

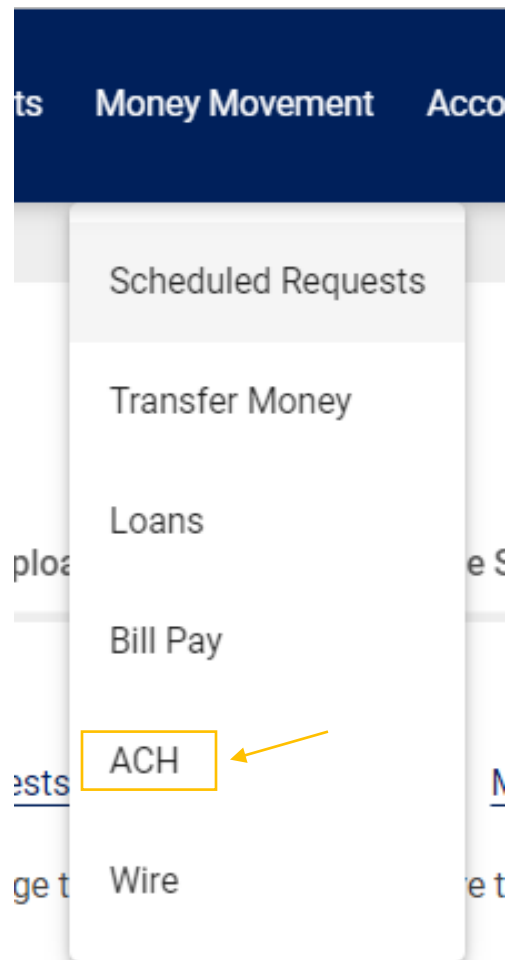
ACH Template

To ACH Upload a file, follow the below:

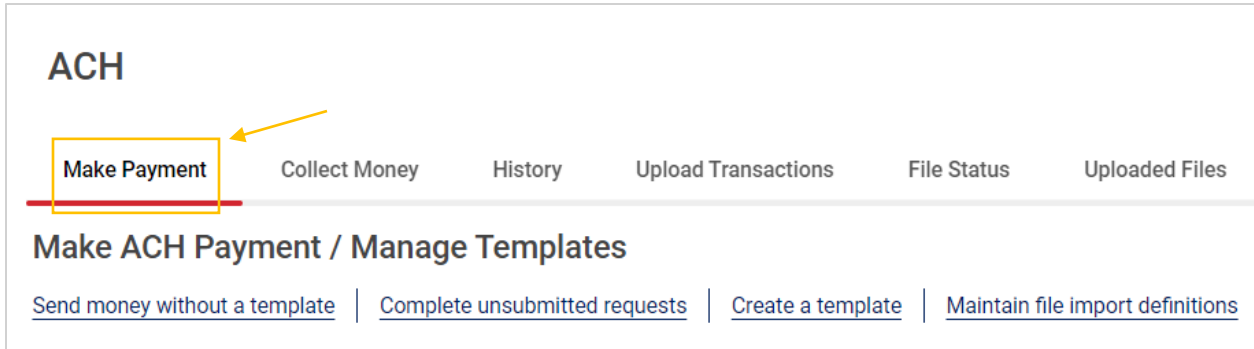
1. Once you log in, hover over “**Money Movement.**”



2. Then select “**ACH.**”



3. Hover over the **“Make Payment”** button.



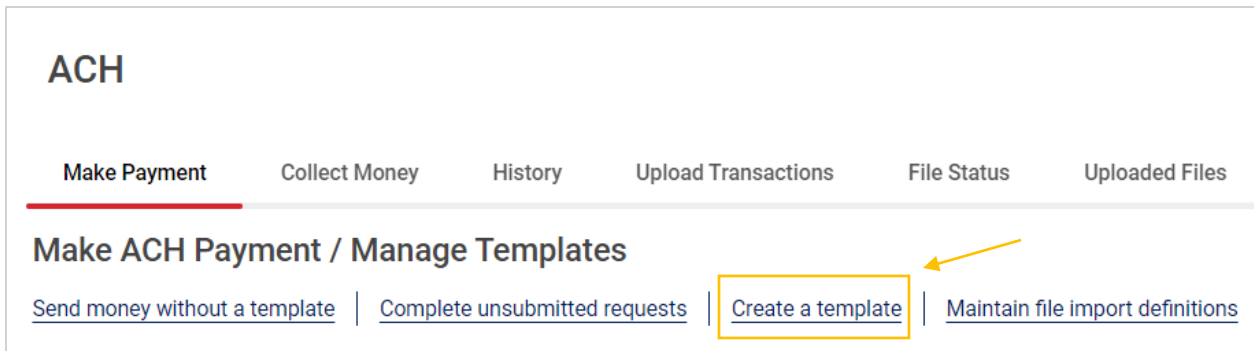
ACH

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Make ACH Payment / Manage Templates

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4. Look for an option to **“Create a template”**. Click on that option to proceed.



