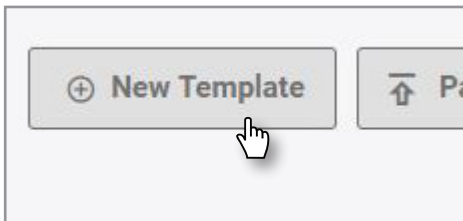


Creating and Submitting ACH Templates

STEP 01/06

Select the Business ACH widget.



STEP 02/06

Click the New Template button.

STEP 03/06

Enter the properties associated with that Template, then click Create Template.

New Template ×

Template Name

Company Name

Transaction Type

Company Entry Description ?

Offset Account ?

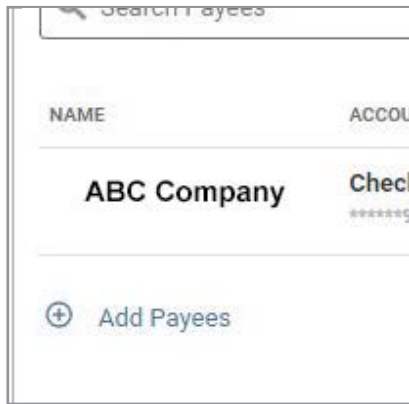
Access Level ?

Normal
All users with ACH permissions can access

Restricted
Only users with Restricted permissions can access

Member FDIC

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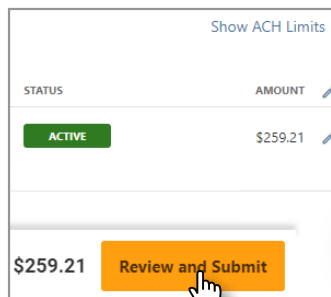
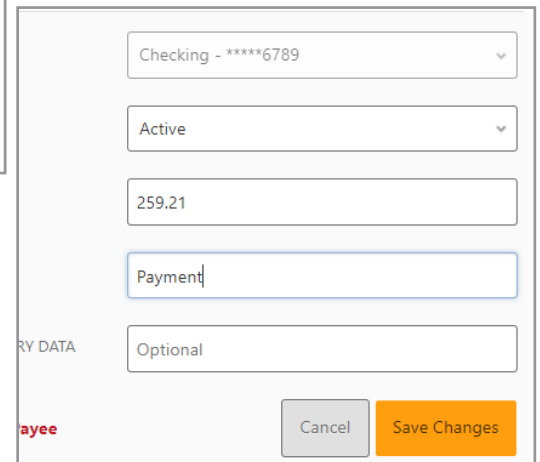
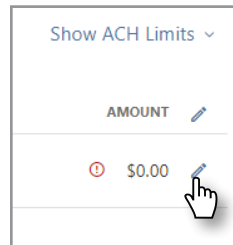
STEP 04/06

Click the Add Payees link, select the applicable Payee(s), and then click the Add Payees button.

STEP 05/06

Select the Edit (pencil) icon next to the Payee to assign the Amount and complete the Addenda. Then, click Save Changes.

Note: Select the Edit (pencil) icon next to AMOUNT to assign an amount to all Payees listed.



STEP 06/06

Click Review and Submit. Then, click One Time or Recurring.

To create a recurring payment, from this window, select Recurring, and then assign a Frequency, Starting, and Ending to create a recurring payment.

Select Submit Template.

