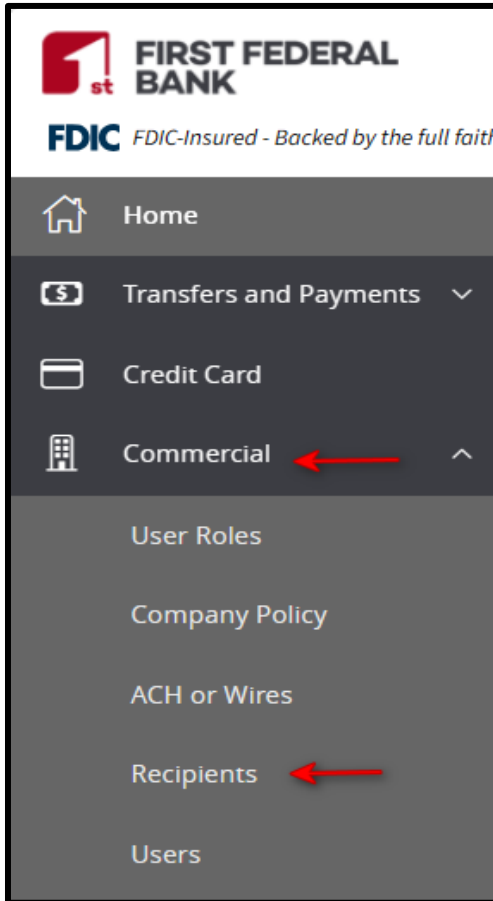
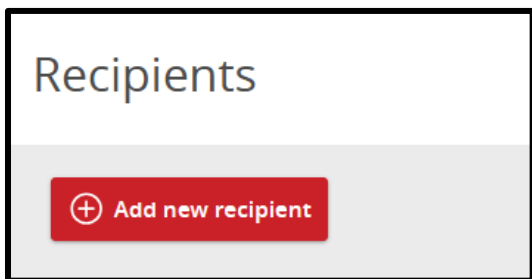


How to Add Recipients

1. Click **Commercial**, then click **Recipients**.



2. Click the red **Add New Recipient** box.



3. Enter all required information marked with an asterisk (*), then click the red checkmark.
(The required information will vary based on the payment type selected.)

4. If the recipient has more than one account, click **Add Account** and repeat the applicable steps for each additional account.

5. When all information has been entered, click **Save Recipient**.

6. Repeat these steps to add additional recipients.