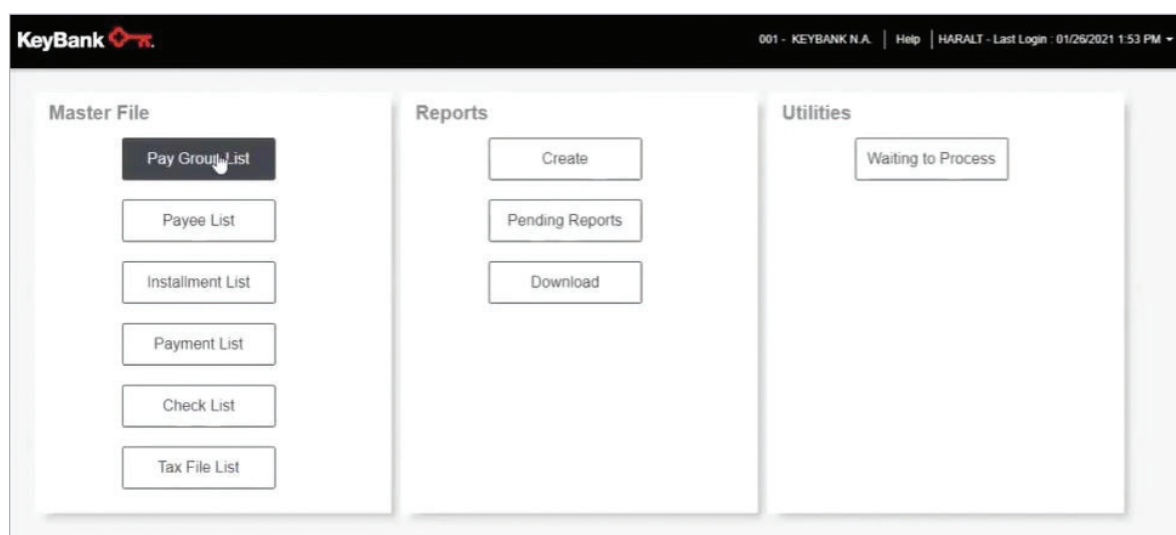


Institutional Advisors

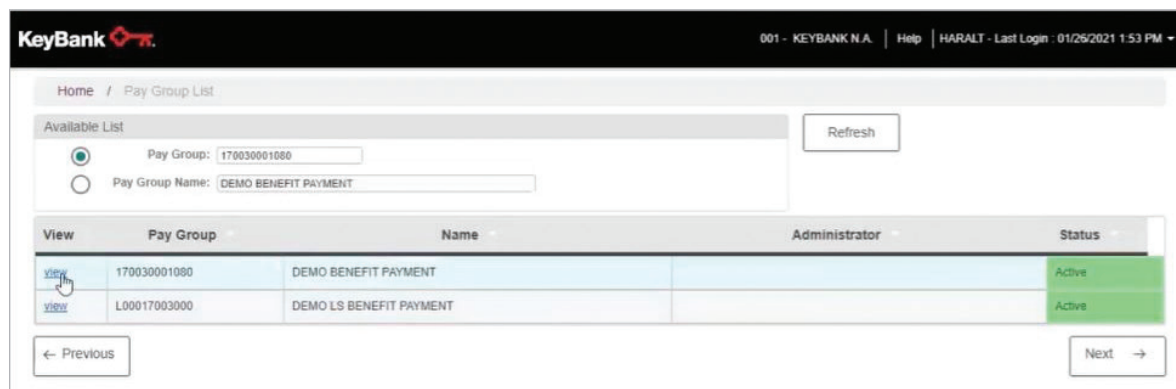
PayWeb Quick Reference Guide – Setting Up a New Payee

This quick reference guide is designed to walk you through the setup of a new payee in PayWeb.

