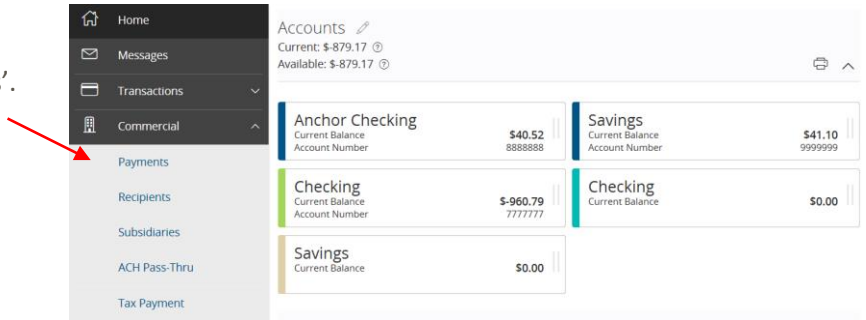
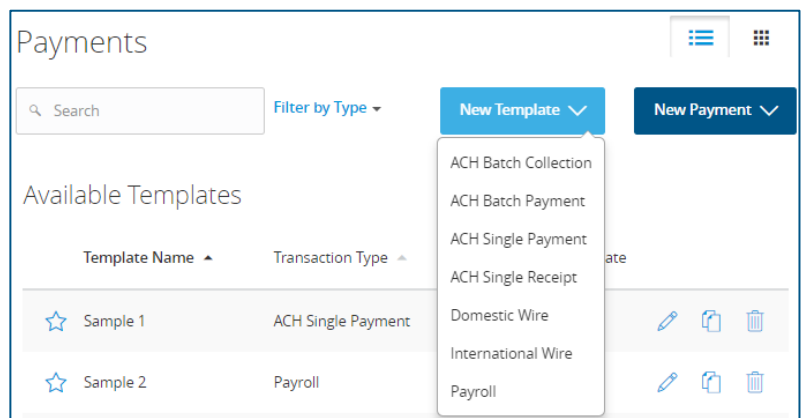


### ACH Template Creation

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

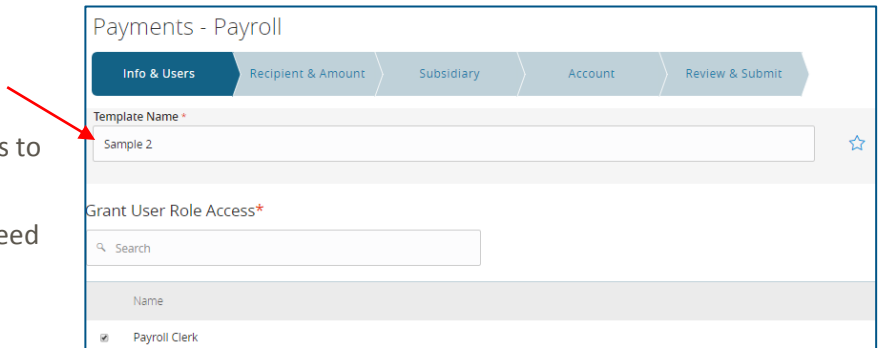


2. Select 'New Template' and your desired payment type from the dropdown.



### Info & Users

3. Enter your desired template name.
4. Check the user role(s) who should have access to this template.
5. Select 'Recipient & Amount' or 'Next' to proceed to the 'Recipient & Amount' screen once complete.



Questions? We can help!

Phone: 866-265-9195

Email: [TreasuryManagement@CamdenNational.com](mailto:TreasuryManagement@CamdenNational.com)

**Account**

6. Select the corresponding offset account for the commercial payment.
7. Select the 'Next' button at the bottom of the screen or the 'Review & Submit' step in the workflow ribbon at the top of the page to move to the next step once complete.

Payments - ACH Batch Collection

Info & Users | Recipient & Amount | Subsidiary | **Account** | Review & Submit

Template Name:  
Sample Batch

ACH Class Code  
Individual (PPD) - Change

Choose "To" Account

Search

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Anchor Checking	Checking	XXXXXX8888	\$41.04
<input type="checkbox"/> Checking	Checking	XXXXXX7777	\$40.49
<input type="checkbox"/> Checking	Checking	XXXXXX9899	\$0.00

**Review & Submit**

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

**NOTE:** The newly created template will now be listed on the 'Payments' page for future use. Click on the pencil icon to utilize.

