

Welcome to Business Online Banking

Managing Recipients

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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

**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

**Recipients**

Create & manage recipients of commercial payments

Recipients can be found under the Transfers & Payments menu then Recipients

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Recipients

[+ Add new recipient](#)

Name ▲	Email Address ▲	Number of Accounts ▲	Actions
Bank of Hope	jean.kim@bankofhope.com	1	⋮
Bank of Hope	jean.kim@bankofhope.com	1	⋮
Bank of Hope 1111	jean.kim@bankofhope.com	1	⋮
Bank of Hope 1111 INTL	jean.kim@bankofhope.com	1	⋮
Bank of Hope 2222	jean.kim@bankofhope.com	1	⋮
test can view all recipients		1	⋮

Click on New Recipient to
create a new one.

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Add Recipient

Display Name *	Email Address	<input type="checkbox"/> Send email notifications for template payments
<input type="text"/>	<input type="text"/>	

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New			N/A
<div><div>Payment Type <input type="text" value="ACH and Wire"/></div><div>Beneficiary Type <input type="text" value="Domestic"/></div><div>Account Type <input type="text" value="Select Account Type"/></div><div>Account * <input type="text"/></div><div>Financial Institution (FI) Refined Search <input type="text" value="Search by name or routing #."/></div><div>ACH Routing Number * <input type="text"/></div><div>Beneficiary FI ? <div>Name * <input type="text"/></div><div>Country * <input type="text" value="United States"/></div><div>FI ABA Number * <input type="text"/></div></div></div>			

Enter the Display Name, plus email address if you want to send notifications.

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Add Recipient

Display Name ***Email Address**☐ Send email notifications for template payments

Accounts (1)



Account

Payment Type

Financial Institution (FI)

Routing Number

Account - New

N/A

**Payment Type**

ACH and Wire

**Beneficiary Type**

Domestic

**Account Type**

Select Account Type

**Account *****Financial Institution (FI)**[Refined Search](#)**ACH Routing Number *****Beneficiary FI ?****Name *****Country ***

United States

**FI ABA Number ***

Select the payment type - ACH,
Wire or both

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Add Recipient

Display Name ***Email Address**☐ Send email notifications for template payments

Accounts (1)



Account

Payment Type

Financial Institution (FI)

Routing Number

Account - New

N/A

**Payment Type**

ACH and Wire

**Beneficiary Type**

Domestic

**Account Type**

Select Account Type

**Account *****Financial Institution (FI)**[Refined Search](#)**ACH Routing Number *****Beneficiary FI ?****Name *****Country ***

United States

**FI ABA Number ***

Select the account type and enter the account number

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Add Recipient

Display Name *

Email Address

☐ Send email notifications for template payments

Accounts (1) ^

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

Payment Type

Beneficiary Type

Account Type

Account *

Financial Institution (FI) Refined Search

ACH Routing Number *

Beneficiary FI ?

Name *

Country *

FI ABA Number *

Enter the Financial Institution and the Routing Number will be provided.

Beneficiary FI ?

Name *

Country *

United States



Address 1 *

Address 2

State *

Select State



Postal Code *

In addition, the Beneficiary and Receiving FI details will be completed for you

Intermediary FI ?

Name

Country

United States



Wire Routing Number

Address 1

Address 2

City

State

Select State



Postal Code

[+ Add account](#)

Add TEST005

Display Name *

TEST005

Email Address

bankofhop@bankofhope.com






☐ Send email notifications for template payments[+ Add account](#) 

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *6789	ACH and Wire	BANK OF HOPE	122041235

You can add more than one account if you want.

Recipient Details

**Wire Name *** **ACH Name *** **ACH ID** **Country**United States **Address 1 *****Address 2****City *****State ***Select State **ZIP ***

Templates (0)



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Address 1

Address 2


City

State

Select State



Postal Code

 Add account

Recipient details allows you to add address information for wire recipients.

Recipient Details

Wire Name * ACH Name * ACH ID 

Country

United States



Address 1 *

Address 2

City *

State *

Select State



ZIP *

Templates (0)



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Address 1

Address 2

City

State

Select State



Postal Code



Recipient Details

Wire Name * ACH Name * ACH ID 

Country

United States



Address 1 *

Address 2

City *

State *

Select State



ZIP *

Templates will be blank when you first set the recipient up. Click Save Recipient when you are finished.

Templates (0)





Visit us at Bankofhope.com Business Banking for additional information

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

For assistance please call us at (800)788-4580 or email us at GTMSCustomerService@bankofhope.com