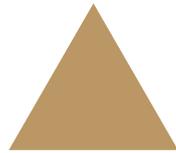


PAYRECS

+



Mercantile
Bank[®]

User Guide



Accessing PayRecs via Online Banking

1. Select the “Treasury” tab at the top of your screen.

Accounts Transfers & Payments **Treasury** Services Settings Marketplace Messages¹ Log Off

Treasury Services 1

Search page

TREASURY SERVICES

- Payments**
Initiate ACH & Wire Transactions
- Recipients**
Add recipients for ACH & Wire Transactions
- ACH Pass-Thru**
Upload NACHA formatted files
- International Wire powered by PayRecs** 2
Simplify and streamline the process of sending international payments for you and your customers.
- Tax Payments**
Initiate Tax Payments to Taxing Authorities

ADMINISTRATION AND REPORTS

- Wire Reports**
View wire reports

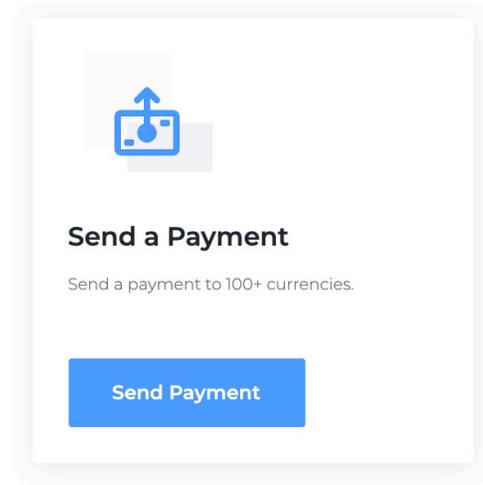
2. Select “International Wire powered by PayRecs”.

3. You’ll be taken directly to your PayRecs account without having to log in.

If you need additional help, please contact our Treasury Support Services Team at (800) 453-8700 option 2 or by email at treasurysupport@mercbank.com. Our Treasury Support Services Team is here to assist you during the business hours of 8:00 AM to 5:30 PM EST, Monday through Friday

Sending a payment

1. Select "Send a Payment"



2. Select your recipient (or create a new one; see "How to Create a Recipient")



Sending a payment continued

3. Your default funding account will populate. Select “change” if you’d like to change the funding account.

SEND A PAYMENT TO

Great Britain Industries
Great Britain Industries
1234 Main, London, GB

Select your funding account and amount to send.

YOUR FUNDING ACCOUNT

Total Access Retail Checking ·0002 \$ 3,113.44 Available Balance [Change](#)

GREAT BRITAIN INDUSTRIES RECEIVES

£ 0.00 GBP

YOU SEND

\$ 0.00 USD

1 GBP → 1.3964 USD [Review Rate Details](#)
1 USD → 0.7161 GBP

last updated @ 12:33pm 12/15/2021
rates are not updated in real time

Note: the funding account cannot be changed if the recipient was created with a mandatory funding account. See step # 9 of “creating a new recipient” for more info about ‘Mandatory’.

4. Enter the amount you want to send in USD or FX.

YOUR FUNDING ACCOUNT

Total Access Retail Checking ·0002

\$ 3,113.44  USD
Available Balance

[Change](#)

GREAT BRITAIN INDUSTRIES RECEIVES

£ 1,432.24

 GBP

YOU SEND

\$ 2000.00

 USD

1  GBP → 1.3964  USD

1  USD → 0.7161  GBP

[Review Rate Details](#)

last updated @ 12:38pm 12/15/2021
rates are not updated in real time

Sending a payment continued

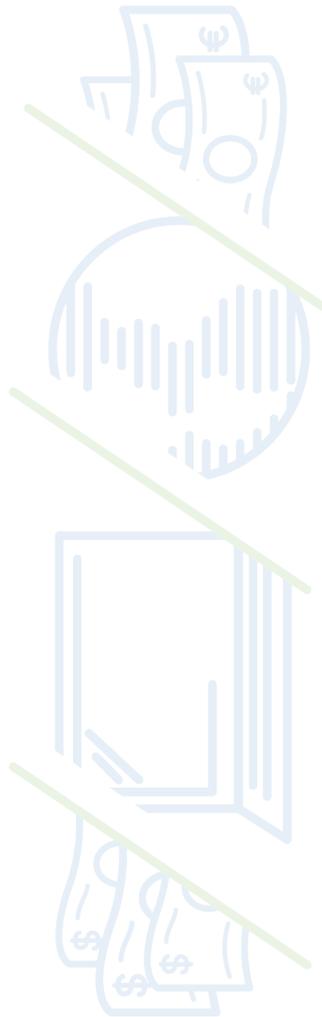
5. Review the rate presented in market convention and inverted.

