How to send an ACH via Template with Multiple Recipients

1. Go to **Treasury** tab→ Select the **Payments** tile	
2. Click the **three dots** to the right of the template to open a drop-down menu of options.	

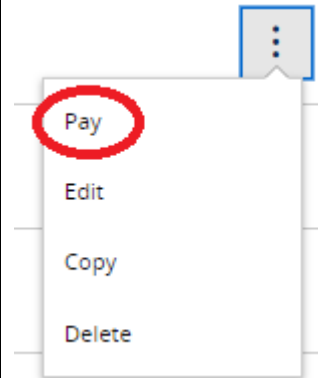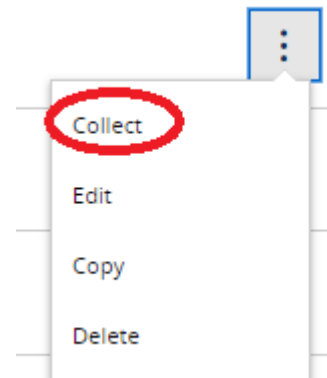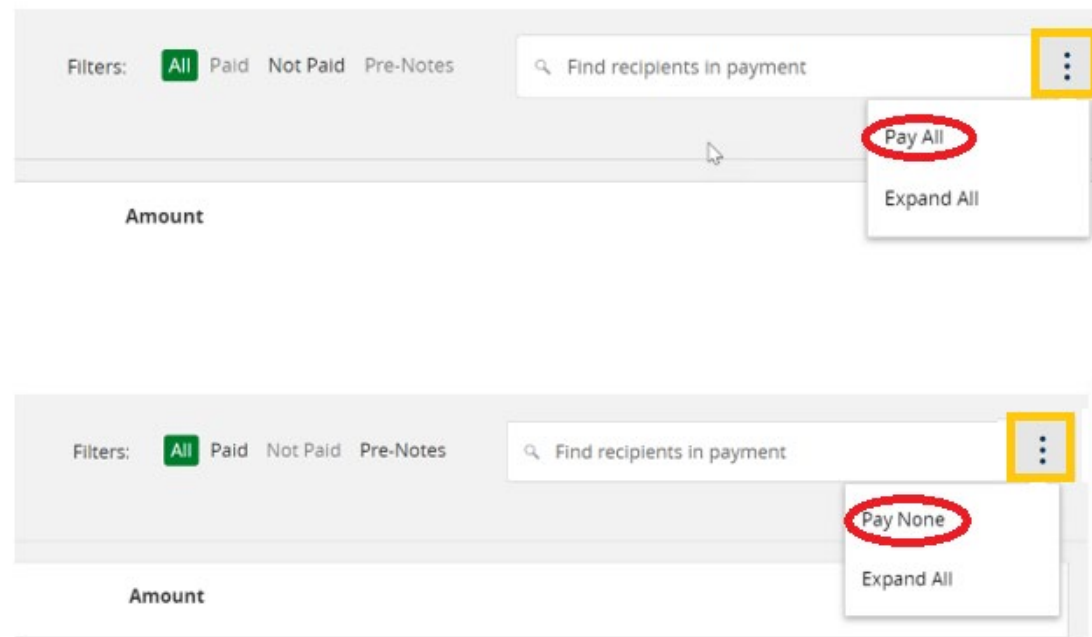|	
3. Depending on the template type: **a.** For **payment templates** click "pay", and *continue to steps 4-6.* **b**. For **collection templates** click "collect", and *continue to steps 8-11*.	**a.** **b.**
4. Choosing **Pay:** At the top of the template, you may Click the three dots to the right of the Find recipients box to select your starting point of **Pay All** (default) or **Pay None**.	

5. If **Pay All** is chosen, within the template list of recipients, add the amount to pay each recipient.	
6. If there are recipients you do not wish to pay in this file, Click the **three dots** to the right of that recipient and select **Do Not Pay** *(Do not leave the amount at $0 unless you intend for a Prenote to be sent to validate the receiver account.)*	

7. If **Pay None** was chosen, within the template list of recipients, Click the **three dots** to the right of the recipients you with to pay in this file and select **Pay.**	
8. Choosing **Collect:** At the top of the template, you may Click the three dots to the right of the Find recipients box to select your starting point of **Collect All** (default) or **Collect None**.	
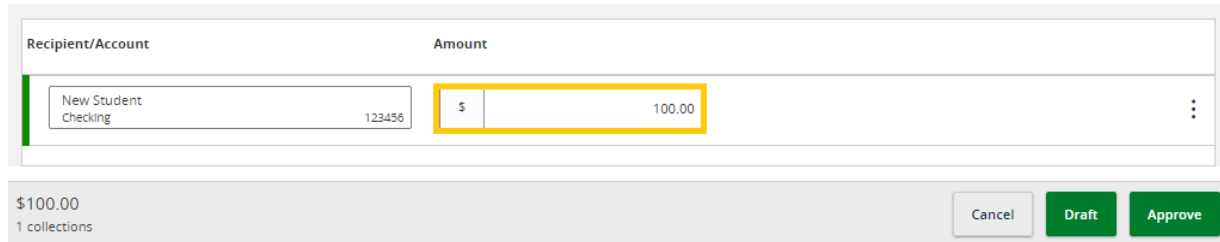
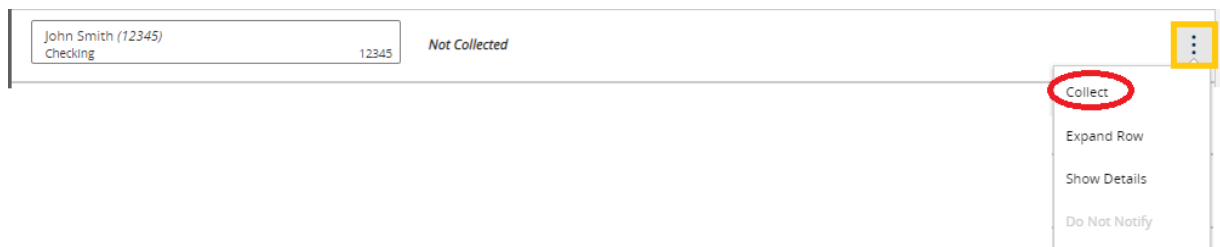|	
9. If **Collect All** is chosen, within the template list of recipients, add the amount to collect from each recipient.	
10. If there are recipients you do not wish to collect from in this file, Click the **three dots** to the right of that recipient and select **Do Not Collect** *(Do not leave the amount at $0 unless you intend for a Prenote to be sent to validate the receiver account.)*	
11. If **Collect None** was chosen, within the template list of recipients, Click the **three dots** to the right of the recipients you with to pay in this file and select **Pay.**	