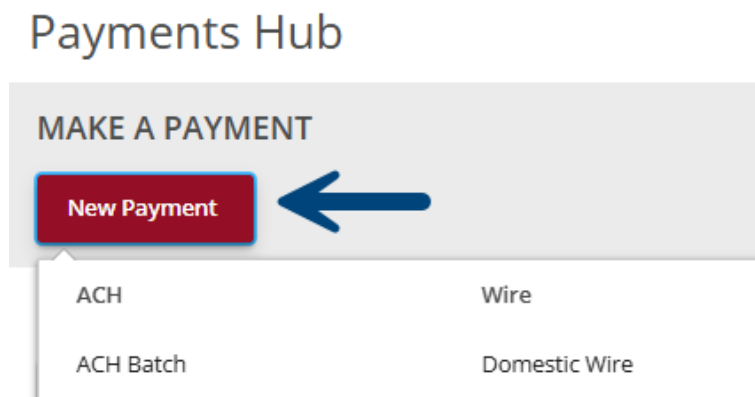


## ACH Transactions

Please follow the instructions below to submit a new ACH Batch.

### New Payment ACH

1. Navigate to **Business Banking** → Under Payments and Transfers, select the **Payments** tile → Select **New Payment** → Select **ACH Batch** in the drop-down



2. The ACH Batch screen will display with the following options:
  1. **SEC Code:** Select the proper code
  2. **From Subsidiary:** Select the proper Subsidiary
  3. **Account:** Select the account the funds will come out of (ACH Batch)
  4. **Effective Date:** Select the date the funds will enter or leave the account
  5. **Recipient/Account:** Search for a recipient
    - i. More than one recipient can be added by selecting the **Add multiple recipients** box

NOTE: If you do not have any recipients already created, you will need to add a new recipient by selecting **+New Recipient**
  6. **Amount:** Enter the ACH amount
  7. **Cancel, Draft, or Approve:**
    - i. **Cancel:** Stops the ACH and will not save the details
    - ii. **Draft:** Initiates your ACH, but does **NOT** send your ACH to the Bank for processing
    - iii. **Approve:** Sends the ACH to the Bank for processing

NOTE: Draft and Approval functionality are dependent on your permissions—if you are unable to do either, reach out to your company's online banking administrator for access

ACH Batch [Change Type](#) Upload From File

**Origination Details**

SEC Code 1 2 From Subsidiary

-----Select a SEC Code----- Search by name

Account 3

Search by name or number

Effective Date 4 Recurrence

None

**Recipients 1** + Add multiple recipients Find recipients in payment Expand All

Filters: Pre-Notes

| Recipient/Account                                        | Amount                 |
|----------------------------------------------------------|------------------------|
| <span>5</span> Search by name or account. <span>⚠</span> | \$ <span>6</span> 0.00 |
| <span>7</span>                                           |                        |

Cancel Draft Approve

NOTE: If your company uses NACHA formatted files, you will want to use the ACH “Upload From File” option to submit your ACH files—please review our **ACH File Upload** guide if you need guidance

Home Transactions 1 Business Banking 1 Services 1 Settings Messages Activity Center Log Off

ACH Batch [Change Type](#) Upload From File

**Origination Details**

SEC Code 1 From Subsidiary Account

-----Select a SEC Code----- Search by name or number

Effective Date Recurrence

None

3. Once a payment has been drafted or approved, the details of the transaction can be viewed in the Activity Center
  1. If the payment was drafted, you can approve the transaction in the Activity Center by selecting the buttons with three vertical dots

| Home                    | Transactions <sup>i</sup> | Business Banking <sup>i</sup> | Services <sup>i</sup>    | Settings                   |
|-------------------------|---------------------------|-------------------------------|--------------------------|----------------------------|
| Transaction List        |                           |                               | <input type="checkbox"/> | ⋮                          |
| Processed ACH Batch     |                           |                               | \$125.00<br>6/4/2025     | <input type="checkbox"/> ⋮ |
| Processed Domestic Wire |                           |                               | \$250.00<br>6/4/2025     | <input type="checkbox"/> ⋮ |