1  GBP → 1.3964  USD

1  USD → 0.7161  GBP

last updated @ 12:43pm 12/15/2021

[Review Rate Details](#)



6. Enter unlimited remittance information. What will fit is included in the SWIFT reference. What doesn't fit will go to the email you provided when you set up your recipient.

SEND A PAYMENT TO
Great Britain Industries

Great Britain Industries
1234 Main, London, GB

Add in your invoice details.

INVOICE NUMBER ⓘ

required

REFERENCE NUMBER ⓘ

optional

PURPOSE OF PAYMENT

optional

 Add Attachment

I'd like to send a message to Great Britain Industries.

Click the box on the left to include a free form note.

Sending a payment continued

7. Confirm the details of your payment.



SEND A PAYMENT TO
Great Britain Industries
Great Britain Industries
1234 Main, London, GB

Review Summary

Sending to **Great Britain Industries**
HSBC UK BANK PLC6819

They will receive **£ 1,432.24**  **GBP**
Estimated

Sending from **Total Access Retail Checking**
SDX Bank (-0002)

You're Sending* **\$ 2,000.00**  **USD**
Please review your fee schedule for international wires. Exchange Cost: 20.07 USD

This is an estimate, *click the quote button* to get a live rate.

1  **GBP** → 1.3964  **USD**

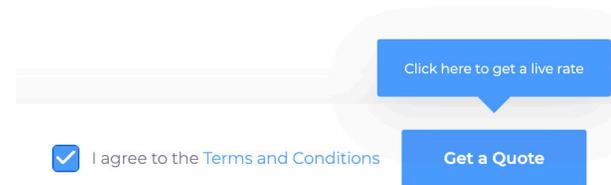
[Review Rate Details](#)

1  **USD** → 0.7161  **GBP**

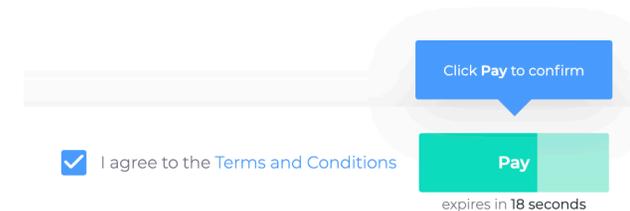
last updated @ 12:48pm 12/15/2021
rates are not updated in real time

[View Invoice Details](#)

8. Agree to the “terms and conditions” to view a live exchange rate one more time before sending your payment.



9. View the live rate and click “confirm payment”.



10. Your payment has been created and sent to your secondary approver for final approval. Your account will be debited immediately, but your payment will not be released from us, Mercantile, until your secondary approver has reviewed and approved the transaction. From this screen you can send another payment or print the confirmation.

Sending a payment completed

YOU SENT PAYMENT TO

Great Britain Industries

Great Britain Industries
1234 Main, London, GB

Completed!

Payment Instructions:

Details

\$ 2,000.00  USD

On **2021/12/15**, **SDX Bank** will deduct **2,000.00 USD** from your account, and **1,432.24 GBP** will be sent to **HSBC UK BANK PLC (GB29NWBK60161331926819)**.

