



## How to Find Your Stored Recipients

- 1) Go to the **Payments** tab > Master Recipient List.
- 2) Select status "**Approved**".
- 3) Click on "**Search**" button.
- 4) Open each Recipient with a check mark in the Wire column.
- 5) Check your Recipients one by one and make sure their **Address** and **Country** fields are not empty.

DASHBOARD ACCOUNTS PAYMENTS TRANSFERS FRAUD CONTROL CHECK SERVICES REPORTS FILE SERVICES ADMINISTRATION

**MANAGE MASTER RECIPIENT LIST**  
Use this page to review recipient details.

+ Create Recipient Print eLearning Help

**MANAGE RECIPIENTS**

ALL

Recipient Name Approved Search

ADVANCED SEARCH

<input type="checkbox"/>	Name ▲	Status ▲	ACH Domestic ▲	ACH International ▲	Wire ▲	
<input type="checkbox"/>	ABC Organic Farmers	Approved			✓	
<input type="checkbox"/>	ABC Organic Farmers	Approved			✓	
<input type="checkbox"/>	DRAKE F PENNING	Approved	✓			
<input type="checkbox"/>	EuroRecipient	Approved			✓	

## Update Address/Country fields in Stored Recipients

- 1) Fill out the fields **Address Line 1**, **Address Line 2**, and **Country**.
- 2) Click on the "**Preview**" button.
- 3) Click on the "**Submit Recipient**" button.

Note that **ALL** Templates using this updated Recipient will also be updated. You will see a Warning Message like the one below:

**Warnings**  
165 template(s) modified as a result of recipient changes.

**EDIT MASTER RECIPIENT** Required Fields ? X

Step 2 Use this page to edit information for each payment type

Recipient Name \* ABC Organic Farmers

**WIRE RECIPIENT - US WIRE INFORMATION**

Recipient ID Type \* Account Number

Recipient ID \* 659347968

Address Line 1 \* 409 Weir Cove Rd, Harborside

Address Line 2 \* Maine, 04642

Address Line 3 Enter Address Line 3

Country/Region \* United States

Bank \*  Select from List  Enter Bank Information with Bank ID

**Remove**

MILESTONES FEDERAL CREDIT UNION  
ABA (Wire) 211287900  
LEWISTON UNITED STATES

Please note that Recipient's Address Line 1, Address Line 2 and Country will become required.