1. From the portal home page, click on **Pay Group List** listed at the top of the Master File section.



2. Select which pay group you'd like to add a payee to and click the **View** link. There are two common pay groups listed in the system:
 - **Installment group** – This is a group of pensioners/retirees that receive regular (monthly commonly) payments as part of their retirement benefit.
 - **Lump sum group (commonly notated by an “L” listed in the account field)** – This is a group of retirees that receive a single lump sum distribution.



PayWeb Quick Reference Guide – Setting Up a New Payee

3. Select **Payee List** in the top left corner of the screen to locate the full payee list for the pay group.

KeyBank 001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/26/2021 1:53 PM

Home / Pay Group List / Pay Group View

Payee List | Installment List | Payment List | Check List | Cancel

Pay Group: 170030001080 << >>
Status: Active
Name: DEMO BENEFIT PAYMENT
Admin:
Year To Date: 6,778.24
Active Payees: 7
Held Payees: 0
Inactive Payees: 26
Deleted Payees: 0
Plan Type: Pension
Tax Reporting: Year End
Advices: Financial, Rollover, EFT All
Address Confirms: No

Home | Deductions | Funds | Tax/Misc | User Defined Fields (UDF) | Maintenance | Data Element View

Pay Group Address
Address: 4900 TIEDEMAN ROAD
City: BROOKLYN State: OH Zip: 44144-2338
Country: USA

Controls
Plan Type: Pension Lead Days: 12
Tax Reporting Code: Year End Cycle Code:
Tax Number: 341974250 Suspense Days: 0
Installment Release: Held Check Combine: No
Trust Control: Detail/Check PG Combine Group:

Defaults
Primary Account and Forms
Account: Check Form: CKP1 EFT Advice: EFP1
Alternate Layouts
Check: Advice: EFT:

Miscellaneous
☐ Address Confirmation ☐ Pretax Medicare Reimbursement ☐ Tefra Print
☐ Outstanding Check Notification ☐ Archive/Purge Check History

Advices
EFT: All Financial: ☒ Rollover: ☒ Zero Net: ☐

Special Handling: Quality Control: None
Payee Web Security ID: PWFL PIN Letter Type: Web

4. Click on **New** to create a new payee within the pay group payee list.

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Home / Payee List

Available List
☒ Pay Group/Payee: 170030001080 / 075341111
☐ Name:
☐ Payee:
☐ Partial SSN:
☐ Alternate Num:

Filters
Pay Group: Status: Refresh New

View	Pay Group	Payee	Name	Alternate Number	Status
view	170030001080	075341111	VEGA, JUAN	*****	Inactive
view	170030001080	111111111	BROWER, BENNY CAN	*****	Inactive
view	170030001080	111111119	PAYEE, TEST	*****	Inactive
view	170030001080	111111222	TEST, PAYEE	*****	Inactive
view	170030001080	111222333	SEPTEMBER, TEST	*****	Active
view	170030001080	111223333	BLANK NAME	*****	Active
view	170030001080	111335555	TEST, S A	*****	Inactive



PayWeb Quick Reference Guide – Setting Up a New Payee

5. In the pop-up window, enter the Add New Payee details. Once complete, click **OK**.

The screenshot displays the KeyBank PayWeb interface. At the top, the KeyBank logo is on the left, and the user's session information (001 - KEYBANK N.A., Help, HARALT - Last Login: 01/26/2021 1:53 PM) is on the right. The main area is titled 'Home / Payee List'. On the left, there's an 'Available List' section with radio buttons for 'Pay Group/Payee', 'Name', 'Payee', 'Partial SSN', and 'Alternate Num'. The 'Pay Group/Payee' option is selected, with input fields for '170030001080' and '075341111'. To the right of this is a 'Filters' section with 'Pay Group' and 'Status' dropdowns, and 'Refresh' and 'New' buttons. The main content area shows a table with columns 'View', 'Pay Group', and 'Status'. The 'View' column contains links, and the 'Pay Group' column contains IDs. The 'Status' column shows 'Inactive' or 'Active' with corresponding green or yellow background colors. A pop-up window titled 'Add New Payee' is centered on the screen. It contains three input fields: 'Company' (with '001' entered), 'Pay Group' (with '170030001080' entered), and 'Payee' (empty). Below these fields are 'OK' and 'Close' buttons. At the bottom of the main interface, there are 'Previous' and 'Next' navigation buttons.

