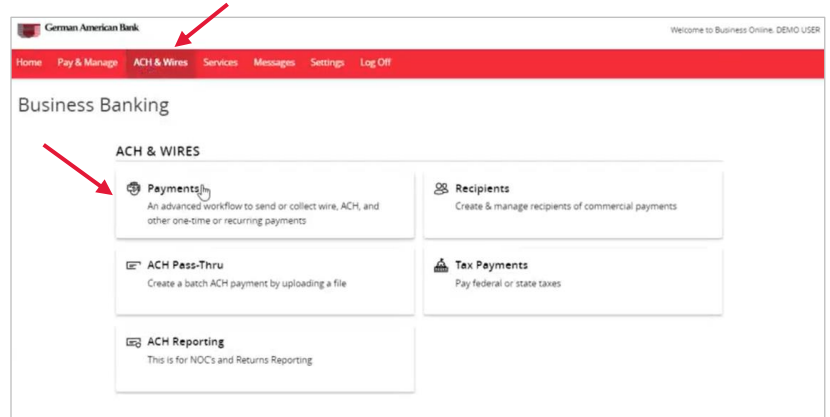**German American Bank**

NOTE: A Commercial Template allows you to save payment information that can be accessed in the future.
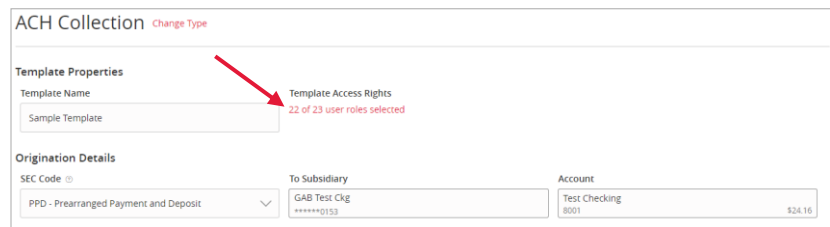
1. Select the 'ACH & Wires' menu and then select the 'Payments' tile.

2. Select 'New Template' and the desired payment type.

3. Click the link below 'Template Access Rights'.

German American Bank

4. Select the User Role(s) who should have access to the template.

   NOTE: A User Role will appear as greyed out if the feature allowing access to all templates is enabled. This overrides the ability to remove template access from the corresponding User Role.

   SELECT USER ROLE(S)

   Select All | Deselect All

   ☑ Alicia Berry   ☑ Kelly Reisinger   ☑ Jean Emery

   ☑ Catherine Humbert   ☑ Chris LeBeau   ☑ Rhonda Hopf

5. Designate a 'Template Name'.

6. Select an 'SEC Code'.

7. Select a 'Subsidiary'.

8. Select an offset 'Account'.

   ACH Collection Change Type

   Template Properties

   Template Name — Sample Template

   Template Access Rights — 22 of 23 user roles selected

   Origination Details

   SEC Code — PPD - Prearranged Payment and Deposit

   To Subsidiary — GAB Test Ckg ******0153

   Account — Test Checking 8001 $24.16

9. Click the '+Add multiple recipients' link to add multiple recipients to the template.

   Recipients (1)   Filters: **All** Pre-Notes

   + Add multiple recipients

10. Select the desired recipients and click the 'Add' button when done.

    SELECT MULTIPLE RECIPIENT ACCOUNTS

    Select All | Clear All

    ☐ 1111111111111 (111...   ☐ Alicia Berry   ☐ chris test
      Checking   4737986634   Checking   112233   Checking   1122

    ☐ ACH Recipient   ☐ Alicia Berry   ☐ chris test
      Checking   123456789   Checking   112233   Checking   1122

    Cancel   **Add (4)**

We're here to help. Treasury Support: 800-482-1314
treasurysupport@germanamerican.com

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11. Enter a dollar amount for each linked recipient.

NOTE: The amount may be left as $0.00 if a pre-note needs to be sent out, or if the amount will differ from file to file.

12. Review the information on the screen for accuracy and then select 'Save'.