

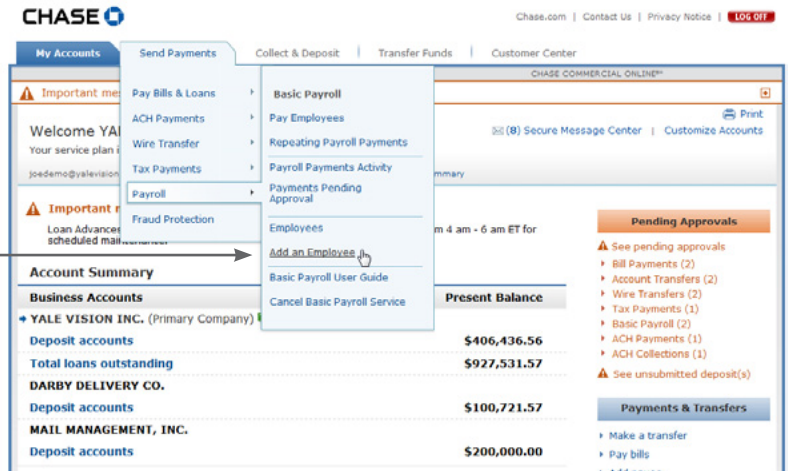
CHASE COMMERCIAL ONLINESM | BASIC PAYROLL | ADD EMPLOYEE

Chase Commercial Online provides you with our Basic Payroll service for your direct deposit payroll needs.

Step
1

From the “Send Payments” tab, select “Payroll” and click “Add an Employee.”

CLICK ADD AN EMPLOYEE



Step
2

Enter the employee's information in the fields provided and click “Next.” Once you've verified that the information entered is correct, click “Add Employee.” you will receive a message that your employee has been added.

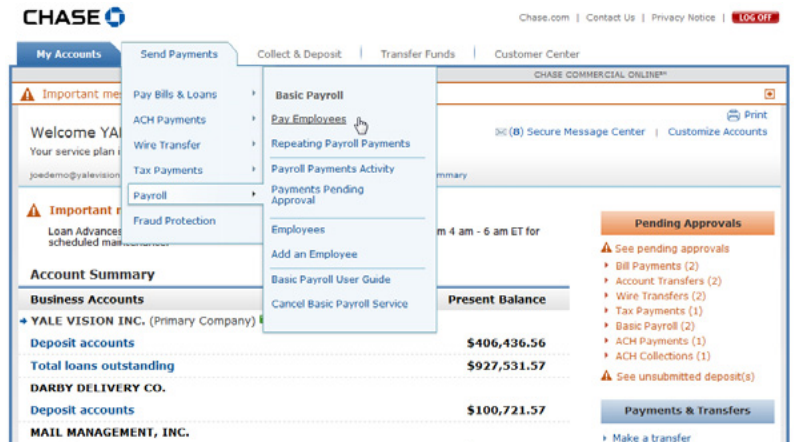
A screenshot of the 'Add Employee' form in the Chase Commercial Online web application. The form is titled 'Add Employee' and includes a progress bar with 'Employee Information', 'Verify', and 'Confirmation' steps. Below the progress bar, there is a message: 'Enter your employee information below — You will need bank account and routing numbers for each employee before you can add them online. Click “Next” when you're ready to continue.' The form contains several required fields: 'Employee name', 'Employee nickname', 'Employee ID', 'Employee's bank account number', and 'Employee's bank routing number'. There is also a section for 'Account type' with radio buttons for 'Checking' and 'Savings'. At the bottom, there are 'Next' and 'Cancel' buttons.

CHASE COMMERCIAL ONLINE | BASIC PAYROLL | MAKE A PAYMENT

Select one or more employees and schedule one-time or repeating payments.

Step
1

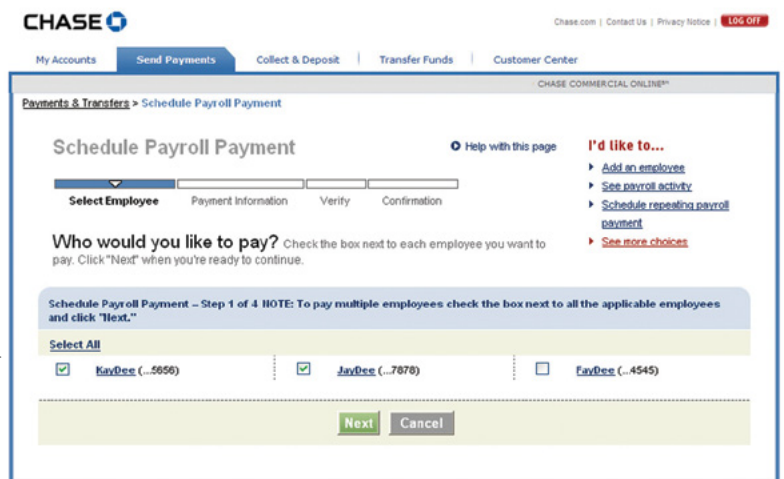
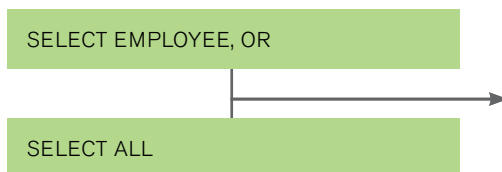
From the Sent Payments tab, click “Payroll” and then select “Pay Employees” to schedule a one-time payment or “Repeating Payroll Payments” to schedule repeating payments.



