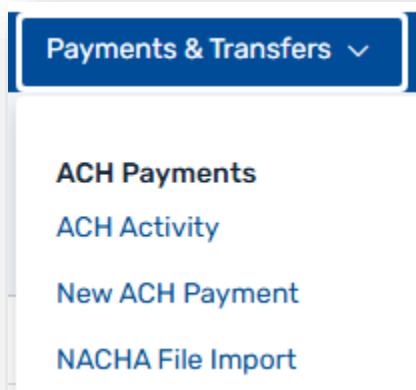# NACHA File Import

Payments & Transfers Tab > NACHA File Import

1. Choose your file to import. (File should be in NACHA ACH file format and is typically saved as a .TXT or .TSV file)

2. Select the Settlement account > This will be the business account linked to ACH Services. *If there are multiple business accounts set up for ACH, please make the correct selection.*

3. Select Company ID > **IMPORTANT: Only select the Collection ID if you are processing a Collection File**

4. Company Name field will be prefilled with your Business Name

5. Click Import NACHA File

NACHA File Import

Your file was imported successfully.

6. Return to ACH Activity to Approve the file or Notify Approvers →**Payments & Transfers Tab > ACH Activity**

7. Select the three dots on the right of the transaction details

Notify Approver(s)

Approve

Reject

Edit

Copy

Export

Delete

Status ▼   Amount

⚠ Needs 1 Approval $0.75 **CR**   ⋮

Approve by 08/14/2025 at 06:00
pm EDT

Approve   ✕

Do you want to approve this payment? Payment will move to Approved
Status.

Approve Payment   Cancel

8. You will then be prompted by Multi-Factor Authorization to receive a code via call or text to approve the ACH transaction.

Additional Authentication Required ✕

Please choose the authentication method you would like to use:

Security Code via Text Alert

Security Code via Voice Message

Additional Authentication Required ✕

A text will be sent to your specified mobile number. This text alert will contain the Security Code that you are required to enter in order to gain access to your online accounts and services.

The text alert will be delivered to **XXX-XXX-1630 (sms phone number).**

Note: This Security Code applies only to this login session.

Back   **Send Security Code**

Additional Authentication Required ✕

For your protection, as additional authentication, you are required to enter a Security Code to gain access to your online accounts and services.

A notification message was sent on **8/14/2025 12:45:35 pm EDT** to your specified delivery methods (see below). This notification message contains the Security Code that you are required to enter.

The notification message was delivered to **XXX-XXX-1630 (sms phone number)** .

Please enter the Security Code provided in the message:

_ _ _ _ - _ _ _ _

The Security Code is valid for 10 minutes.

Click here if you have not received the Security Code and would like to receive a new Security Code.

Back   Continue

Once a successful code is entered you will be directed back to the ACH Activity screen and the ACH transaction will show as Approved under Status.

Status ▼

Approved
Processing begins on
08/20/2025

Show More ∨