Welcome to Business Online Banking

Making Payments using Templates

Bank of Hope®

Bankers. Experts. Neighbors.

Home   **Payments & Transfers**   Reports   Services   Settings   Contact Us   Log Off

Payments & Transfers

PAYMENTS & TRANSFERS

Business Billpay
Linkout to Business Billpay

Loan Payments
Submit a Loan Payment

Payments
An advanced workflow to send or collect wire, ACH, and other one-time or recurring payments

Transfer Funds
Transfer between accounts

To create a new Template, click on Payments under the Transfer & Payments menu

Tax Payments
Pay federal or state taxes

ACCOUNT MANAGEMENT
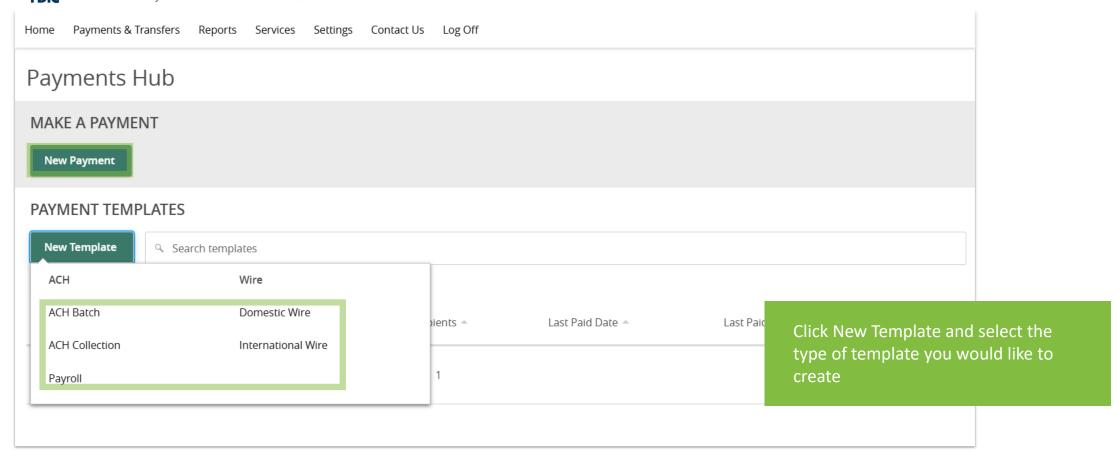
Billpay Administration
Manage users and payment accounts for Business Billpay

Online Banking Activity
View & manage single and recurring transactions and mobile deposits

Home   Payments & Transfers   Reports   Services   Settings   Contact Us   Log Off

Payments Hub

MAKE A PAYMENT

New Payment

PAYMENT TEMPLATES

New Template   🔍 Search templates

ACH	Wire
ACH Batch	Domestic Wire
ACH Collection	International Wire
Payroll	

...pients ▲   Last Paid Date ▲   Last Paid

1

Click New Template and select the type of template you would like to create

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Home   Payments & Transfers   Reports   Services   Settings   Contact Us   Log Off

ACH Batch   Change Type

Template Properties

Template Name   Template Access Rights

                                 1 of 3 user roles selected

Give your Template a name, and
select which users have access.

Origination Details

SEC Code ⑦   From Subsidiary   Account

----Select a SEC Code----   🔍 Search by name   🔍 Search by name or number

Recipients ①   ⊕ Add multiple recipients   🔍 Find recipients in payment   Expand All

Filters: Pre-Notes

Recipient/Account	Amount	
🔍 Search by name or account.	$ 0.00	⋮

Addenda (optional)   ⌄

SELECT USER ROLE(S)

Select All | Deselect All

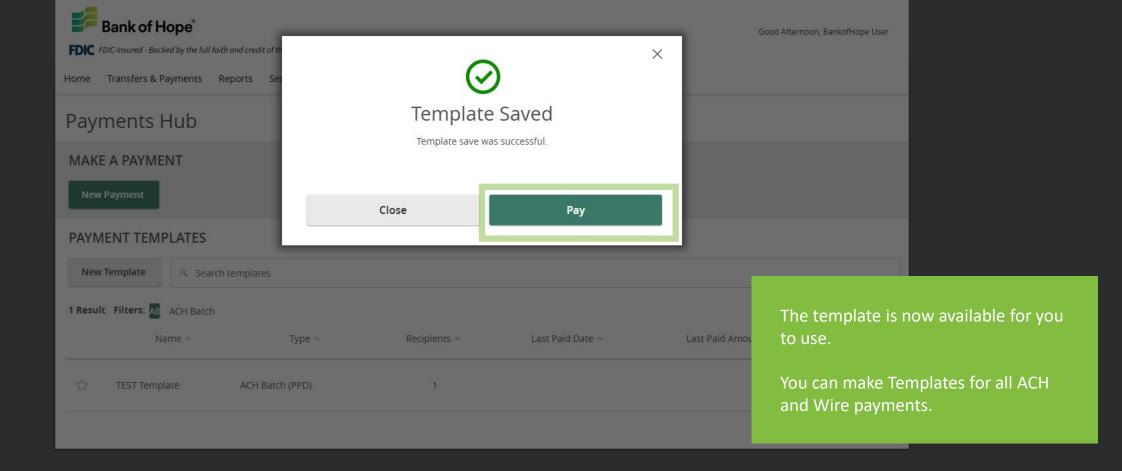☑ admin role

Select which user role will have access. If additional roles are needed refer to User Guide "Manage Non-Corporate Users"

Done

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ACH Batch   Change Type

Template Properties

Template Name

Template Access Rights

1 of 3 user roles selected

Select SEC Code, Subsidiary. The Account will default to the account used during the set-up process as indicated.

Origination Details

SEC Code ⓘ

----Select a SEC Code----

From Subsidiary

🔍 Search by name

Account

🔍 Search by name or number

Recipients ①   ⊕ Add multiple recipients   🔍 Find recipients in payment   Expand All

Add Recipients then click save when you are finished.

Filters: Pre-Notes

Recipient/Account	Amount
🔍 Search by name or account.	$ 0.00

Addenda (optional)

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Good Afternoon, BankofHope User

Home   Transfers & Payments   Reports   Se...

Payments Hub

MAKE A PAYMENT

New Payment

PAYMENT TEMPLATES

New Template   🔍 Search templates

1 Result Filters: [All] ACH Batch

Name ⌃	Type ⌃	Recipients ⌃	Last Paid Date ⌃	Last Paid Amou...
☆ TEST Template	ACH Batch (PPD)	1		

Template Saved

Template save was successful.

Close   **Pay**

The template is now available for you to use.

You can make Templates for all ACH and Wire payments.

Visit us at Bankofhope.com Business Banking for additional information

https://www.bankofhope.com/business-banking