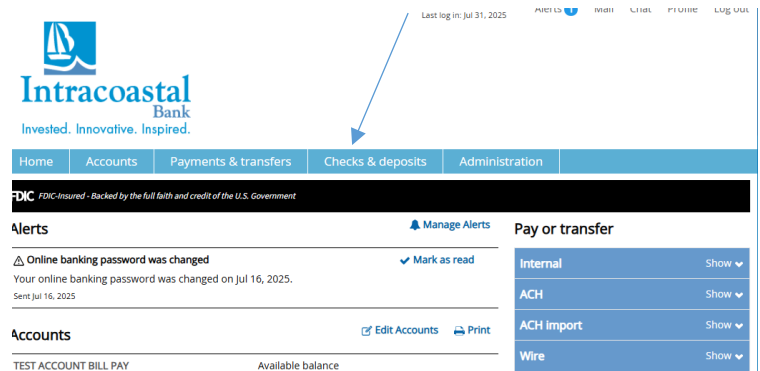




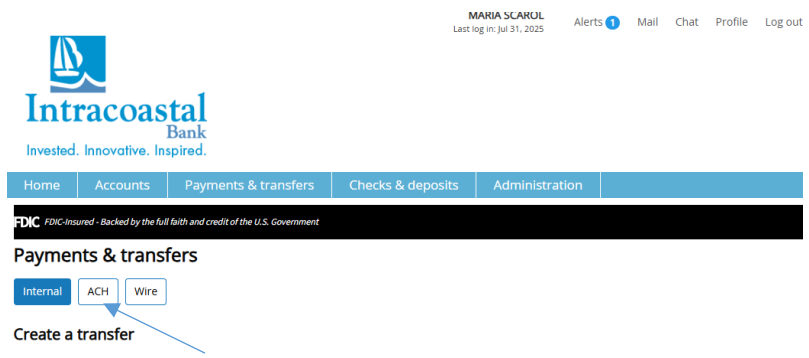
ACH Templates in Business Online Banking

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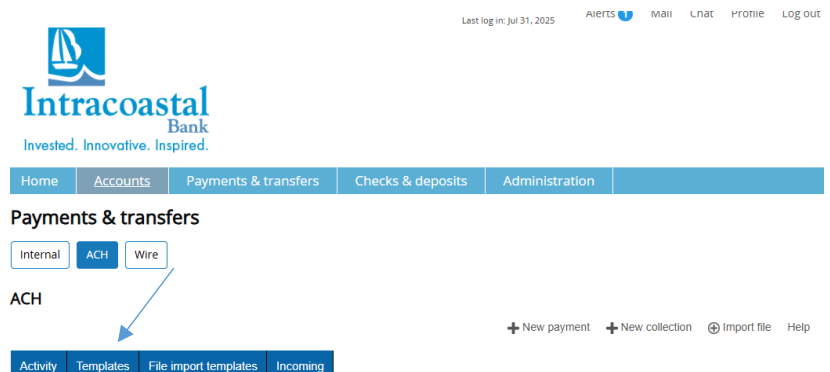
1. Accessing ACH Templates
 - a. Select the “Payments & transfers tab”



- b. Select the transaction type “ACH.”



- c. Navigate to the Templates tab.



2. There are two options when adding a New ACH Template

- New payment template - Allows you to create a new payment template
- New collection template – Allows you to create a new collection group

Payments & transfers

Internal ACH Wire

ACH

+ New payment template + New collection template

Activity	Templates	File import templates	Incoming			
Template group ^	Template name ^	Type ^	Status ^	Report		
▼ all	TEST	Collection	Approved	Send	Edit	Delete
▼ VENDORS	Abraham Lincoln	Payment	Approved	Send	Edit	Delete

- Select the transaction type from the “Type” dropdown. Payroll-PPD, Prearranged Deposit- PPD or Company-CDD
- Select the *Continue* button to proceed or *Close* to cancel the entry.

