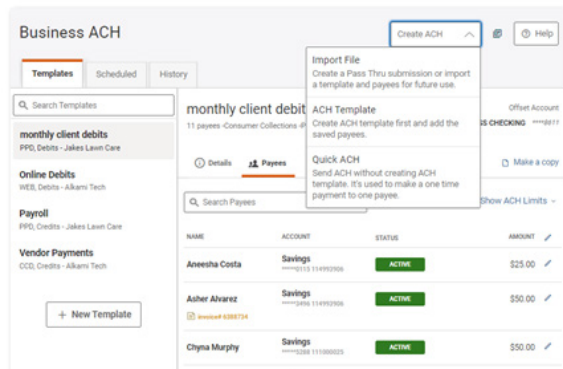
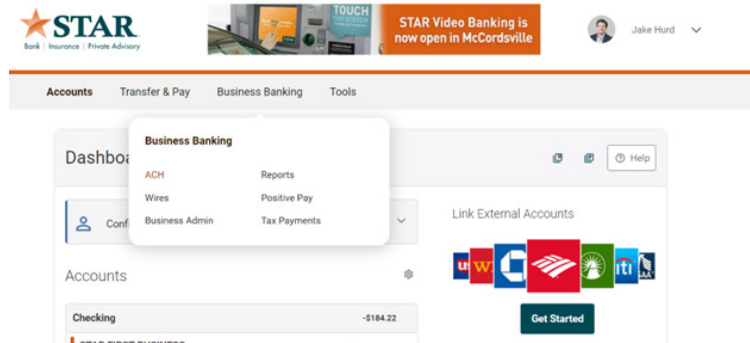


Creating and Submitting ACH Templates

Create an ACH template first and add the saved payees. These are saved and can be used again.

STEP 1/6

From the top menu under **Business Banking**, Select **ACH**.



STEP 2/6

Select the **Create ACH Dropdown** and **Choose ACH Template**.

STEP 03/6

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

New Template

Template Name

Company Name

Transaction Type

Company Entry Description

e.g. payroll, bonuses

Offset Account

Select an account

Access Level

☒ Normal
All users with ACH permissions can access

☐ Restricted
Only users with Restricted permissions can access

Import Payees

Cancel

Create Template

No payees have been added yet.

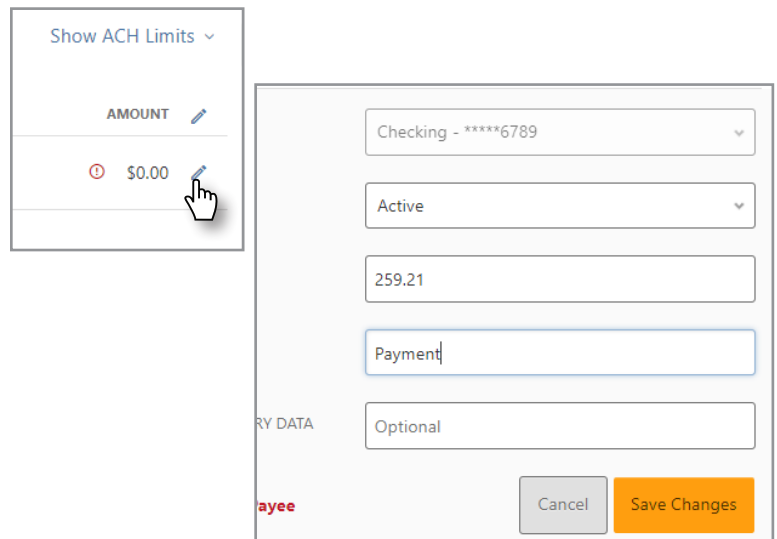
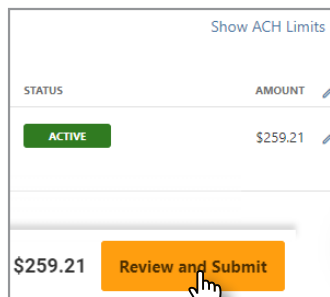
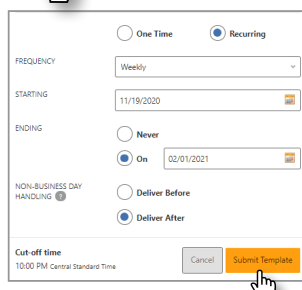
Add Payees

STEP 4/6

Click the **add payees** link, select the applicable payees, and then click the **add payees** button.

STEP 5/6

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

STEP 6/6

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**.