

Business banking: How to manage ACH

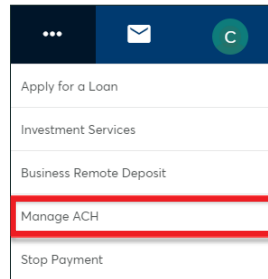
Follow these instructions to learn how to make and collect business account payments. When creating a template for a payment, please set up your recipients first.

How to set up a recipient

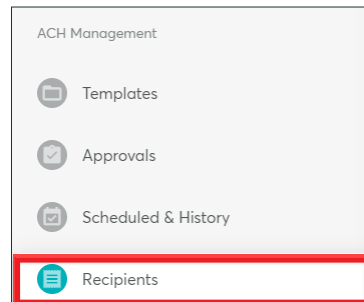
1. Log in to Online Banking and click **More (...)** links.



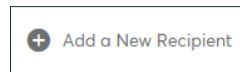
2. Click **Manage ACH**.



3. Under ACH Management, click **Recipients**.



4. Click **Add a New Recipient**.



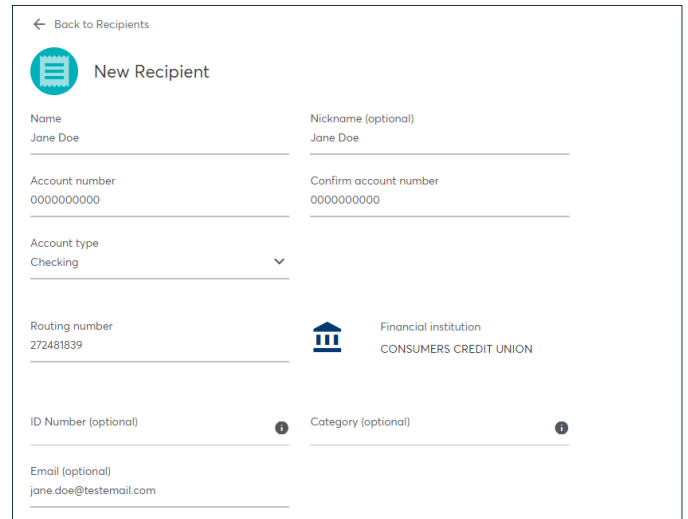


Business banking: How to manage ACH (cont.)

5.

In the "New Recipient" window enter:

- **Recipient Name**
- **Account Number**
- **Confirm account number**
- **Account type**
- **Routing Number**
- **ID Number** (if applicable)
- **Category** (if applicable)
- **Email Address** (optional)



← Back to Recipients

New Recipient

Name: Jane Doe Nickname (optional): Jane Doe

Account number: 0000000000 Confirm account number: 0000000000

Account type: Checking

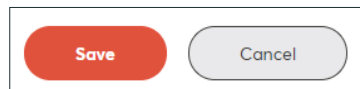
Routing number: 272481839 Financial institution: CONSUMERS CREDIT UNION

ID Number (optional) Category (optional)

Email (optional): jane.doe@testemail.com

6.

Click **Save**.



Save Cancel

How to create an ACH Template

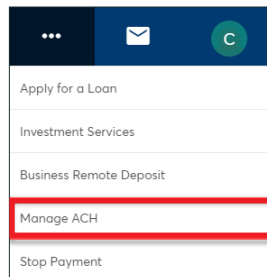
1.

Log in to Online Banking and click **More (...)** links.



2.

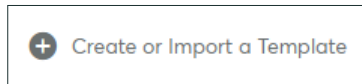
Click **Manage ACH**.





Business banking: How to manage ACH (cont.)