Great Britain Industries
1234 Main,
London, GB

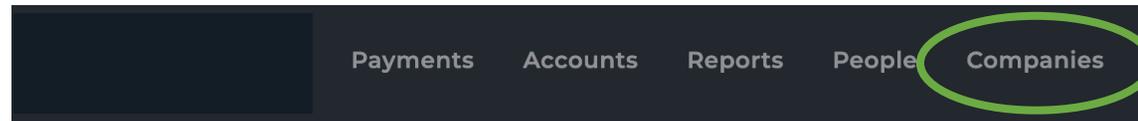
*Locked rate: 1.3964 GBPUSD

Print

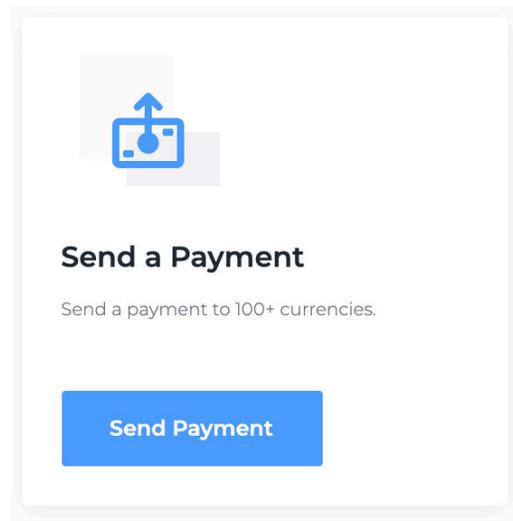
If you need additional help, please contact our Treasury Support Services Team at (800) 453-8700 option 2 or by email at treasurysupport@mercbank.com. Our Treasury Support Services Team is here to assist you during the business hours of 8:00 AM to 5:30 PM EST, Monday through Friday

Creating a new recipient

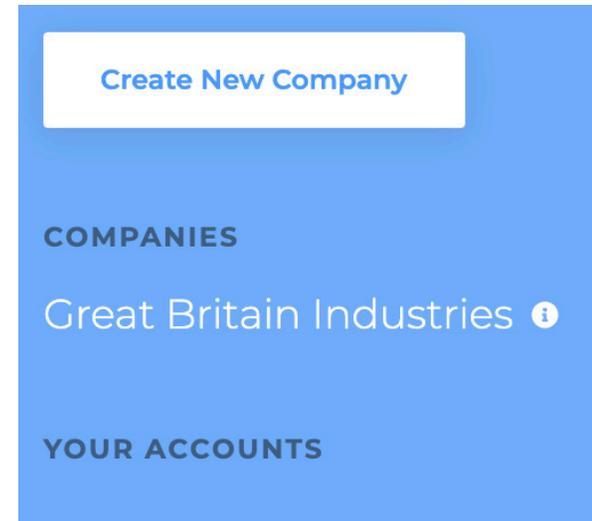
1. Click companies at the top of the page.



OR select "send a payment".

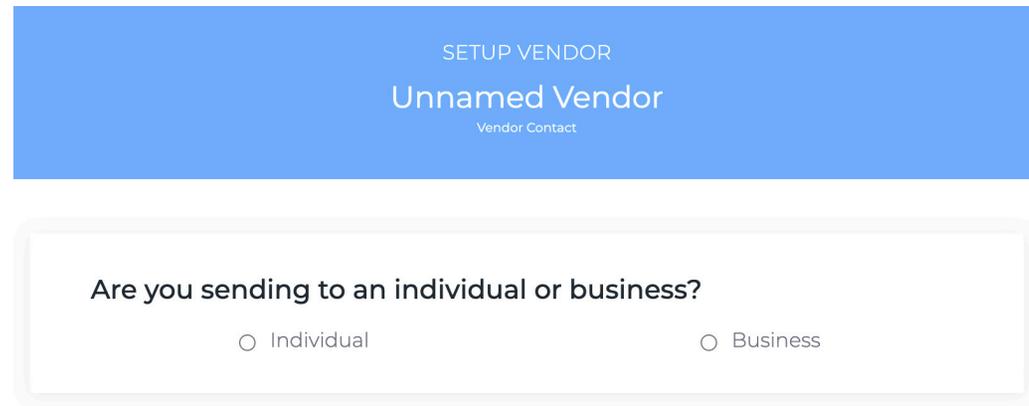
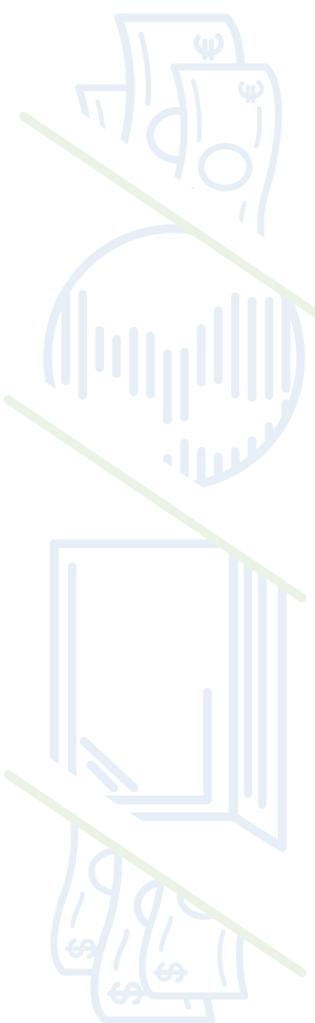