Step
2

Select the employee(s) you wish to pay.

If you are scheduling a one-time payment, you may select multiple employees. You can also use the “Select All” link to select all of your employees.



If you are scheduling a repeating payment, you enter payment details for one employee at a time.

Step
3A

To make a one-time payment, enter information in the fields provided and click "Next." Once you've verified the information entered is correct, click "Submit Payment." You will receive a message confirming that your payment has been scheduled.

Note: The deliver by date must be at least 2 business days after the Send On date.

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Payments & Transfers > Schedule Payroll Payment

Schedule Payroll Payment [Print](#) [Help with this page](#)

Select Employee | **Payment Information** | Verify | Confirmation

Enter the details — Please complete all information below for each employee you want to pay. Click "Next" to continue.

Schedule Payroll Payment – Step 2 of 4

Pay To	Last Pay Date	Pay From	Send On	Deliver By	Delivery Method	Amount
KayDee (..5656)	12/17/2008	Business Checking [..7850]	1/17/2009	01/19/2009	ACH 2 BARS	\$ (e.g. \$0.53)
JayDee (..7878)	12/17/2008	Business Checking [..7850]	1/17/2009	01/19/2009	ACH 2 BARS	\$ (e.g. \$0.53)

[Back](#) [Next](#) [Cancel](#)

Step
3B

To schedule a repeating payment, enter the information in the fields provided and click next. Once you've verified the information entered is correct, click "Schedule Payment." You will receive a message confirming that your payment has been scheduled.

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Payments & Transfers > Schedule Repeating Payroll Payment

Schedule Repeating Payroll Payment [Help with this page](#)

Select Employee | **Payment Information** | Verify | Confirmation

Enter the details — Please complete all payment information below and click "Next" to continue. Click "Back" if you want to select a different employee.

***Required Field**

Schedule Repeating Payroll Payment – Step 2 of 4

Pay To: JayDee

Pay From: Business Checking [..7850]

Amount (\$USD): (e.g. \$0.53)

Send On: 01/15/2009

First Deliver By: 01/19/2009 (mm/dd/yyyy)

Delivery Method: ACH
2 BARS

Payment Frequency: Select Frequency

Number of Payments: OR ☐ Unlimited number of payments

***Required Field**

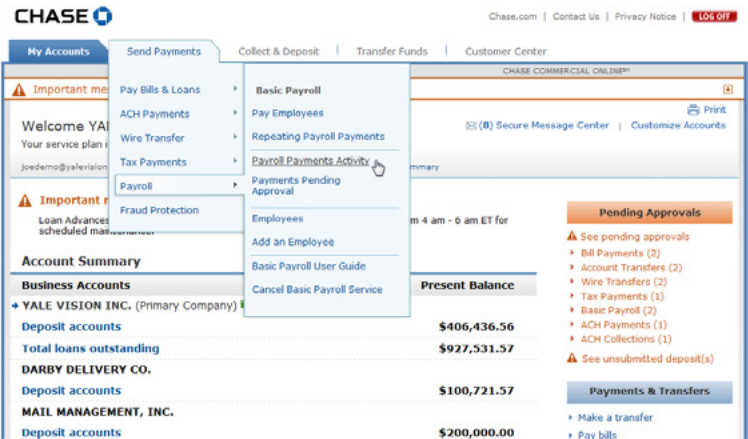
[Back](#) [Next](#) [Cancel](#)

CHASE COMMERCIAL ONLINE | BASIC PAYROLL | VIEW ACTIVITY

Review, sort, cancel or inquire about recently scheduled payroll payment activity.

Step 1

From the “Send Payments” tab, select “Payroll” and click “Payroll Payments Activity.”



Step 2

Review, sort, cancel or inquire about your recently scheduled payroll payment activity.

