

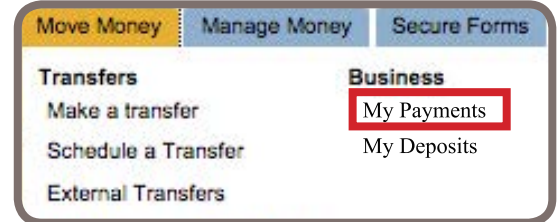
My Payments | ACH Credits

Use this easy to follow guide to send an ACH Credit from Online Banking. To submit an application for this service, stop into any office or speak with your Business Development Representative.

1

While logged into Online Banking, hover over the **Move Money** tab

Click **My Payments**



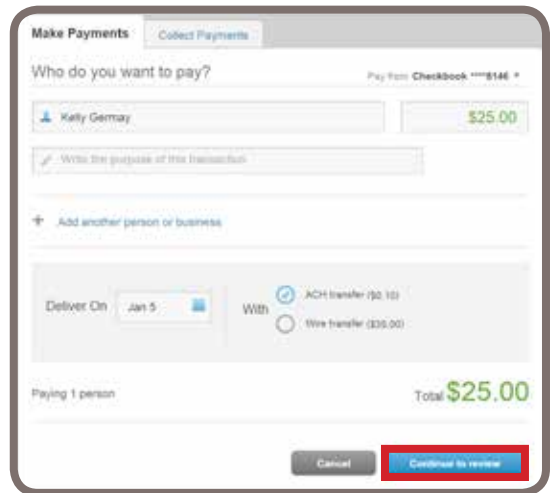
2

From the **Make Payments** tab, enter the person you want to pay and the amount.

- If setting up a new payee, start typing the name and then click **Add new contact**.

Choose the date for payment delivery
Check the **ACH Transfer** radial button.

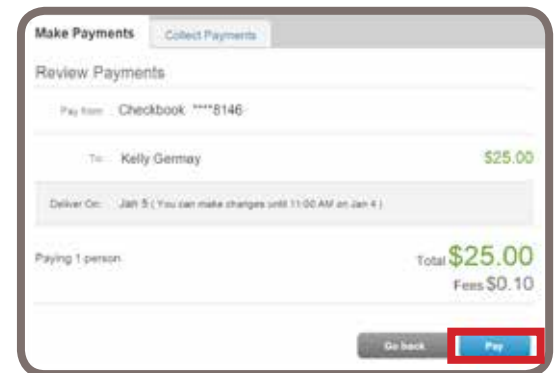
Click **Continue to review**.



3

You will then be taken to a confirmation page to confirm the transaction details

Click **Pay**.



Result:

Upon clicking Pay, the transaction can be viewed from the Activities tab.

To edit a payment before its scheduled processing date, click **Edit Payment**.