ACH

+ New payment template + New collection template

Activity	Templates	File import templates	Incoming
Template group ^	Template name ^	Type ^	Status ^
▼ all	TEST		
▼ VENDORS	Abraham Lincoln		

New payment template

Type *

Payroll - PPD

* Indicates required field

Continue Cancel

3. Creating your Template

- a. Complete the “Template Details”
 - i. Template name
 - ii. Template group (optional)
 - iii. From amount (optional)
 - iv. To amount (optional)
 - v. If you would like to Repeat, click the checkbox next to “Repeat”
 1. If this is a repeat (recurring) file, chose frequency.
 - vi. Choose your user restrictions: either “All current and future users” or “Specific users”

Payments & transfers

ACH

Print
 Help

New template

Template name * 	Tax identification number INTRACOASTAL BAN[xxxxx3674]	Template group all	+ New
Type Payment (Payroll - PPD)	☐ Repeat	From amount 	To amount
Total withdrawal \$0.00	Total deposit \$0.00		

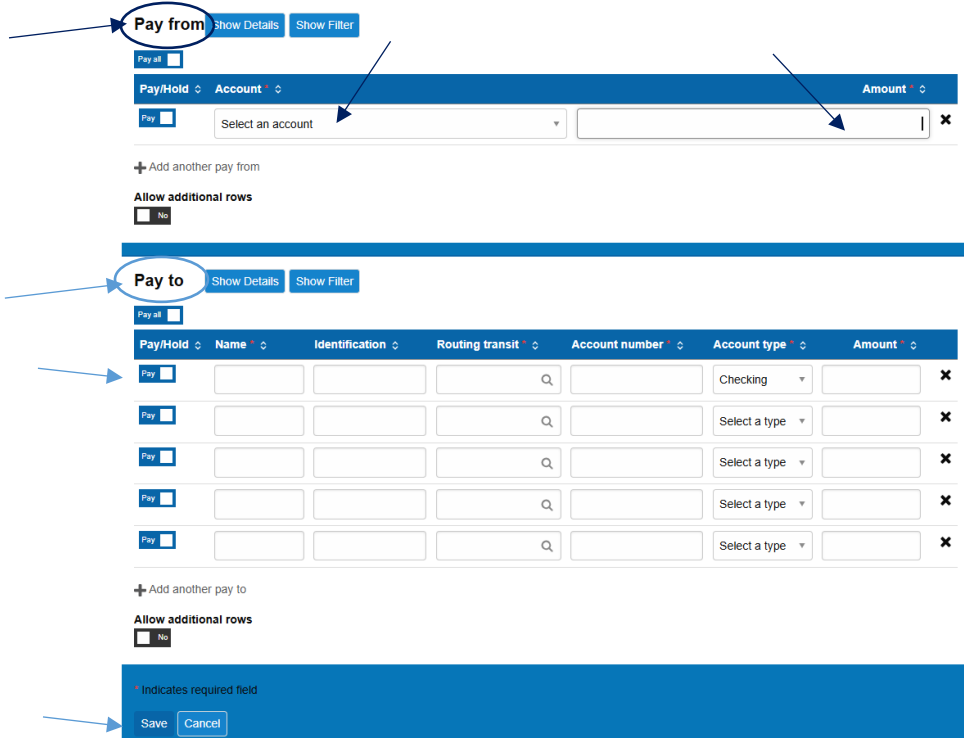
User access

☐ All current and future users
 ☒ Specific users

- | | | |
|---|---|--|
| ☐ ANDREW POUPARD | ☐ DANA TUCKER | ☐ JAY COOMES |
| ☐ JOHN AGUIAR | ☐ KIM BROWN-CRAWFORD | ☒ MARIA SCAROL |
| ☐ MARIA SCAROL | ☐ TARA GUGLIARA | |

4. Making to-from payments

- a. **Pay from** (account that the funds are being withdrawn from)
 - i. Select the account you would like to pay with.
 - ii. Enter an amount in the box next to account.
 1. (When you are ready to send the file you will have the capability to edit)
- b. **Pay to** (the recipient that you are paying)
 - i. Enter the recipients name in the name column
 1. (You can have multiple recipients)
 - ii. Enter in their information
 1. Identification: eg. Employee number (optional)
 2. Routing Number
 3. Account number
 4. Account type
 5. Amount
 - iii. Click save at the bottom of the screen



Pay from Show Details Show Filter

Pay all ☐

Pay/Hold ☐ Account Amount

Pay ☐ Select an account

+ Add another pay from

Allow additional rows ☐ No

Pay to Show Details Show Filter

Pay all ☐

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount
Pay ☐					Checking	
Pay ☐					Select a type	
Pay ☐					Select a type	
Pay ☐					Select a type	
Pay ☐					Select a type	

+ Add another pay to

Allow additional rows ☐ No

Indicates required field

Save Cancel