# **ACH Recipients**

Please note, if you receive a request from a recipient to update their account information, please verify that request is legitimate before updating the recipient's account information





## MY JFG 📗

Good Morning, Kyle Kasbohm Last login 07/13/2023 at 10:57 AM

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9	Message Center		nome			÷	Credit Card Access	>	
•	Transactions ~		ACCOUNTS			:			
1	Cash Management ^		BUSINESS GROWTH CKG **3001	:	BUSINESS LINE OF CREDIT 6000	001			
	Payments		Available Balance Current Balance	<b>\$101.00</b> \$101.00	Current Balance Available Balance	<b>\$0.00</b> \$25,000.00			
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	Recipient Address Book	L	Current Balance	\$515.00		gc	oing to the <b>Recip</b>	vient A	ddress Book
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	Small Business Credit C		ASSET SUMMARY			M	enu.		
2	Transfers & Payments 🛛 🗸		1604		BUSINESS SAVINGS ****3002	Th	ne Recipient Ado	dress E	Book is where
)	Locations & ATMs				Available Balance	ус	our ACH and Wi	re Rec	ipients are
	Services ~		\$616 Total Assets		Current Balance View Transactions	sa	ved. This guide	will sp	ecifically walk
)	Help ~		84%			Ple	ease see separat	te guic	le on building
3	Settings $\lor$				< Previous	W	'ire recipients, if	neede	ed.
<del>}</del>	Log Off								

	MYJFG I Good Morning, Kyle Kasbo								
	f} ≀ ⊳®,	Home		Recipients					
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	F	Payments		Name 🔺	Email Address 🗠	Number of	Accounts 🔺	Actions	
		DepositPartner - SSO		Calvin Klein Inc			1	:	
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9 Message Center	Add Joey Tribbiani							
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← Transactions ∨	Joey Tribbiani	joey@daysofourlives.com	paymen	its				
Cash Management ^	Accounts (1)		-	+ Add account				
Payments								
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ITransfers & Payments ∨	Select Account Type 🗸 🗸			<b>Email Address</b> Optional field Var				
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	Search by name or routing #.			for payment notifications to be sent				
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? Help ~	Name *	Country *	FI ABA Nun	checkbox for "Send email notification				
ôc Settings ~		United States 🗸 🗸		for template payments" you're askin				
Log Off	Address 1	Address 2	City	the system to send emails by defaul				
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<b>⊠</b> 9	Message Center	Display Name	*	Email Address				
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्रि	Settings	~	Wire ABA Number ACH ABA Number	226077079 226077079			After selecting	g the FI from the		
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67	Home		Add Joey Tribbiani						
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Merchant Services			Account - New ACH and Wire	2			N/A	Click the <b>Check</b>	<b>Mark</b> to save the
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Message Center					
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Small Business Cred	t C Wire Name 💿		ACH Name * 💿	ACH ID 💿	if you are setting up an employ
Transfers & Paymen	s ~				for payroll and the employee
O Locations & ATMs	Country		Address 1	Address 2	wants the payroll to be split
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Services	City		State	ZIP	
? Help	~		Select State	$\sim$	Adding an additional account w
දිූි Settings	لى Templates (0)				follow the same steps as adding the original account.
					8

Good Morning, Kyle Kasbohm

## MY JFG 📗

Fill in the **Recipient Details**.

ACH Name: The name by which the recipient is known to its bank. AKA the Account Title or Account Name.

ACH ID: Optional Field. Can be used for an internal reference number if desired (for example, a Vendor Number).

**Address**: Not required for ACH Only recipients.

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Help

Settings

Log Off

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#### Add Joey Tribbiani Display Name \* Email Address Send email notifications for template Joey Tribbiani joey@daysofourlives.com payments + Add account ^ Accounts (1) Payment Type Financial Institution (FI) Routing Number Account Checking - \*5309 ACH Only 226077079 **Recipient Details** ACH Name \* 💿 ACH ID ③ Wire Name 💿 Joseph Tribbiani DrakeR Country Address 1 Address 2 $\sim$ United States City State ZIP ••••] Select State $\sim$ Templates (0) Cancel Save Recipient

# MY JFG 🛽

Good Morning, Kyle Kasbohm

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	Recipient Address Book				added to. Templates will be bla	
	Positive Pay	Recipient Details			when you first set the recipien	
	Small Business Credit C	Wire Name ③	ACH Name * 💿	ACH ID 📀	For information on Templates,	
5	Transfers & Payments V		Joseph Tribbiani 🗾	DrakeR	please see separate ACH	
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?	Help ~		Select State $\checkmark$	L	-	
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⊠ <sup>9</sup> M	Home Message Center		Recip ×	
≓ T	ransactions	~	New I Recipient Saved	Search recipients
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P.	PepositPartner - SSO			Number of Accounts Actions
N	Merchant Services		Calvin F	1 :
R	Recipient Address Book		Central Perk	
P	Positive Pay		Joey Tribbiani ( <i>DrakeR</i> ) joey@daysofourlives.com	You will receive a confirmation that the recipient has been
s	Small Business Credit C		Monica Geller splehn@johnsonfinancialgroup.com	saved. Click <b>Close</b>
5 T	Fransfers & Payments	~		
© L	ocations & ATMs		Rachel Green saraheplehn@gmail.com	1
S S	Services	~		
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G+ u	.og Off			

MY JFG 🔳		Good Morning, Kyle Kasbohm					
<ul> <li>→ Home</li> <li>→ Message Center</li> </ul>	Recipients	You can <b>Edit</b> , <b>Delete</b> , or View <b>Payment</b> <b>History</b> of existing Recipients by clicking the <b>Kabob Menu</b> on the					
← Transactions ∨ ∭ Cash Management ∧	New Recipient	recipient's tile.					
Payments	Name 🔺 Email Address 🔺	PLEASE NOTE: if you receive a request from a recipient to update their account					
DepositPartner - SSO Merchant Services	Calvin Klein Inc	information, please verify that request is legitimate before making any					
Recipient Address Book	Central Perk	updates.					
Positive Pay	Joey Tribbiani ( <i>DrakeR</i> ) joey@daysofourlives.com	Click to view recipient Joey Tribbiant actions					
Transfers & Payments V	Monica Geller	Edit Delete					
Locations & ATMs	Rachel Green	Payment History					
Image: Services   V     Image: Services   V     Image: Help   V							
{숫} Settings ~							

# Thank You

Additional Resources and Support

For additional resources, including "how-to" guides, please visit our online Client Resources page at https://www.johnsonfinancialgroup.com/business/cas h-management/client-resources/

If further support is needed, please call our Johnson Customer Support Center at 888.769.3796 (option 1, then option 2), send a message in the MyJFG Message Center to "MyJFG Business – Cash Mgmt Solutions" or by email at <u>myjfgbusiness@johnsonfinancialgroup.com</u>.

JohnsonFinancialGroup.com