PayWeb Quick Reference Guide – Setting Up a New Payee

6. Within the payee view screen, complete the required information:

- Name
- Address
- Tax Name/Address (if different from the Payee Address)
- Dates fields

Best practice: Everything entered into the system must be keyed in all UPPER CASE.

Enter names of new payees in the format of [LAST NAME], [FIRST NAME].

Tax information is automatically populated based on system information.

The participation date field (i.e., the employee hire date), is recommended.

The screenshot shows the KeyBank PayWeb Payee View screen. Red boxes and labels highlight the required information fields:

- Name:** Located at the top left, above the 'Name' field in the 'Payee' section.
- Address:** Located at the top left, above the 'Address' field in the 'Payee' section.
- Submit:** Located at the top right, above the 'Submit' button.
- Tax Name/Address:** Located at the bottom left, above the 'Tax Name/Address' section.
- Dates fields:** Located at the bottom right, above the 'Dates' section.

The screen displays the following sections:

- Pay Group:** 17030001000
- Payee:** 010001112
- Status:** Active
- Loc:**
- Record Issues:**
- Name:** Atest, Aaron
- Year To Date:** 0.00
- Pay Group Name:** DEMO BENEFIT PAYMENT
- Payments:** 0
- Installments:** 0
- Direct Deposit:** No
- Plan Type:** Pension
- Administrator:**
- Payee Address:** Address: 1510 Lane Road, City: Orwell, State: OH, Zip: 44076, Country Code: US, Country Name: Foreign: ☐
- Tax Information:** Tax Rptg State: OH, Tax Rptg Country: 1042S Chpt 3 Override: W2 Box 15 Codes: None, Tax Rptg Code: Year End, Foreign ID: W8Ben/W9: W8Ben/W9 Date: Social Security Type: SSN, W4P On File: No, W8Ben/W9 Exp Date:
- Advices:** EFT: ☒, Rollover: ☒, Special Handling:
- Dates:** Birth: 03/16/1958, Participation: Separation: 10/15/2020, Death:

Best practice: When completing each tab within the payee profile, be sure to click **Submit** in the top right corner of your screen continuously. This button functions as a save button for the profile and if you do not click submit, you could potentially lose any of the information entered.



PayWeb Quick Reference Guide – Setting Up a New Payee

Electronic Funds Transfer Tab (EFT)

7. Select the **EFT** tab on the Payee View screen if the payee has elected to receive direct deposits.

The screenshot displays the KeyBank PayWeb interface for the 'Payee View' screen. The top navigation bar includes the KeyBank logo, user information (001 - KEYBANK N.A., Help, HARALT - Last Login: 01/26/2021 1:53 PM), and a breadcrumb trail (Home / Payee List / Payee View). The main content area is divided into several sections:

- Pay Group:** 170030001000
- Payee:** 010001112
- Status:** Active (indicated by a green checkmark)
- Loc:** [Empty field]
- Record Issues:** [Dropdown menu]
- Name:** Alest, Aaron
- Year To Date:** 0.00
- Pay Group Name:** DEMO BENEFIT PAYMENT
- Payments:** 0
- Installments:** 0
- Direct Deposit:** No
- Plan Type:** Pension
- Administrator:** [Empty field]

Below these fields is a horizontal tab bar with the following tabs: Home, **EFT** (highlighted with a red box), Deductions, Miscellaneous, Web, YTD, User Defined Fields(UDF), Maintenance, Summary, Data Element View, Tax Ledger, New Payment, and New Installment. The main content area is divided into four sections:

- Payee Address:** Address: 1510 Lane Road, City: Orwell, State: OH, Zip: 44076, Country Code: US, Country Name: [Empty field], Foreign: [Unselected checkbox]
- Tax Information:** Tax Rptg State: OH, W2 Box 15 Codes: None, Tax Rptg Country: [Empty field], 1042S Chpt 3 Override: [Empty field], Tax Rptg Code: Year End, W8Ben/W9: [Empty field], Foreign ID: [Empty field], W8Ben/W9 Date: [Empty field], Social Security Type: SSN, W8Ben/W9 Exp Date: [Empty field], W4P On File: No
- Tax Name/Address:** Name: [Empty field], Address: [Empty field], City: [Empty field], State: [Empty field], Zip: [Empty field], Country: [Empty field]
- Advices:** EFT: [Selected checkbox], Rollover: [Selected checkbox], Special Handling: [Empty field]
- Dates:** Birth: 03/18/1958, Participation: [Empty field], Separation: 10/15/2020, Death: [Empty field]



PayWeb Quick Reference Guide – Setting Up a New Payee

- Complete the necessary information for the EFT payment associated with the payee.

The screenshot shows the KeyBank Payee View screen. The top navigation bar includes the KeyBank logo, user information (001 - KEYBANK N.A., Help, HARALT - Last Login: 01/26/2021 1:53 PM), and a breadcrumb trail (Home / Payee List / Payee View). The main content area is divided into several sections. On the left, there's a 'Pay Group' section with fields for Pay Group (170030001000), Payee (010001112), Status (Active), Loc, Record Issues, and Name (Alest, Aaron). In the center, there's a 'Year To Date' section showing 0.00. On the right, there's a 'Pay Group Name' section with fields for Pay Group Name (DEMO BENEFIT PAYMENT), Payments (0), Installments (0), Direct Deposit (No), Plan Type (Pension), and Administrator. Below these sections, there's a tabbed interface with tabs for EFT1, EFT2, EFT3, EFT4, EFT5, and EFT6. The EFT1 tab is selected, showing 'Bank Information' and 'IAT Bank Information' sections. The 'Bank Information' section includes fields for Name, Address, City, State, Zip, Country, and Foreign. The 'IAT Bank Information' section includes fields for Bank Name and Country Code. To the right of the 'Bank Information' section, there's a 'Status' dropdown (Active), 'Routing and Transit' (041215032), 'Account' (2700656976), 'Account Type' (Checking), 'Deposit Type' (Percentage), 'Percentage' (100.00), 'Prenote Control' (Prenote), and 'Prenote Date'.

Deductions

- Select the **Deductions** tab on the Payee View screen.

The screenshot shows the KeyBank Payee View screen with the 'Deductions' tab selected. The top navigation bar is the same as the previous screenshot. The main content area is divided into several sections. On the left, there's a 'Pay Group' section with fields for Pay Group (170030001000), Payee (010001112), Status (Active), Loc, Record Issues, and Name (Alest, Aaron). In the center, there's a 'Year To Date' section showing 0.00. On the right, there's a 'Pay Group Name' section with fields for Pay Group Name (DEMO BENEFIT PAYMENT), Payments (0), Installments (0), Direct Deposit (No), Plan Type (Pension), and Administrator. Below these sections, there's a tabbed interface with tabs for EFT1, EFT2, EFT3, EFT4, EFT5, and EFT6. The 'Deductions' tab is selected, showing 'Payee Address' and 'Tax Information' sections. The 'Payee Address' section includes fields for Address (1510 Laine Road), City (Orwell), State (OH), Zip (44076), Country Code (US), Country Name, and Foreign. The 'Tax Information' section includes fields for Tax Rptg State (OH), Tax Rptg Country, Tax Rptg Code (Year End), Foreign ID, Social Security Type (SSN), W4P On File (No), W2 Box 15 Codes (None), 1042S Chpt 3 Override, W8Ben/W9, W8Ben/W9 Date, and W8Ben/W9 Exp Date.



