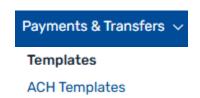


Using an ACH Template

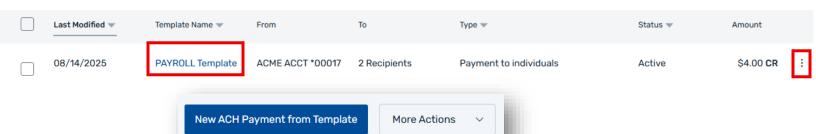
Payments & Transfers > Templates > ACH Templates



Click on the Template Hyperlink > Select "New ACH Payment from Template"

<u>OR</u>

Click on the three ellipses next to the Template Name > select Create ACH from Template option



Recipients

 You cannot add or remove recipients when using a Template, however, you can adjust the amount for each recipient or place them on hold, so no funds are sent/collected.

To place on hold or to Edit the amount for recipients, select the three ellipses by their name and select an option.

0.00

Place Hold

Edit Recipient

\$

:

 If you need to add additional/addenda information (ie. invoice number, etc.) click the + button to Add Addenda to

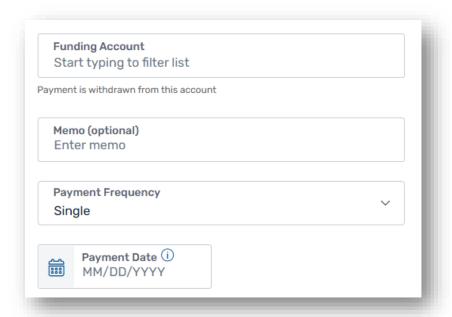
your recipient.

Add Addenda

Next

Processing Details

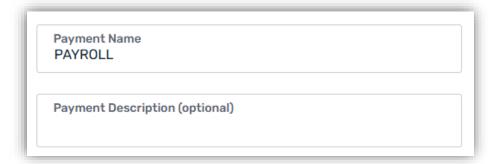
- Select the Funding/Collection
 Account (If sending a payment, the available account balance will display below this field in grey)
- Select the Company ID →
 IMPORTANT: If processing a collection, select the Collection
 Company ID
- Memo field is optional
- Choose the Payment Frequency from the dropdown
- Choose a Payment Date (this is also known as the effective date for your ACH file)



Next

Review & Submit

- Review ACH Details
- Enter a Payment Name → IMPORTANT: This is the Entry Description for your ACH file.
 Enter a short description of what the payment/collection is for. If this is a Payroll file, you must have PAYROLL entered in this field.
- Payment Description is optional. If you need to add addenda information return to the Recipient step.



Once all details have been reviewed click Submit Payment/Collection.

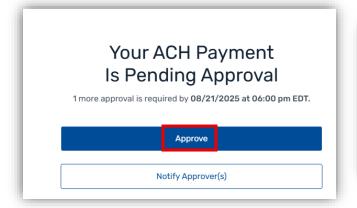
There is also an option to Finish Later. This will save your information and will display in your ACH

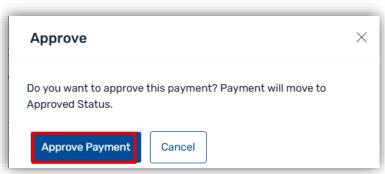
Activity. You will need transaction to submit

Submit Payment Finish Later

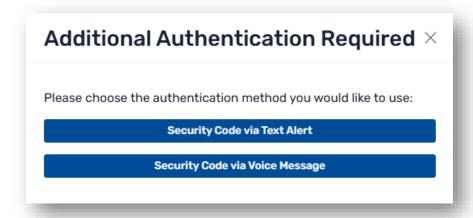
to Select and Edit the Payment/Collection.

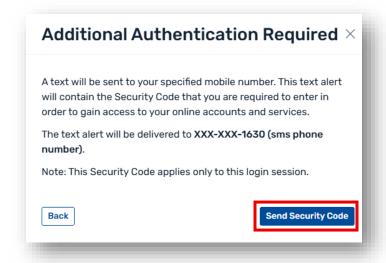
You will be prompted to Approve the ACH transaction or Notify Approvers that the ACH Transaction is pending Approval.

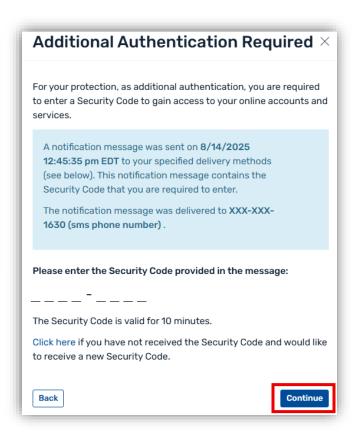




Once you select Approve, additional Multi-Factor Authentication is required via Text or Call (Voice Message).







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.

