

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



Click an account tile to view details and transaction history.

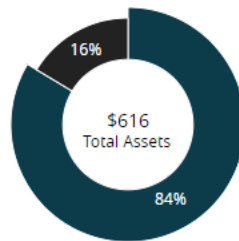
- Home
- Message Center
- Transactions
- Cash Management**
- Payments
- DepositPartner - SSO
- Merchant Services
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- Positive Pay
- Small Business Credit C...
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- Help
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Home

ACCOUNTS

<p>BUSINESS GROWTH CKG **3001</p> <p>Available Balance \$101.00</p> <p>Current Balance \$101.00</p>	<p>BUSINESS LINE OF CREDIT 600001</p> <p>Current Balance \$0.00</p> <p>Available Balance \$25,000.00</p>
<p>BUSINESS SAVINGS **3002</p> <p>Available Balance \$515.00</p> <p>Current Balance \$515.00</p>	

ASSET SUMMARY













BUSINESS SAVINGS
****3002

Available Balance
Current Balance
View Transactions

- Transfer Money >
- Credit Card Access >

To build an ACH Recipient, start by going to the **Recipient Address Book** found under the **Cash Management** Menu.

The Recipient Address Book is where your ACH and Wire Recipients are saved. This guide will specifically walk you through building an ACH Recipient. Please see separate guide on building Wire recipients, if needed.











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Recipients

New Recipient

Name	Email Address	Number of Accounts	Actions
Calvin Klein Inc		1	⋮
Central Perk		1	⋮
Monica Geller			
Rachel Green			

Click on New Recipient to create a recipient

-  Home
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Add Joey Tribbiani

Display Name *

Email Address

Send email notifications for template payments

Accounts (1) + Add account

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type:

Beneficiary Type:

Account Type *:

Account *:

Financial Institution (FI) Refined Search

ACH Routing Number *:

Beneficiary FI

Name *:

Country *:

FI ABA Num:

Address 1:

Address 2:

City:

State:

Postal Code:

Receiving FI

Name:

Wire Routing Number:

Fill in the fields at the top of the page.

Display Name: The name that will appear for this recipient within MyJFG.

Email Address: Optional field. You can choose to use an email address for payment notifications to be sent to the recipient. By clicking the checkbox for "Send email notification for template payments" you're asking the system to send emails by default.

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Add Joey Tribbiani

Display Name *

Joey Tribbiani

Email Address

joey@daysofourlives.com

Send email notifications for template payments

Accounts (1)

+ Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type

ACH and Wire

ACH Only

Wire Only

ACH and Wire

Beneficiary Type

Domestic

Account *

Financial Institution (FI) Refined Search

ACH Routing Number *

Search by name or routing #.

Beneficiary FI ⓘ

Name *

Country *

FI ABA Number *

Address 1

Address 2

City

State











Postal Code

Receiving FI ⓘ

Name

Wire Routing Number

From the **Payment Type** dropdown menu, select **ACH Only**

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-  Log Off

Add Joey Tribbiani

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Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type

Account Type *
Account *

Financial Institution (FI) **ACH Routing Number ***

Select the Account Type (checking or savings) and enter the **Account Number** of the recipient.

Recipient Details

Wire Name *
ACH Name *
ACH ID

Country
Address 1 *
Address 2

City *
State *
ZIP *

- Home
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Add Joey Tribbiani

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[+ Add account](#)

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type

Account Type *
Account *

Financial Institution (FI)
ACH Routing Number *

ACTORS FCU
 165 W 46th St, 14th Flr New York NY, 10036
 Wire ABA Number 226077079
 ACH ABA Number **226077079**

Recipient Details

Wire Name *
ACH Name *
ACH ID

Country
Address 1 *
Address 2

City *
State *
ZIP *

You can search for the Beneficiary Financial Institution by name or routing number. **Select the correct Financial Institution (FI).**

Please note, if you search by name, some FI's have multiple routing numbers. Please ensure you are selecting the correct routing number.