2. Then click "create new company".



Creating a new recipient continued

3. Select whether the recipient is an individual or business entity.

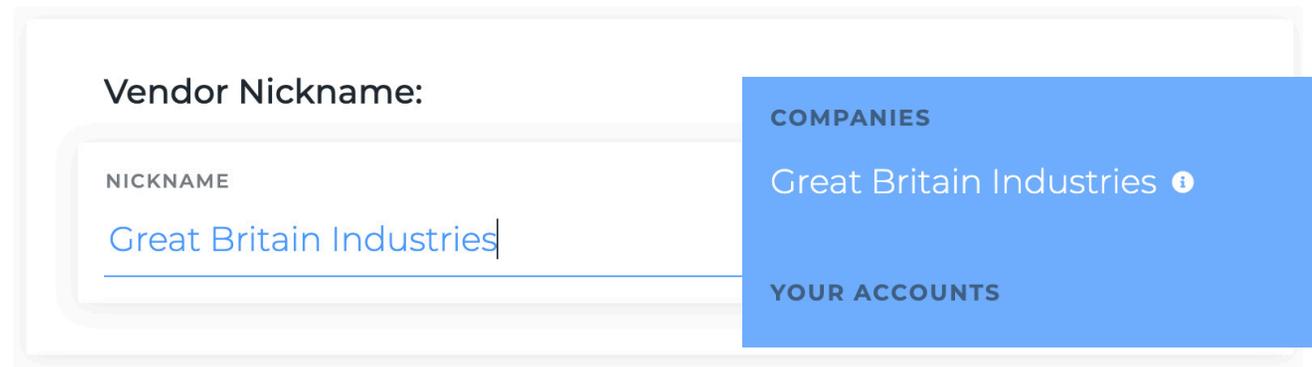


SETUP VENDOR
Unnamed Vendor
Vendor Contact

Are you sending to an individual or business?

Individual Business

4. Enter a nickname. This will be displayed to you under the companies section when you begin the process of sending a new payment.



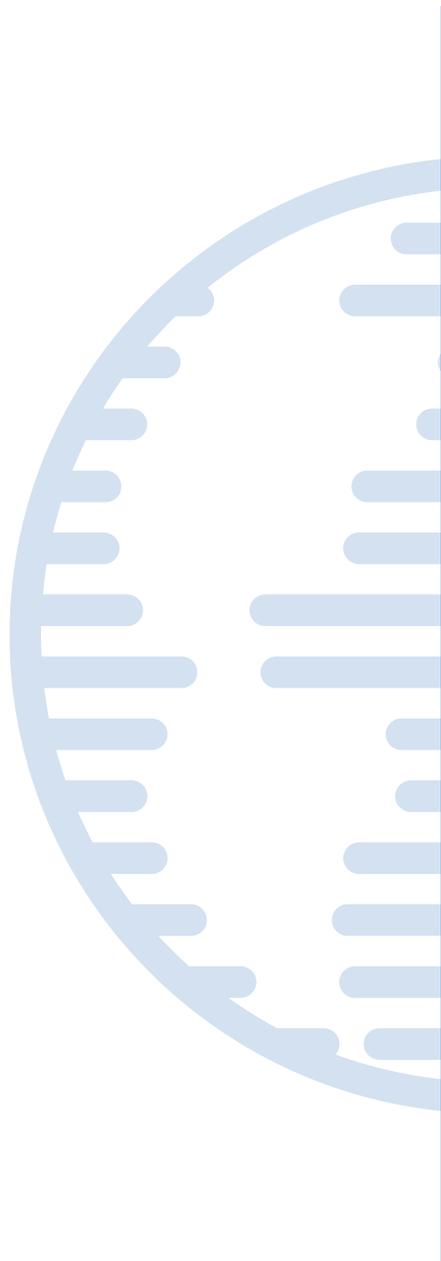
Vendor Nickname:

NICKNAME
Great Britain Industries

COMPANIES
Great Britain Industries ⓘ

YOUR ACCOUNTS

If a recipient accepts multiple currencies, create a vendor for each currency type for that recipient and append the currency type on the end of the nickname. i.e. Great Britain Industries GBP, or Great Britain Industries EUR, etc.



5. Enter the currency the recipient wants to receive, their country code, and the country code of the recipient's bank under "Region Details".