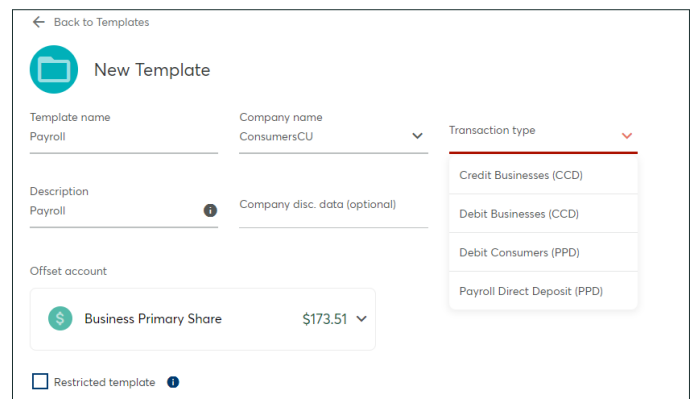
3. On the templates window, click **Create or Import a Template**.



4. In the "New Template" window:

- Enter **Template name**
- Select **Company name** from the dropdown menu
- Select **Transaction type** from the dropdown menu
- Enter a **Description**
- Select an **Offset account** from the dropdown
- Mark the **Restricted template** box (if applicable)

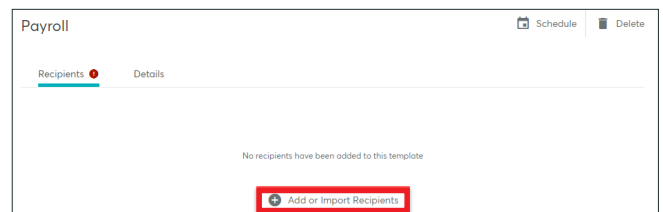
Note: Only sub-users with restricted permissions may access this template.



5. Click **Save**.



6. Click **Add or Import Recipients**.







Business banking: How to manage ACH (cont.)

7. Check the box next to the **Recipient(s)** to add and click **Save**.

<input checked="" type="checkbox"/>	Kristen Smith	Checking *9094	Salaried
Recipient list has changed			
		Save	Cancel

8. To send or collect a payment, click **Schedule**.

 Schedule	 Delete
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9. Select **Deliver by Date**.

Deliver by

10/09/2019

<	Oct	2019					>
Su	Mo	Tu	We	Th	Fr	Sa	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

Sends on Oct 9, 2019
 Delivers by Oct 9, 2019

Deliver Same Day

10. Edit the amount you would like to pay each recipient (if applicable).

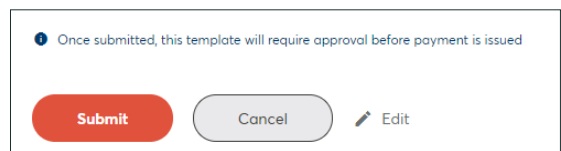
Employee B Checking *2585	Pay \$ 0.02
OLBTest3 Checking *9094	Pay \$ 0.01
Consumers test 6 Checking *2585	Pay \$ 0.02
3 total recipients	
\$0.05	

Business banking: How to manage ACH (cont.)

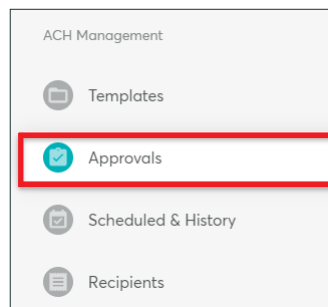
11. Click **Review**.



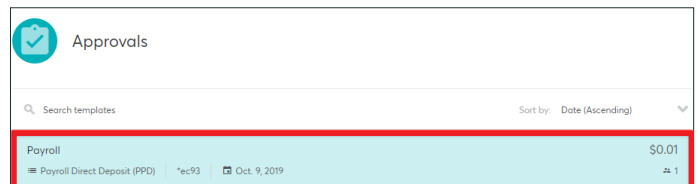
12. Click **Submit**.



13. Under "ACH Management", click the **Approvals** queue.



14. Click the **template** to submit.



15. Click **Approve** to submit the template.



Note: Templates need to be approved before they are sent. To verify the payment will be sent, check to see it is in the "Scheduled & History" queue.