Batch Payment

| Recipient & Amount | Subsidiary | Account | Review & Submit |

One Time Payment

ACH Class Code
Individual (PPD) - Change

Send payment as
Sample Company

Search | New Subsidiary

Name ▲	ACH/Wire	Tax ID ▲	
☐ TEST EFTPS	Wire & ACH	******4989	✎

Cancel | Next

9. Select the 'Next' button or the 'Account' option in the workflow ribbon at the top of the screen.
10. Select the corresponding offset account for this transaction.
11. Select the 'Next' button or the 'Review' option in the workflow ribbon at the top of the screen.

Payments - ACH Batch Payment

| Recipient & Amount | Subsidiary | Account | Review & Submit |

One Time Payment

ACH Class Code
Individual (PPD) - Change

Choose "From" Account

Search

	Account Name ▲	Account Type ▲	Account Number ▲	Balance ▲
☑	Anchor Checking	Checking	XXXXXX8888	$38.56
☐	Checking	Checking	XXXXXX7777	$39.48
☐	Checking	Checking	XXXXXX9899	$0.00

Cancel | Next

12. Enter the' Effective Date' of the transaction by clicking on the calendar icon and selecting a date. For one-time payments, skip to step 16.

NOTE: To create a recurring payment complete the following steps on the Review & Submit screen.

13. Click the 'Set schedule' option.

Effective Date
5/26/2017 📅

Recurrence
Set schedule

Selected Recipients

Name ▲	Account ▲	Pay	Notify	Amount ▲	Addendum
Sample Recipient	2002812709	Yes	No	$1.00	

* - Indicates required field

Cancel | Draft | Submit

Questions? We can help!
Phone: 866-265-9195
Email: TreasuryManagement@CamdenNational.com
2

Effective Date

6/30/2017

Recurrence

Set schedule

14. Select how often the transaction should repeat.

15. Designate when the transaction should stop (Perform option a or b)

   a. Repeat Forever

   b. Click in the calendar box

   c. Click 'Save' to complete the process.

Schedule Recurring Transaction ×

	July	2017	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
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	31					

Save

Schedule Recurring Transaction ×

How often should this transaction repeat?

○ 1st of the month   ○ Last day of the month

○ 1st & 15th of the month   ○ 15th & last day of the month

○ Weekly   ○ Every other week

○ Monthly   ○ Quarterly

○ Semi-annually   ○ Yearly

When should this transaction stop?

[   ]   ○ Repeat Forever

Save

16. Review the details on the screen for accuracy and select 'Submit' to Authorize the transaction or Draft to only draft the transaction.

Name ▲	Account ▲	Pay	Notify	Amount ▲	Addendum
Sample Recipient	2002812709	Yes	No	$1,000.00	

* - Indicates required field

Cancel   Draft   Submit