Selected Recipients

Name	Account	Pay	Notify	Amount	Addendum
Sample Recipient	2002812709	Yes	No	\$125.00	

\* - Indicates required field

Cancel Save Draft Submit

**ACH Payment Creation from Template**

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

Home | Messages | Transactions | Commercial | **Payments** | Recipients

Payments

Search | Filter by Type | New Template | New Payment

Available Templates

- Sample Batch (ACH Batch Collection)

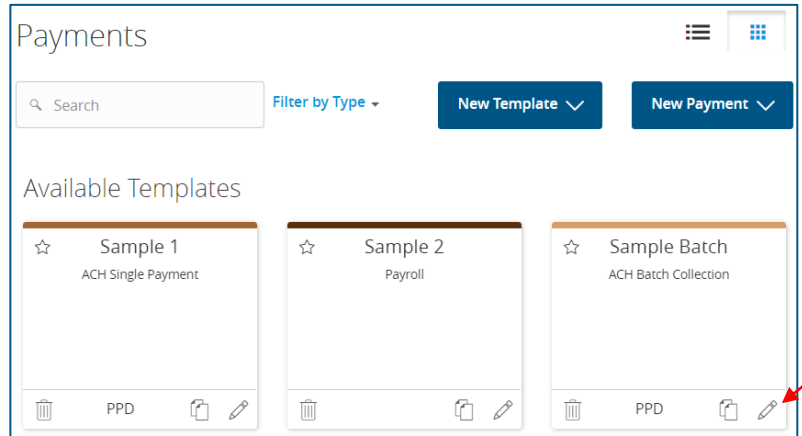
ACH Batch Collection  
ACH Batch Payment  
ACH Single Payment  
ACH Single Receipt  
Domestic Wire  
International Wire  
Payroll

Questions? We can help!

Phone: 866-265-9195

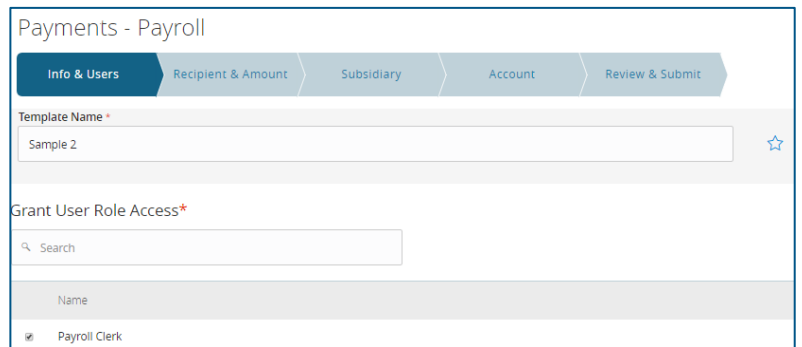
Email: [TreasuryManagement@CamdenNational.com](mailto:TreasuryManagement@CamdenNational.com)

2. Select the pencil icon for the existing template to open.



**Info & Users**

3. Select the 'Next' button at the bottom of the screen or "Recipient & Amount" step in the workflow ribbon at the top of the page to move to the next step.



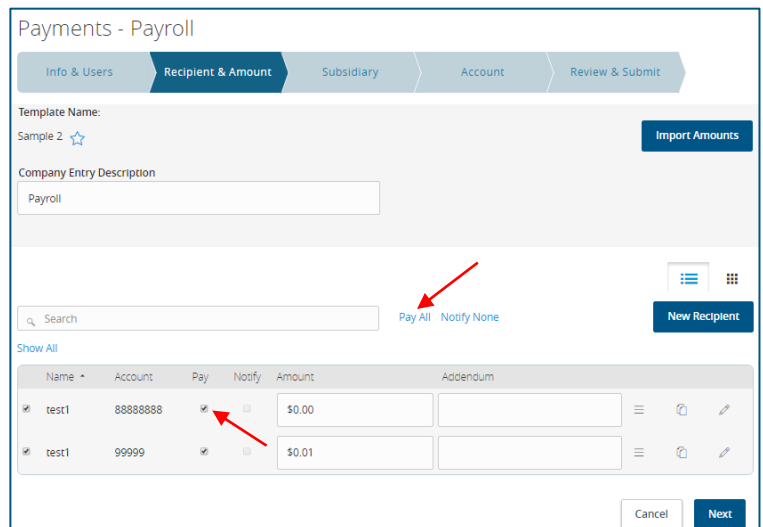
**Recipient & Amount**

4. Select the 'Pay' box to include the recipient in the payment file.

**NOTE:** If there are multiple recipients attached to the template, select 'Pay All' to select all recipients attached to the template.

