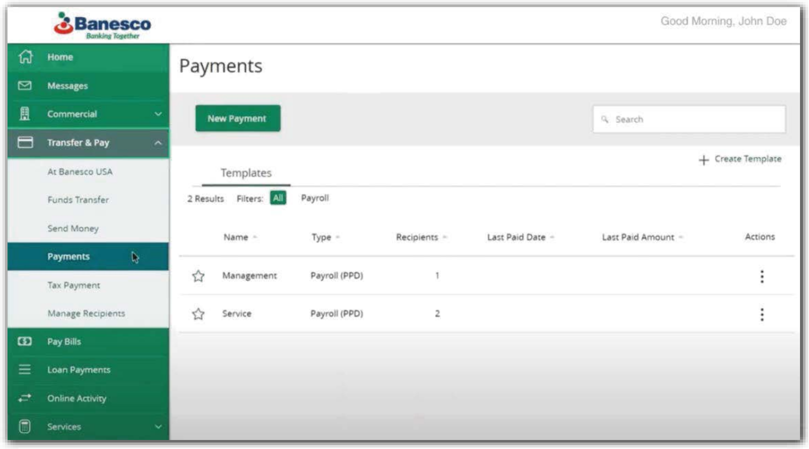
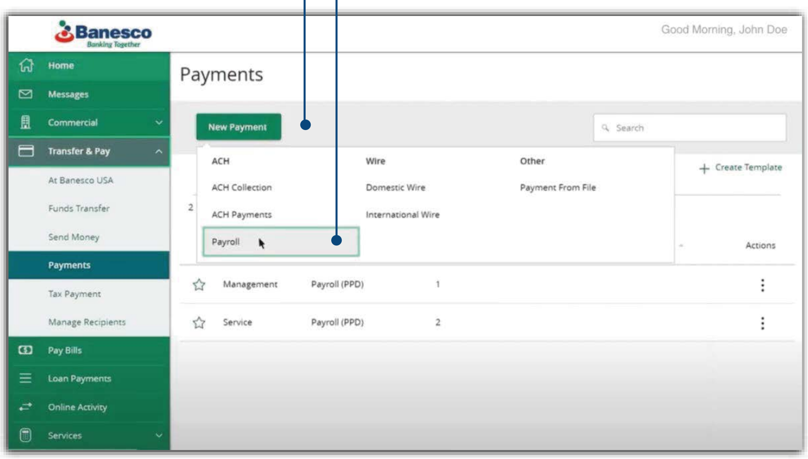
Split Transactions.

The Split Transaction option is available for recipients of payroll transactions who have at least two accounts.

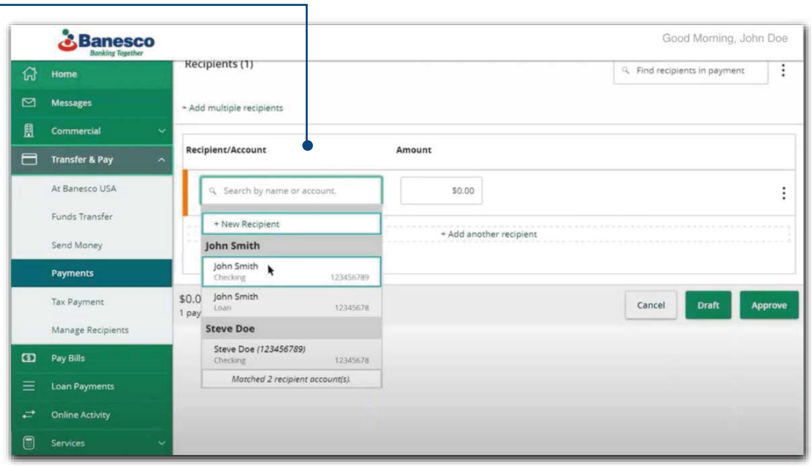
1. From the menu click “Transfer and Pay” and then choose “Payments.”

