

My Payments | ACH Debits

Use this easy to follow guide to send an ACH (Automated Clearing House) Debit from Online Banking to collect payments. 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**



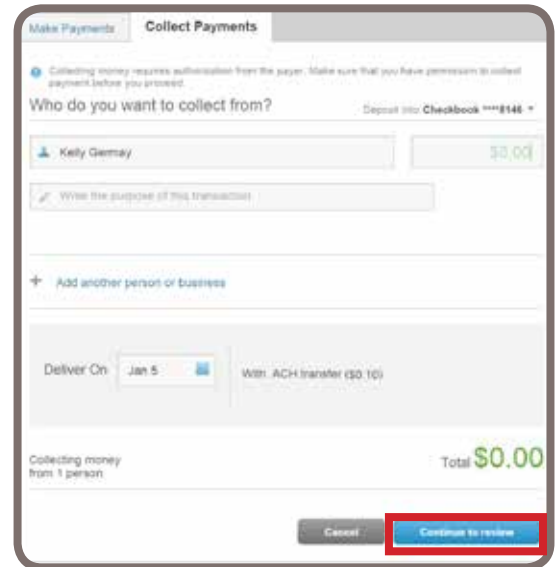
2

From the **Collect 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**.

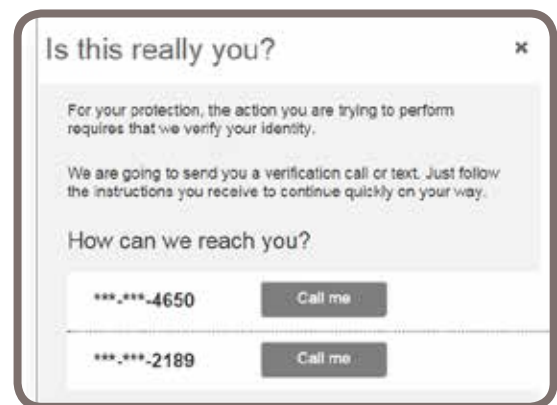
Choose the date for payment deliver.

Click **Continue to review**.



3

You may be prompted to complete the multi-factor identification. Choose your email or phone number to verify it is really you completing the transaction.

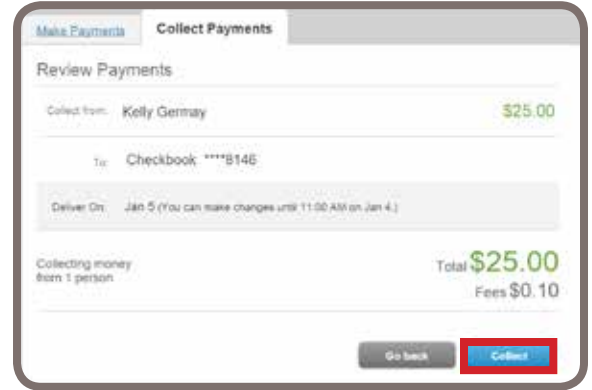


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4

Review the information and confirm the transaction details

Click **Collect**.



Result:

Upon clicking Collect, transactions can be viewed from the Activities tab. To edit a payment before its scheduled processing date, click **Edit Payment**.

