



Uploading a NACHA File for ACH Origination



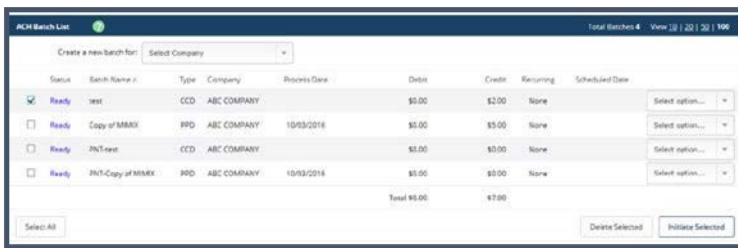
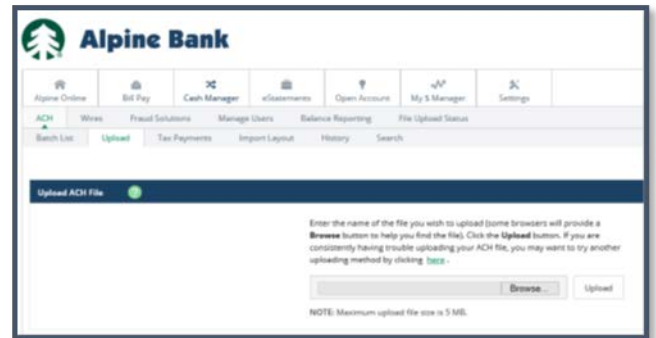
Step 1: Create a NACHA File

NACHA files are created using accounting software and may be uploaded and initiated through business online banking using the steps below.

Step 2: Upload a NACHA File

Under "Cash Manager," select "ACH" and "Upload". Click "Browse", select the NACHA File and "Upload" the file.

The "File Upload Status" will show the NACHA file and its status. If "Queued", click "Refresh List" until it shows a status of "Uploaded".



Note: You may select and initiate multiple batches at once by checkmarking each batch, then click "Initiate Selected".

Step 3: Initiate a Batch

Navigate to "ACH" and "Batch List". You will see the batch you created listed here. To initiate the batch, checkmark the box to the left of the batch and select "Initiate Selected" near the bottom of the screen.

You may also select "Initiate" from the "Select Option" drop down menu to the right of the batch.

If your ACH Origination service is setup with Dual Custody, a second Authorized User will need to initiate the batch that you created.



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Step 4: Select an Effective Date and Offset Account

Choose an "Effective Date" and "Offset Account" for the batch. Select a date that is at least two business days* in advance for credits and one business day* in advance for debits.

Once Your ACH settings are correct, click "Initiate".

A conformation message will appear and the status of "Initiated" until the batch is processed.

*Business days: Monday through Friday, excluding Federal holidays.

Batch	Type	CompanyName	Reset Records *	Debit	Credit	Effective Date	Offset Account
test	CCD	ABC COMPANY	<input type="checkbox"/>	\$0.00	\$2.00		
				Total \$0.00	\$2.00		

* Reset amounts to \$0.00 after processing batch

Questions?

Please contact us at (833) 325-7902.
Thank you for your business!