PayWeb Quick Reference Guide – Setting Up a New Payee

10. Add applicable deductions for the payee by using the **Select a deduction to add** dropdown. The deductions available in the dropdown are pulled from the **Pay Group** setup. Note, the tax deduction amounts will automatically calculate based on the most recent tax tables when you setup the payees' installment or lump sum payment.

- Tax tables (add marital status and exemptions)
- Tax tables plus fixed amount (add marital status, exemptions and dollar amount)
- Fixed amount (change method to fixed and add dollars to the amount column)
- Percentage amount (change method to percentage and add percentage to the amount column)

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Home / Payee List / Payee View

Submit Delete Cancel

Pay Group: 170030001000
Payee: 010001112
Status: Active
Loc:
Record Issues:
Name: Atest, Aaron

Year To Date: 0.00

Pay Group Name: DEMO BENEFIT PAYMENT
Payments: 0
Installments: 0
Direct Deposit: No
Plan Type: Pension
Administrator:

Home EFT Deductions Miscellaneous Web YTD User Defined Fields(UDF) Maintenance Summary Data Element View Tax Ledger New Payment New Installment

Select a deduction to add

Code (SD086)	Status (SD102)	Description (SD501)	Category (SD506)	Method (SD515)	Amount (SD510)	Withholding Payee (SD545)	Marital St
FEDTX	Active	FEDERAL TAX	Federal	Fed't Withhold	0.00	FEDTX	Married, Jr
TAXOH	Active	STATE TAX	State	Fed't Withhold	0.00	TAXOH	Single

Best practice: Be sure to scroll to the right on the page to ensure Marital status and exemptions match what was selected in the documents you received from the payee.

PayWeb Quick Reference Guide – Setting Up a New Payee

11. Select the **Miscellaneous** tab on the Payee View screen.

KeyBank

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Home / Payee List / Payee View

Submit Delete Cancel

Pay Group: 170030001080
Payee: 010001112
Status: Active
Loc:
Record Issues:
Name: Atest, Aaron

Year To Date: 0.00

Pay Group Name: DEMO BENEFIT PAYMENT
Payments: 0
Installments: 0
Direct Deposit: No
Plan Type: Pension
Administrator:

Home EFT Deductions **Miscellaneous** Web YTD User Defined Fields(UDF) Maintenance Summary Data Element View Tax Ledger New Payment New Installment

Payee Address
Address: 1518 Laine Road
City: Orwell State: OH Zip: 44076
Country Code: US Country Name:
Foreign:

Tax Information
Tax Rptg State: OH W2 Box 15 Codes: None
Tax Rptg Country: 1042S Chpt 3 Override:
Tax Rptg Code: Year End W8Ben/W9:
Foreign ID: W8Ben/W9 Date:
Social Security Type: SSN W8Ben/W9 Exp Date:
W4P On File: No

Tax Name/Address
Name:
Address:
City: State: Zip:
Country:

Advices
EFT: ☒
Rollover: ☒

Dates
Birth: 03/15/1958
Participation:
Separation: 10/15/2020
Death:

Special Handling:

12. Enter any additional optional fields. It is highly recommended to input the payee's email address and phone number.

KeyBank

001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/26/2021 1:53 PM

Home / Payee List / Payee View

Submit Delete Cancel

Pay Group: 170030001080
Payee: 010001112
Status: Active
Loc:
Record Issues:
Name: Atest, Aaron

Year To Date: 0.00

Pay Group Name: DEMO BENEFIT PAYMENT
Payments: 0
Installments: 0
Direct Deposit: No
Plan Type: Pension
Administrator:

Home EFT Deductions **Miscellaneous** Web YTD User Defined Fields(UDF) Maintenance Summary Data Element View Tax Ledger New Payment New Installment

Beneficiary of:
Name Type: Person
Gender: Male
Payee Type: Payee

Previous Pay Group:
Previous Payee:

