

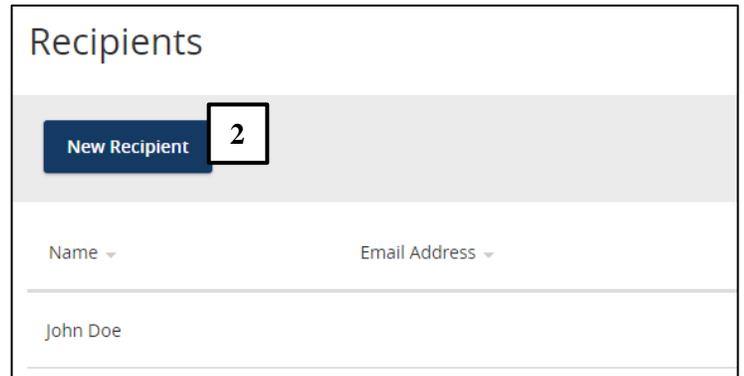
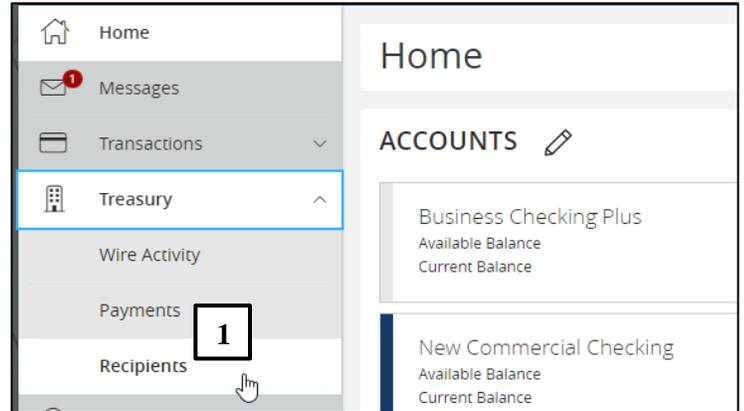
Please note, a Recipient is an individual or company which is either debited or credited via ACH or Wire.

1. Select the **Treasury** menu and then select **Recipients**.

New Recipient

2. Click the **New Recipient** button.
3. Enter the **Display Name** and **Email Address**.

Please note, **Send e-mail notifications** generates an email to the recipient at the time the ACH or Wire transaction is processed by Susser Bank. The email message does not contain confidential information.



4. Select the **Payment Type** which designates the transaction type(s) for which the account is eligible.

- Payment Type ACH and Wire** displays fields corresponding with both ACH and Wires. Complete all required fields designated with an asterisk.
- Payment Type ACH Only** displays fields corresponding with only ACH. Complete all required fields designated with an asterisk.
- Payment Type Wire Only** displays fields corresponding with only Wires. Complete all required fields designated with an asterisk.

5. Click the **check mark** when the account setup is complete.

6. Select **Add Account** to add an additional account or select **Save Recipient** to complete the setup.

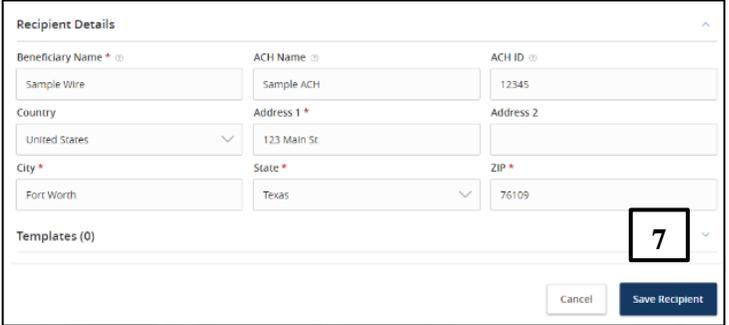


Display Name * Email Address * Send payment notifications for template payments 6 [+ Add account](#)

Accounts (1)

7. Complete all required fields in the **Recipient Details** section and click **Save Recipient**.

Please note, address fields within Recipient Details are for the recipient's address. This is required for Wire Transfers.



Recipient Details

Beneficiary Name * ACH Name ACH ID

Country Address 1 * Address 2

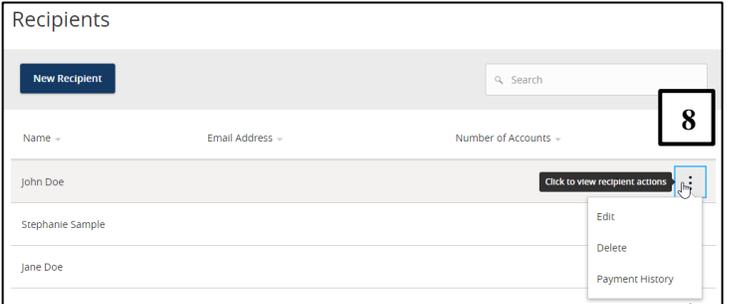
City * State * ZIP *

Templates (0) 7

[Cancel](#) [Save Recipient](#)

Existing Recipient

8. Click the **Actions** icon next to an existing recipient to display available options.
 - a. Edit the recipient.
 - b. Delete the recipient.
 - c. View online payment history for which the recipient was linked.



Recipients

[New Recipient](#)

Name	Email Address	Number of Accounts	Actions
John Doe			Click to view recipient actions
Stephanie Sample			Edit
Jane Doe			Delete
			Payment History