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5. Provide the **necessary details** for the template. This includes information such as Template Name, Request Type, Company Name/ID, Debit Account, and Maximum Transfer Account. Once completed you will click **“Continue”**.

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Add Template

[Send money using an existing ACH template](#)

Template Information

(Information that will be given to the transaction's recipients)

(Per detail account)

Continue

Cancel

6. Double-check all the details to ensure accuracy, as these will be used as the default settings for future transactions created from the template.
7. You will then enter the destination accounts information; ABA, Account, Account Type, Name, Detail ID, and Default Amount (Optional).

ACH [View your ACH limits](#)

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Add Template Destination Accounts

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Template Information

Template Name:	TEST
Request Type:	CCD Payment
Company Name/ID:	DI test / 1234567890
Template Description:	ACH PosPay
Debit Account:	The Payroll Account - *3458
Maximum Transfer Amount:	\$100.00

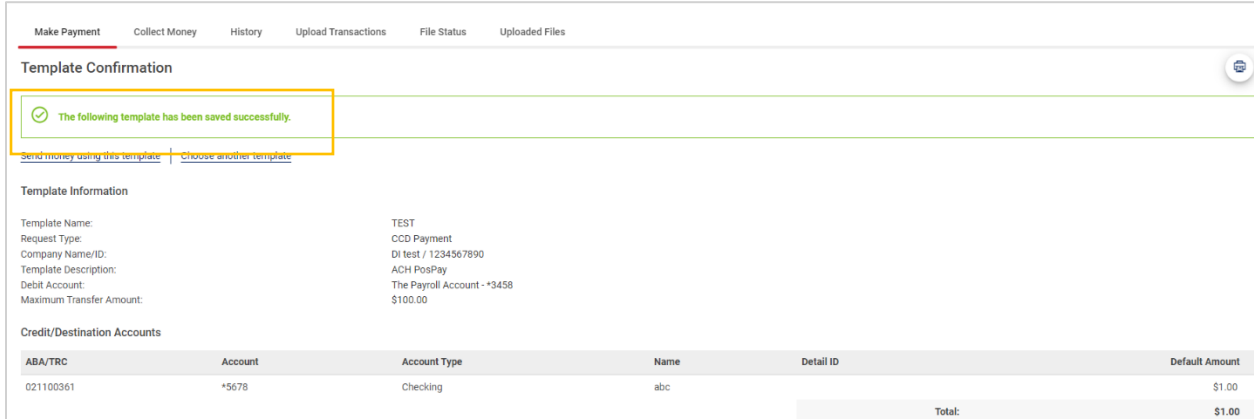
Credit / Destination Accounts

These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." ABA numbers must be for financial organizations authorized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution.


ABA/TRC	Account	Account Type	Name	Detail ID (Optional)	Default Amount (Optional)
ABA/TRC	Account	Type Checking	Name	Detail ID	Amount 0

8. Once information entered you will click “**Create Template**”

9. A confirmation message indicating that the template has been created successfully. Make a note of the template name or identifier for future reference.



Template Confirmation

 The following template has been saved successfully.

[Send money using this template](#) | [Choose another template](#)