Payee Contact Information
Email: atestaaron@test.com
Phone: 440-111-2222

Miscellaneous
Employee Number:
Plus/Alternate Number: *****
Payee Code:



PayWeb Quick Reference Guide – Setting Up a New Payee

13. Select the **User Defined Fields (UDF)** tab on the Payee View screen.

The screenshot shows the KeyBank PayWeb interface for the 'Payee View' screen. The top navigation bar includes the KeyBank logo, user information (001 - KEYBANK N.A., HARALT - Last Login: 01/26/2021 1:53 PM), and a breadcrumb trail (Home / Payee List / Payee View). Below the navigation bar, there are buttons for 'Submit', 'Delete', and 'Cancel'. The main content area is divided into several sections:

- Pay Group:** 170030001000
- Payee:** 010001112
- Status:** Active (indicated by a green checkmark)
- Loc:** [Empty field]
- Record Issues:** [Empty field]
- Name:** Alest, Aaron
- Year To Date:** 0.00
- Pay Group Name:** DEMO BENEFIT PAYMENT
- Payments:** 0
- Installments:** 0
- Direct Deposit:** No
- Plan Type:** Pension
- Administrator:** [Empty field]

The 'User Defined Fields (UDF)' tab is highlighted with a red box. Below the tabs, there are several sections for data entry:

- Payee Address:** Address: 1518 Laine Road, City: Orwell, State: OH, Zip: 44076, Country Code: US, Country Name: [Empty field], Foreign: [Empty field]
- Tax Information:** Tax Rptg State: OH, Tax Rptg Country: [Empty field], Tax Rptg Code: Year End, Foreign ID: [Empty field], Social Security Type: SSN, W4P On File: No, W2 Box 15 Codes: None, 1042S Chpt 3 Override: [Empty field], W8Ben/W9: [Empty field], W8Ben/W9 Date: [Empty field], W8Ben/W9 Exp Date: [Empty field]
- Tax Name/Address:** Name: [Empty field], Address: [Empty field], City: [Empty field], State: [Empty field], Zip: [Empty field], Country: [Empty field]
- Advices:** EFT: [Checked], Rollover: [Checked]
- Dates:** Birth: 03/16/1958, Participation: [Empty field], Separation: 10/15/2020, Death: [Empty field]
- Special Handling:** [Empty field]



PayWeb Quick Reference Guide – Setting Up a New Payee

14. **Enter** date information into the **START ccyymmdd** field to generate the payee's credential letters for the PayeeWeb pensioner portal. This date should always be the first business day after the payee's first payment date.

Note: The PayeeWeb pensioner portal is only used for payees receiving installment payments. If you are setting up a payee for a lump sum Pay Group, you do **NOT** have to enter a date into the **START ccyymmdd** field.

The screenshot displays the KeyBank PayWeb interface for setting up a new payee. The top navigation bar includes the KeyBank logo and user information: "001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/26/2021 1:53 PM". The breadcrumb trail shows "Home / Payee List / Payee View".

On the left, the "Pay Group" is set to "170030001080". The "Payee" field contains "010001112", and the "Status" is "Active". The "Name" field is "Atest, Aaron". The "Year To Date" field shows "0.00".

On the right, the "Pay Group Name" is "DEMO BENEFIT PAYMENT". The "Payments" field is "0", "Installments" is "0", "Direct Deposit" is "No", "Plan Type" is "Pension", and the "Administrator" field is empty.

The main content area has tabs for "UDF", "Beneficiary", "Check Note 1" through "Check Note 10", "Alpha 1-3", "Alpha 10-1" through "Alpha 10-14", "Alpha 30-5", "Conversion Date", "Date 1" through "Date 3", and "Cash 1" through "Cash 3". The "UDF" tab is selected, and the "Beneficiary" sub-tab is active. The "START ccyymmdd" field is highlighted with a red box and contains the date "2021/03/01".