After selecting the FI from the search box, the ACH Routing Number field will automatically fill in with that routing number.

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Add Joey Tribbiani

Display Name * Email Address Send email notifications for template payments

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type

Account Type * Account *

Financial Institution (FI) Refined Search ACH Routing Number *

Click the **Check Mark** to save the account information for the recipient

Recipient Details ^

Wire Name * ACH Name * ACH ID

Country Address 1 * Address 2

City * State * ZIP *

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Add Joey Tribbiani

Display Name * Email Address Send email notifications for template payments

+ Add account ^

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *5309	ACH Only		226077079

Recipient Details

Wire Name ACH Name * ACH ID

Country Address 1 Address 2

City State ZIP

Templates (0)

You can **+Add account** to add more than one account for the recipient, if needed. For example, if you are setting up an employee for payroll and the employee wants the payroll to be split between Savings and Checking.

Adding an additional account will follow the same steps as adding the original account.

Add Joey Tribbiani

Display Name *

Joey Tribbiani

Email Address

joey@daysofourlives.com

Send email notifications for template payments

Accounts (1)

+ Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *5309	ACH Only		226077079

Recipient Details

Wire Name ⓘ

ACH Name * ⓘ

ACH ID ⓘ

Joseph Tribbiani

DrakeR

Country

United States

Address 1

Address 2

City

State

Select State

ZIP

Templates (0)

Cancel

Save Recipient

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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Display Name * Email Address Send email notifications for template payments

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *5309	ACH Only		226077079

Recipient Details

Wire Name ACH Name * ACH ID

Country Address 1 Address 2

City State ZIP

Templates (0)

Templates will show which templates this recipient has been added to. Templates will be blank when you first set the recipient up. For information on Templates, please see separate ACH Payments using Templates guide.

Click Save Recipient when you are finished.

The screenshot shows the MYJFG Recipient Address Book interface. A confirmation dialog box is centered on the screen, displaying a green checkmark icon and the text "Recipient Saved" and "Recipient Joey Tribbiani has been successfully saved." Below the text is a blue "Close" button. The background interface includes a sidebar menu with options like Home, Message Center, Transactions, Cash Management, Payments, DepositPartner - SSO, Merchant Services, Recipient Address Book (highlighted), Positive Pay, Small Business Credit C..., Transfers & Payments, Locations & ATMs, Services, Help, Settings, and Log Off. The main content area shows a table of recipients with columns for Name, Email, and Actions.

Search recipients		Number of Accounts	Actions
Calvin K		1	⋮
Central Perk			
Joey Tribbiani (<i>DrakeR</i>)	joey@daysofourlives.com		
Monica Geller	splehn@johnsonfinancialgroup.com		
Rachel Green	saraheplehn@gmail.com	1	⋮

You will receive a confirmation that the recipient has been saved. Click **Close**

The screenshot shows the 'Recipients' page in the MYJFG system. On the left is a navigation menu with options like Home, Message Center, Transactions, Cash Management, Payments, DepositPartner - SSO, Merchant Services, Recipient Address Book (highlighted), Positive Pay, Small Business Credit C..., Transfers & Payments, Locations & ATMs, Services, Help, Settings, and Log Off. The main content area is titled 'Recipients' and features a 'New Recipient' button and a search icon. Below is a table of recipients:

Name	Email Address	Actions
Calvin Klein Inc		
Central Perk		
Joey Tribbiani (<i>DrakeR</i>)	joey@daysofourlives.com	Click to view recipient Joey Tribbiani actions
Monica Geller		
Rachel Green		

A callout box for the 'Joey Tribbiani' row shows a 'Kabob Menu' with the following options: Edit, Delete, and Payment History.

You can **Edit, Delete, or View Payment History** of existing Recipients by clicking the **Kabob Menu** on the recipient's tile.

PLEASE NOTE: if you receive a request from a recipient to update their account information, please verify that request is legitimate before making any updates.

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/cash-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 myjfgbusiness@johnsonfinancialgroup.com.

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