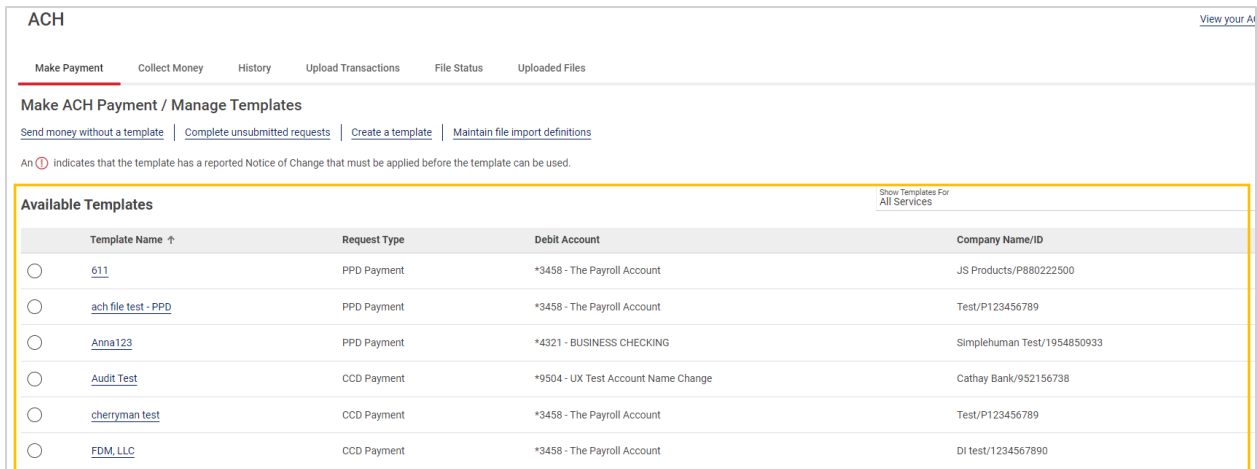
Template Information

Template Name: TEST
 Request Type: CCD Payment
 Company Name/ID: DI test / 1234567890
 Template Description: ACH PostPay
 Debit Account: The Payroll Account - *3458
 Maximum Transfer Amount: \$100.00

Credit/Destination Accounts

ABA/TRC	Account	Account Type	Name	Detail ID	Default Amount
021100361	*5678	Checking	abc		\$1.00
Total:					\$1.00


10. To use the ACH template for future transactions, navigate to the ACH – Make a Payment. You will see all your templates that have been created.



ACH [View your ACH](#)

Make ACH Payment / Manage Templates

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An  indicates that the template has a reported Notice of Change that must be applied before the template can be used.

Available Templates [Show Templates For All Services](#)

Template Name ↑	Request Type	Debit Account	Company Name/ID
<input type="radio"/> 611	PPD Payment	*3458 - The Payroll Account	JS Products/P880222500
<input type="radio"/> ach file test - PPD	PPD Payment	*3458 - The Payroll Account	Test/P123456789
<input type="radio"/> Anna123	PPD Payment	*4321 - BUSINESS CHECKING	Simplehuman Test/1954850933
<input type="radio"/> Audit Test	CCD Payment	*9504 - UX Test Account Name Change	Cathay Bank/952156738
<input type="radio"/> cherryman test	CCD Payment	*3458 - The Payroll Account	Test/P123456789
<input type="radio"/> FDM, LLC	CCD Payment	*3458 - The Payroll Account	DI test/1234567890

Editing a Template


11. You will see a list of templates associated with your account. Locate the template you wish to edit and select it.

ACH [View your ACH](#)

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Make ACH Payment / Manage Templates

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Available Templates [Show Templates For All Services](#)




Template Name ↑	Request Type	Debit Account	Company Name/ID
<input type="radio"/> 611	PPD Payment	*3458 - The Payroll Account	JS Products/P880222500
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<input type="radio"/> Anna123	PPD Payment	*4321 - BUSINESS CHECKING	Simplehuman Test/1954850933
<input type="radio"/> Audit Test	CCD Payment	*9504 - UX Test Account Name Change	Cathay Bank/952156738
<input type="radio"/> cherryman test	CCD Payment	*3458 - The Payroll Account	Test/P123456789
<input type="radio"/> FDM, LLC	CCD Payment	*3458 - The Payroll Account	DI test/1234567890

12. Once you select the template, you will be presented with the template details and settings.

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Template Details

Template Information
 Template Name: ach file test - PPD
 Request Type: PPD Payment
 Company Name/ID: Test / P123456789
 Template Description: ACH
 Debit Account: The Payroll Account - *3458
 Maximum Transfer Amount: \$1,000.00

Credit / Destination Accounts




ABA/TRC	Account	Account Type	Name	Detail ID	Default Amount
122203950	*3456	Checking	john smith		\$0.25
122203950	*6789	Savings	test smith		\$0.15
Total:					\$0.40

13. Click the edit button and make the necessary changes to the template.

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Template Details

Template Information   

Template Name: ach file test - PPD

Request Type: PPD Payment

Company Name/ID: Test / P123456789

Template Description: ACH

Debit Account: The Payroll Account - *3458

Maximum Transfer Amount: \$1,000.00

Credit / Destination Accounts

ABA/TRC	Account	Account Type	Name
122203950	*3456	Checking	john smith
122203950	*6789	Savings	test smith

14. Once you have made all the desired changes, click “**Save Changes**” button to save the edits to the template.

For additional help please reach out to your service team or call the support line at (800) 922-8429, Press 1.