PayWeb Quick Reference Guide – Setting Up a New Payee

15. Click **Submit** in the top right of your screen to finalize addition of the payee. You will receive a confirmation message pop-up confirming the addition of the payee.

KeyBank

001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/26/2021 1:53 PM

Home / Payee List / Payee View

Submit Delete Cancel

Pay Group: 170030001080
Payee: 010001112
Status: Active
Loc:
Record Issues:
Name: Atest, Aaron

Year To Date: 0.00

Pay Group Name: DEMO BENEFIT PAYMENT
Payments: 0
Installments: 0
Direct Deposit: No
Plan Type: Pension
Administrator:

Home EFT Deductions Miscellaneous Web YTD User Defined Fields(UDF) Maintenance Summary Data Element View Tax Ledger New Payment New Installment

UDF Beneficiary

Check Note 1:
Check Note 2:
Check Note 3:
Check Note 4:
Check Note 5:
Check Note 6:
Check Note 7:
Check Note 8:
Check Note 9:
Check Note 10:

Alpha 1-3:
Code 1:
Alpha 10-1:
Alpha 10-2:
Alpha 10-3:
Alpha 10-4:
Alpha 10-5:
Alpha 10-6:
Alpha 10-7:
Alpha 10-8:
Alpha 10-9:
Alpha 10-10:
Alpha 10-11:
Alpha 10-12:
Alpha 10-13:
Alpha 14-1:
Alpha 30-5:

PAYEEWED ID:
START ccy/mm/dd: 2021/03/01
Memo 3:
Memo 4:

Conversion Date:
Date 1:
Date 2:
Date 3:

Cash 1: 0.00
Cash 2: 0.00
Cash 3: 0.00

16. A confirmation message pop-up will display confirming the addition of the payee.

KeyBank

001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/26/2021 1:53 PM

Home / Payee List / Payee View

Payment Wizards

Submit Delete Cancel

Pay Group: 170030001080
Payee: 010001112
Status: Active
Loc:
Record Issues:
Name: ATEST, AARON

Year To Date: 0.00

Pay Group Name: DEMO BENEFIT PAYMENT
Payments: 0
Installments: 0
Direct Deposit: Yes
Plan Type: Pension
Administrator:

Home EFT Deductions Miscellaneous Web YTD User Defined Fields(UDF) Maintenance Summary Data Element View Tax Ledger New Payment New Installment

Payee Address
Address: 1518 LARNE ROAD
City: ORWELL State: OH Zip: 44076
Country Code: US Country Name:
Foreign:

Foreign ID:
Social Security Type: SSN
WMP On File: No

W2 Box 15 Codes: None
10425 Chpt 3 Override:
W8Ben/W9:
W8Ben/W9 Date:
W8Ben/W9 Exp Date:

Payee Message
REQUEST PROCESSED SUCCESSFULLY
Close



PayWeb Quick Reference Guide – Setting Up a New Payee

Performing Payee Maintenance or Updating Information in a Payee Profile

17. To change any information in the **Payee View** tabs (such as address), simply locate the payee record you want to update and type in the new information, then click **Submit**. If the change is to be effective at a future date, select the **Future Date** button at the top of the screen to enter the effective date of the change. Then update the data you want to change, then click **Submit**.

Home / Payee List / Payee View

Payment Wizards View Tax Forms Submit Cancel

Pay Group: 170030001080 Payee: 010001112 Status: Active Loc: Record Issues: Name: ATEST, AARON

Future Date

Year To Date: 0.00

Pay Group Name: DEMO BENEFIT PAYMENT
Payments: 0
Installments: 0
Direct Deposit: Yes
Plan Type: Pension
Administrator:

Home EFT Deductions Miscellaneous Web YTD User Defined Fields(UDF) Maintenance Summary Data Element View Tax Ledger New Payment New Installment

Payee Address
Address: 1518 LAINE STREET
City: INDIANAPOLIS State: IN Zip: 46201
Country Code: US Country Name: Foreign:

