Using an ACH Template

Payments & Transfers > Templates > ACH Templates

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

OR

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

	Last Modified ▼	Template Name ▼	From	To	Type ▼	Status ▼	Amount	
☐	08/14/2025	**PAYROLL Template**	ACME ACCT *00017	2 Recipients	Payment to individuals	Active	$4.00 **CR**	⋮

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.

- 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)

Funding Account
Start typing to filter list

Payment is withdrawn from this account

Memo (optional)
Enter memo

Payment Frequency
Single   ⌄

📅 **Payment Date** ⓘ
MM/DD/YYYY

[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.

Payment Name
PAYROLL

Payment Description (optional)

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 to Select and Edit the transaction to submit 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).

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 ⌄