5. Enter the dollar amount for each recipient selected for payment.
6. Select the 'Next' button at the bottom of the screen or "Subsidiary" step in the workflow ribbon at the top of the page to move to the next step once complete.

**NOTE:** Click 'Notify None' if you would not like to notify any recipients of the transaction being generated.



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**Subsidiary**

**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 - Payroll

Info & Users Recipient & Amount **Subsidiary** Account Review & Submit

Template Name:  
Sample 2 ☆

Send payment as  
TEST EFTPS

Search

Name	ACH/Wire	Tax ID
TEST EFTPS	Wire & ACH	*****4989

Cancel Next

**Account**

9. Select your desired offset account.
10. Select the 'Next' button at the bottom of the screen or the 'Review & Submit' step in the workflow ribbon at the top of the page to move to the next step once complete.

Payments - Payroll

Info & Users Recipient & Amount Subsidiary **Account** Review & Submit

Template Name:  
Sample 2 ☆

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
Anchor Checking	Checking	XXXXXX8888	\$41.04
Checking	Checking	XXXXXX7777	\$40.49
Checking	Checking	XXXXXX9899	\$0.00

Cancel Next

**Review & Submit**

11. Enter an Effective Date and select 'Submit' to Authorize the transaction or 'Draft' to only draft the transaction.

Total Amount: \$10.55 to 1 recipient

From Account: Checking XXXXXX7777 \$40.49

Effective Date: 5/31/2017

Recurrence: Set schedule

Selected Recipients

Name	Account	Pay	Notify	Amount	Addendum
test1	88888888	Yes	No	\$10.55	

\* - Indicates required field

Cancel Save Draft Submit

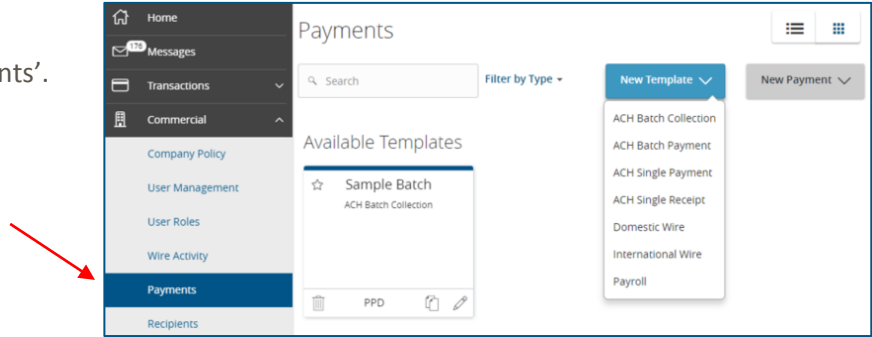
Questions? We can help!

Phone: 866-265-9195

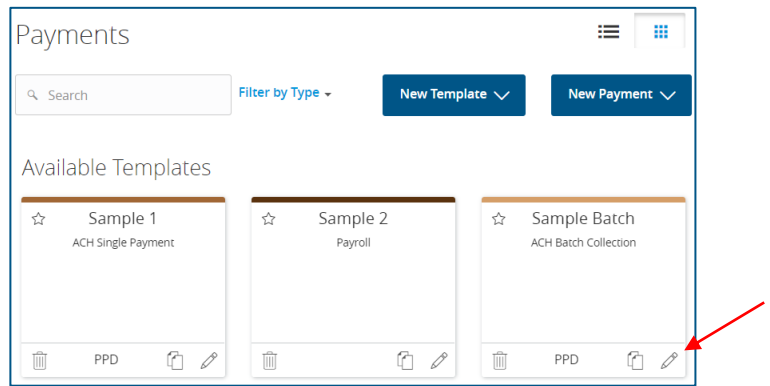
Email: [TreasuryManagement@CamdenNational.com](mailto:TreasuryManagement@CamdenNational.com)