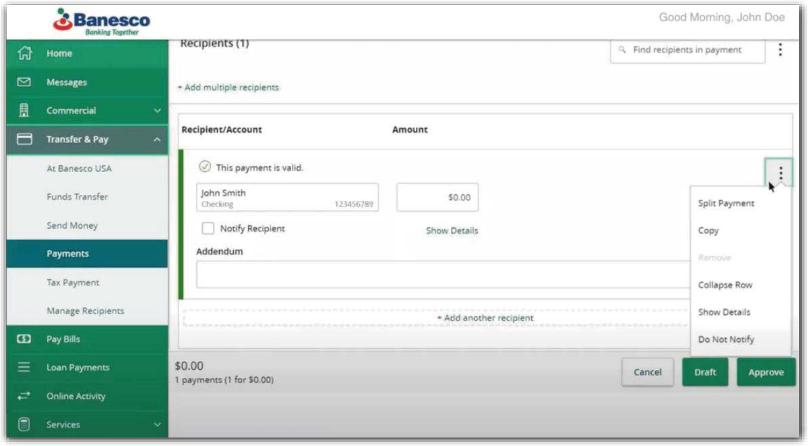


2. Choose an existing payroll template or click the “New Payment” button and then click “Payroll.”



3. Click the “Recipient” to be linked to the template or payment from the drop-down menu.





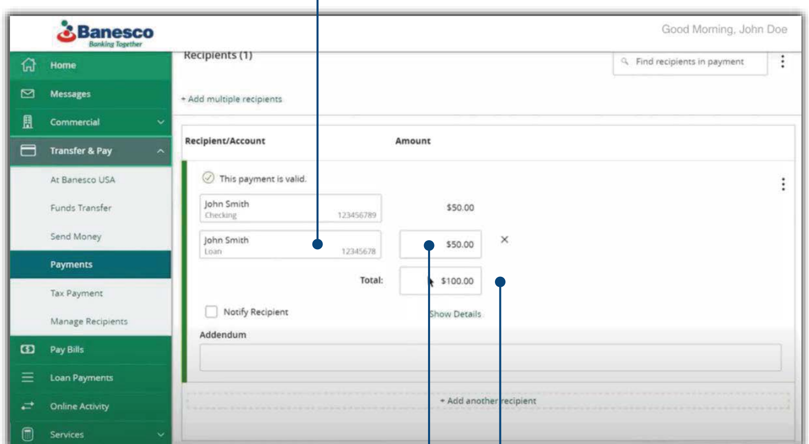
4. Click the show payments actions icon, designated by three vertical dots, and then choose “Split Payment.”

Note you may choose “Split Payment” multiple times if depositing into more than two accounts.

5. Click the search for “Account” drop-down menu to choose the additional account to be deposited into.

6. Enter the amount to be deposited into the additional account.

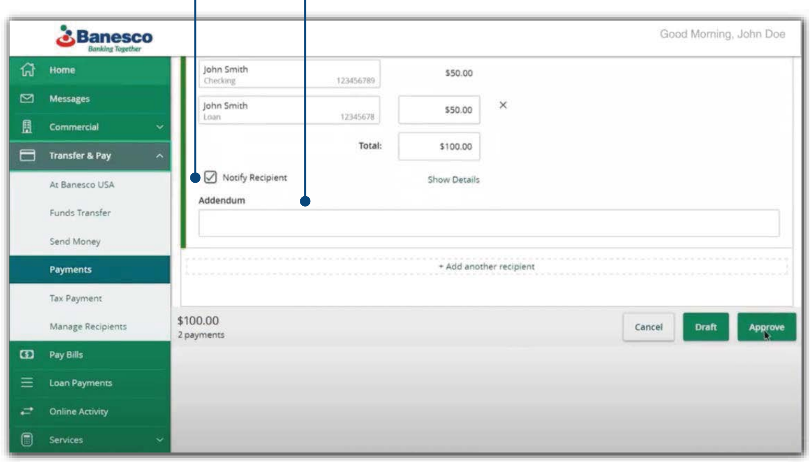
7. Enter the total amount to be deposited between all accounts.



Please note, the amount to be deposited into the primary account will be calculated for you.

8. You may optionally click “Notify Recipient” and enter an “Addendum.”

9. Complete the remaining steps required for the template or payment.



10. Click “Approve” and ensure that a confirmation screen appears.