Tax Information
Tax Rptg State: IN W2 Box 15 Codes: None
Tax Rptg Country: 1042S Chpt 3 Override:
Tax Rptg Code: Year End W8Ben/W9:
Foreign ID: W8Ben/W9 Date:
Social Security Type: SSN W8Ben/W9 Exp Date:
W4P On File: No

Tax Name/Address
Name:
Address:
City: State: Zip:
Country:

Advices
EFT: ☒
Rollover: ☒
Digital: ☐
Special Handling:

Dates
Birth: 03/18/1958
Participation: 08/01/1980
Separation: 10/15/2020
Death:

payws-keybank.omniasp.com says

Enter Future Date :
(MMDDYYYY or MM/DD/YYYY)

06/15/2021

OK Cancel



PayWeb Quick Reference Guide – Setting Up a New Payee

18. You may access the **Maintenance** tab to track any changes to a payee's record. This area shows the user ID and date for the last update of a pensioner record.

The screenshot shows the KeyBank PayWeb interface. At the top, the KeyBank logo is on the left, and the user ID '001 - KEYBANK N.A.' and login information 'HARALT - Last Login: 01/26/2021 1:53 PM' are on the right. Below the header, the breadcrumb 'Home / Payee List / Payee View' is visible. The main area is divided into three sections. The left section, titled 'Payment Wizards', contains fields for 'Pay Group' (170030001000), 'Payee' (010001112), 'Status' (Active), 'Loc', 'Record Issues', and 'Name' (ATEST, AARON). The middle section, titled 'Year To Date', shows a value of '0.00'. The right section, titled 'Pay Group Name: DEMO BENEFIT PAYMENT', shows 'Payments: 0', 'Installments: 0', 'Direct Deposit: Yes', 'Plan Type: Pension', and 'Administrator:'. Below these sections is a navigation bar with tabs: Home, EFT, Deductions, Miscellaneous, Web, YTD, User Defined Fields(UDF), Maintenance (selected), Summary, Data Element View, Tax Ledger, New Payment, and New Installment. Below the navigation bar is a table with the following data:

Record Type	Identifier	Changed By	Changed On
PA		HARALT	01/27/2021-08:20:16
BT	EFT PC01	HARALT	01/27/2021-08:16:51
SD	FEDTX	HARALT	01/27/2021-08:16:52
SD	TAXOH	HARALT	01/27/2021-08:16:53

Note: You may run the **Transaction Report** from the **Create Report** screen that will show any updates you make in PayWeb within the time frame selected. Please refer to the **Create and Download Reports QRG**.

For more assistance in navigating or using the PayWeb Portal, [visit key.com/paywebtraining](https://key.com/paywebtraining), or contact your KeyBank Institutional Advisors Relationship Management Team.

KeyBank Institutional Advisors collaboratively engages stakeholders to understand their organization's strategic mission, values, and goals. Our advisors are professionals supported by subject matter experts across client disciplines/market segments. Combining our expertise with an understanding of the client, we recommend and implement customized, coordinated financial solutions.





KeyBank Institutional Advisors is the marketing name under which KeyBank National Association (KeyBank) offers investment management and fiduciary services to institutional clients.

KeyBank National Association is the Trustee of the KeyBank Multiple Investment Trust (the "MIT") for Employee Benefit Trusts and the KeyBank EB MaGIC® Fund. The KeyBank EB MaGIC® Fund is sub advised by Mellon Investment Corporation. Advisor receives a fee for their services. An investment in a money market fund is not insured or guaranteed by the FDIC or any other government agency. Although the money market funds seek to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in these funds. Banking and trust products are offered by KeyBank. All credit products are subject to collateral and/or credit approval, terms, conditions, and availability and subject to change. When considering gift planning strategies, the donor should always consult with the donor's own legal, tax and financial advisors. KeyBank does not give legal advice.

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Non-deposit products are:

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