### Edit Existing Template

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

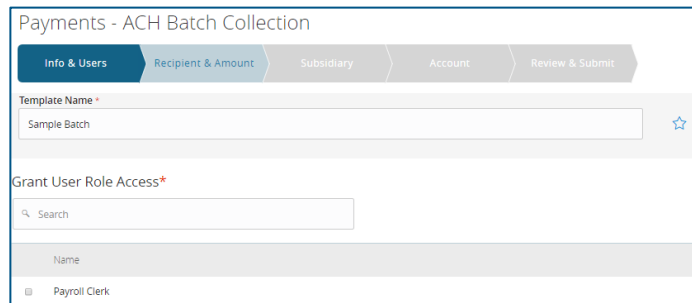


2. Select the pencil icon for the existing template to open.



### Info & Users

3. Modify existing template name. (Optional)
4. Select the 'Next' button at the bottom of the screen or the 'Recipient & Amount' step in the workflow ribbon at the top of the page to move to the next step once complete.



### Recipient & Amount

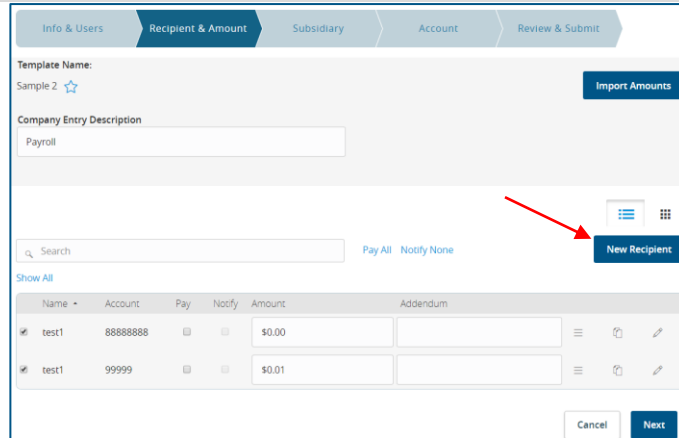
5. Select 'Show All' to view recipients available to be linked to the template.
6. Place a checkmark next to recipients to be added or uncheck the box to remove recipients.

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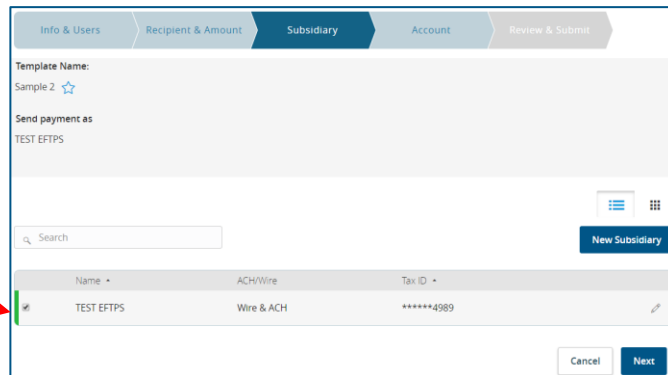
7. Select 'New Recipient' to add a recipient if it has not yet been created. (Optional)
8. Select the 'Next' button at the bottom of the screen or the 'Subsidiary' step in the workflow ribbon at the top of the page to move to the next step once complete.



### Subsidiary

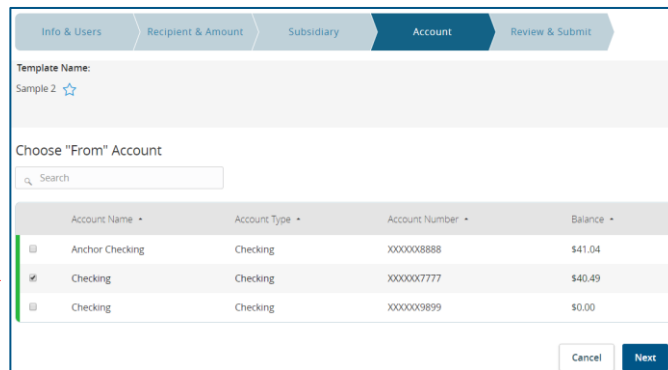
**NOTE:** This step will only appear for companies with more than one Tax ID.

9. Select the corresponding subsidiary to be used for the payment.
10. 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.



### Account

11. Select the desired offset account.
12. Select the 'Next' button at the bottom of the screen or the 'Review & Submit' step in the workflow ribbon at the top of the page to move to the next step once complete.



### Review & Submit

13. Select 'Save' to update the template.

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