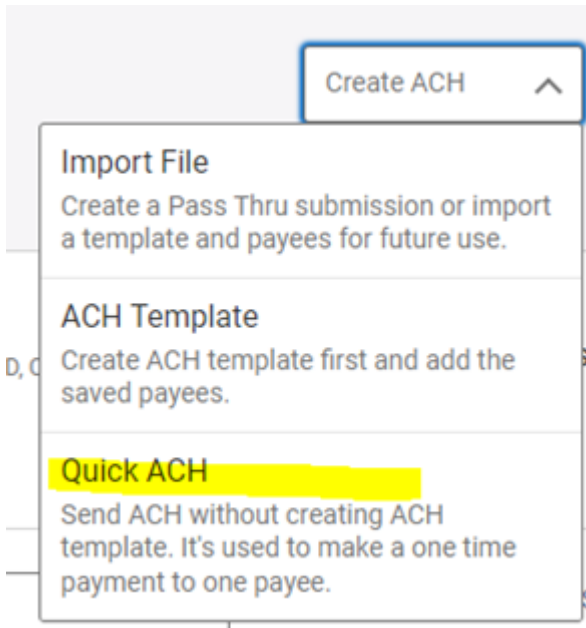


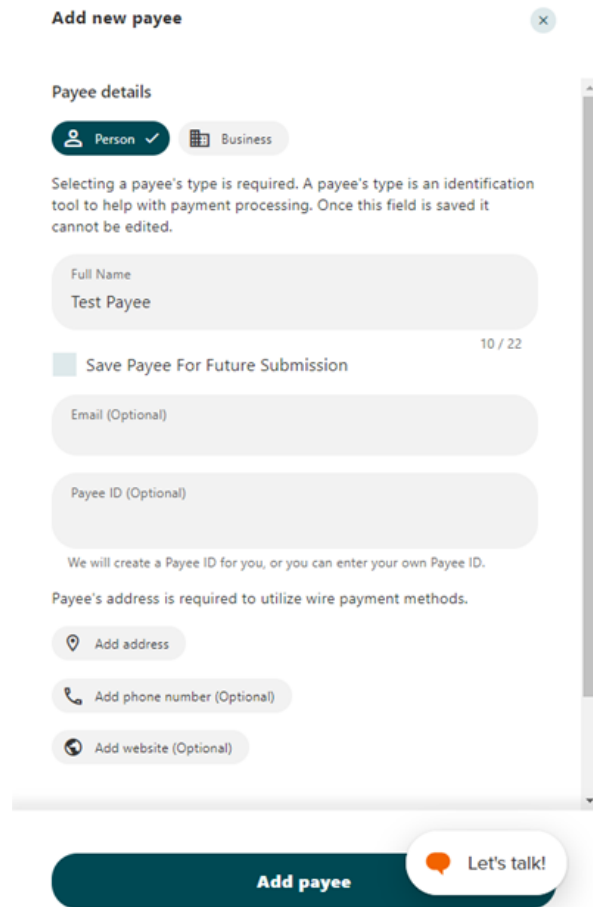
# Quick ACH Submission Guide

1. Navigate to the ACH & Wire Tab and select "Create ACH"
2. In the dropdown, select "Quick ACH"



3. Fill out offset account, transaction type (payroll etc.), access level, and amount & deliver by date
4. If payee is already created, type in payee name validate information and hit submit
5. If payee is not already created, select "create new payee"

6. Select type of payee, fill out payee name – hit add payee



Note: If this is a payee you may want to use in the future, select the "save payee for future submission" option. This will store the payee's information in the payee section of the platform.

7. Fill out payee account information and select "save"
8. Validate information is correct, hit "submit"