Region Details:

CURRENCY

EUR

BENEFICIARY COUNTRY CODE

GB - United Kingdom

BANK COUNTRY CODE

GB - United Kingdom

6. Mark the account "Internal" if it's part of your organization.

Internal or external?

Internal ⓘ

Creating a new recipient continued

8. Enter the contact information for the recipient. Providing an email address and phone number are not required but help speed up the reconciliation process. The email address allows us to provide additional remittance information that you enter when you send payments.

Contact details:

I don't have have contact information for this vendor.

CONTACT FIRST NAME

Johnny

CONTACT LAST NAME

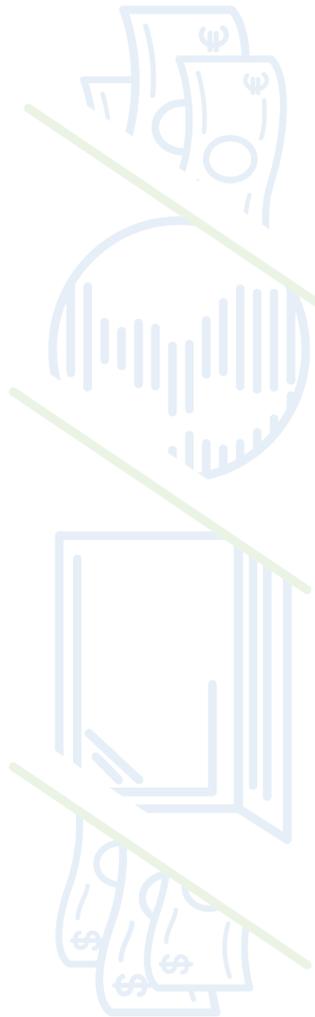
Rose

CONTACT EMAIL

johnnyrose@fake.com

CONTACT PHONE NUMBER

✓ +1 (402) 890-5244



9. Next, set up a funding account using the template we provide. You can select from any account tied to your PayRecs account. These populate automatically from your online banking account with us. If you choose to mark “mandatory”, all payments to this vendor must be paid from this account.

Funding Account Template:

DEFAULT FUNDING ACCOUNT ⓘ

optional

None

Total Access Retail Checking (-0002)

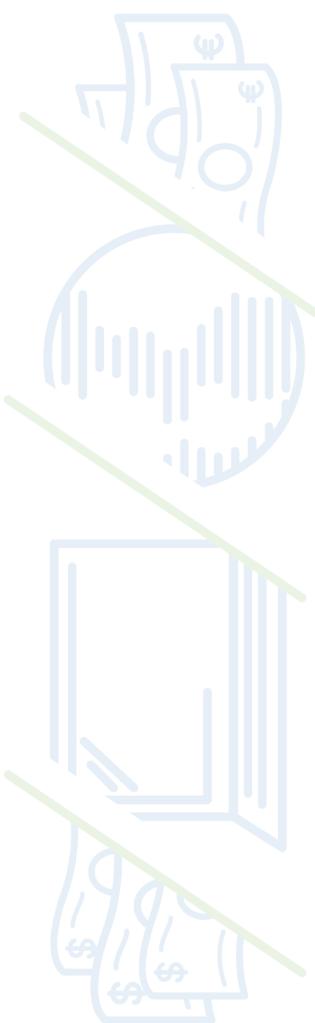
Total Access Retail Checking (-0003)

Mandatory ⓘ

Creating a new recipient continued

10. Enter the recipient's name. This needs to match what's on their bank account (their legal entity).

11. Enter the recipient's address information. The more information you can provide, the easier reconciliation will be for you and your recipient.



Beneficiary Name:

VENDOR'S LEGAL ENTITY NAME

Great Britain Industries 2

Beneficiary Address:

BENEFICIARY ADDRESS LINE 1

required

BENEFICIARY ADDRESS LINE 2

optional

BENEFICIARY CITY

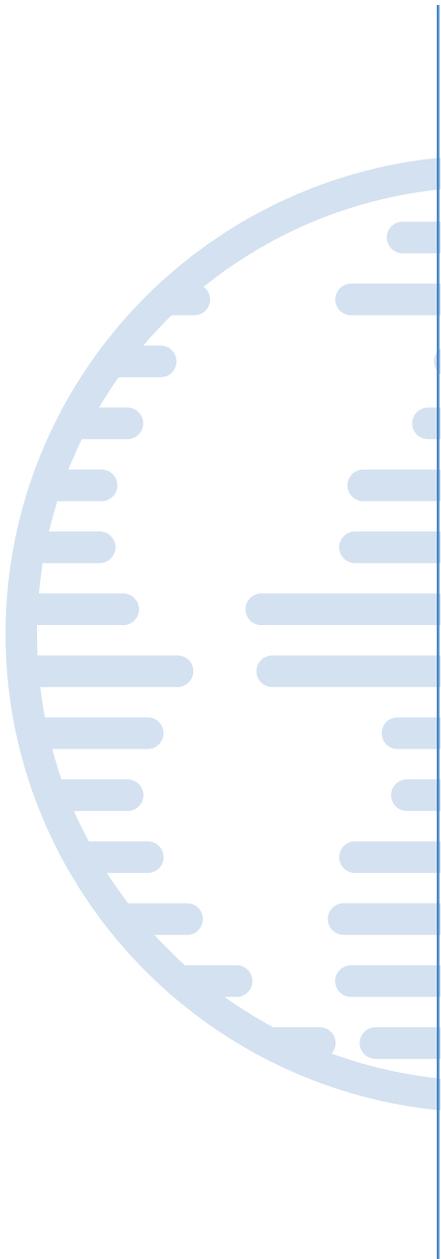
required

BENEFICIARY POSTAL CODE

optional

BENEFICIARY STATE (OR REGION)

optional



12. Next you need to enter the recipient's bank information. A red X next to the field indicates the information is not formatted correctly or does not match the correct financial information.

SWIFT BIC:

BANK SWIFT BIC ⓘ

12384038 ❌

Account number:

BANK ACCOUNT NUMBER ⓘ

required ❌

SWIFT BIC: ✓

BANK SWIFT BIC

BARCGB22

BARCLAYS BANK UK PLC
* If that doesn't look right, please confirm the SWIFT/BIC with your vendor.

Account number:

BANK ACCOUNT NUMBER ⓘ

GB98BARC20000053868036

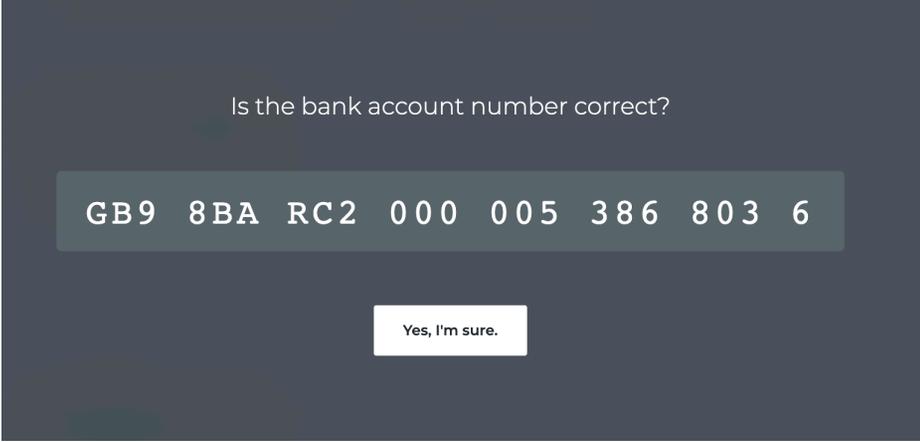
Remittance Lines:

REMITTANCE LINE 2 ⓘ

Remittance of funds from e-commerce (CGP024)

Creating a new recipient continued

13. Next you will confirm the recipient's bank details.



Is the bank account number correct?

GB9 8BA RC2 000 005 386 803 6

Yes, I'm sure.

14. Finally, you will confirm all the recipient's details and click "submit" to finish.



Internal or external?

Is Internal false

Contact details:

[Back](#) [Finalize](#) [Submit](#)

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Tracking a payment

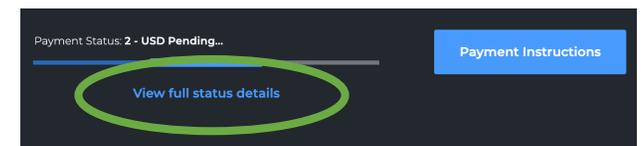
1. Select the “payments” tab at the top of the screen.



2. Select the invoice you'd like to track.



3. Select “view full status details” in the upper right corner of your screen.



Here you can see if a payment has been initiated, received and/or released.



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