

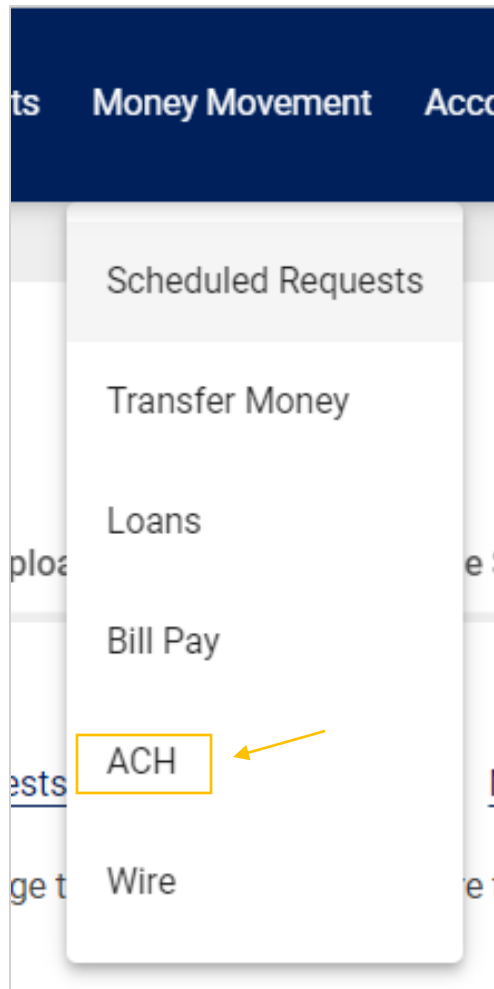
ACH Upload

To ACH Upload a file, follow the below:

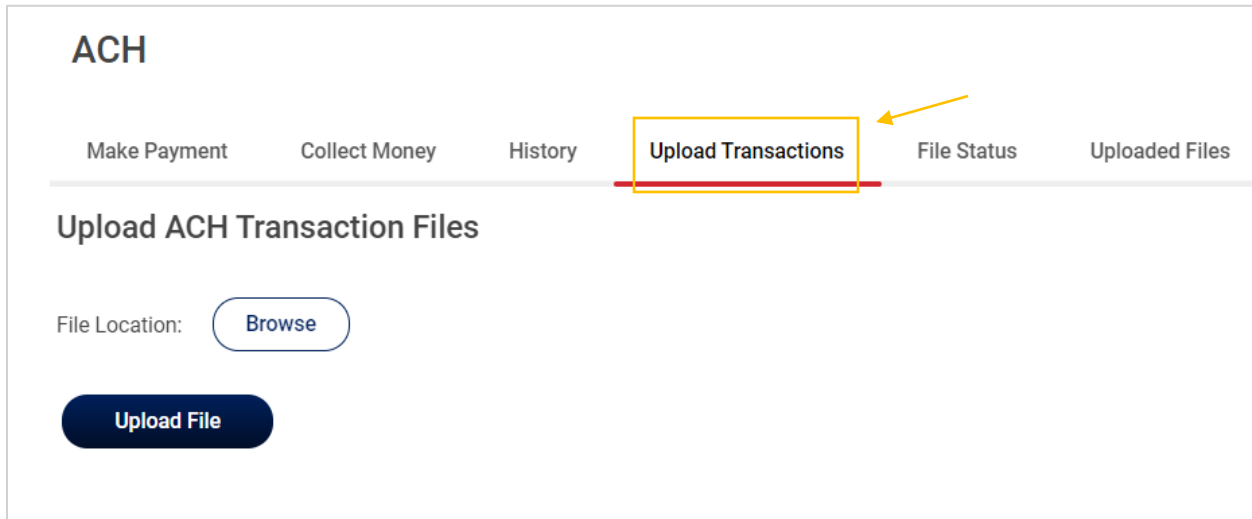
1. Once log in hover over “**Money Movement**.”



2. Select “**ACH**.”



3. Hover over the “**Upload Transactions**” button.



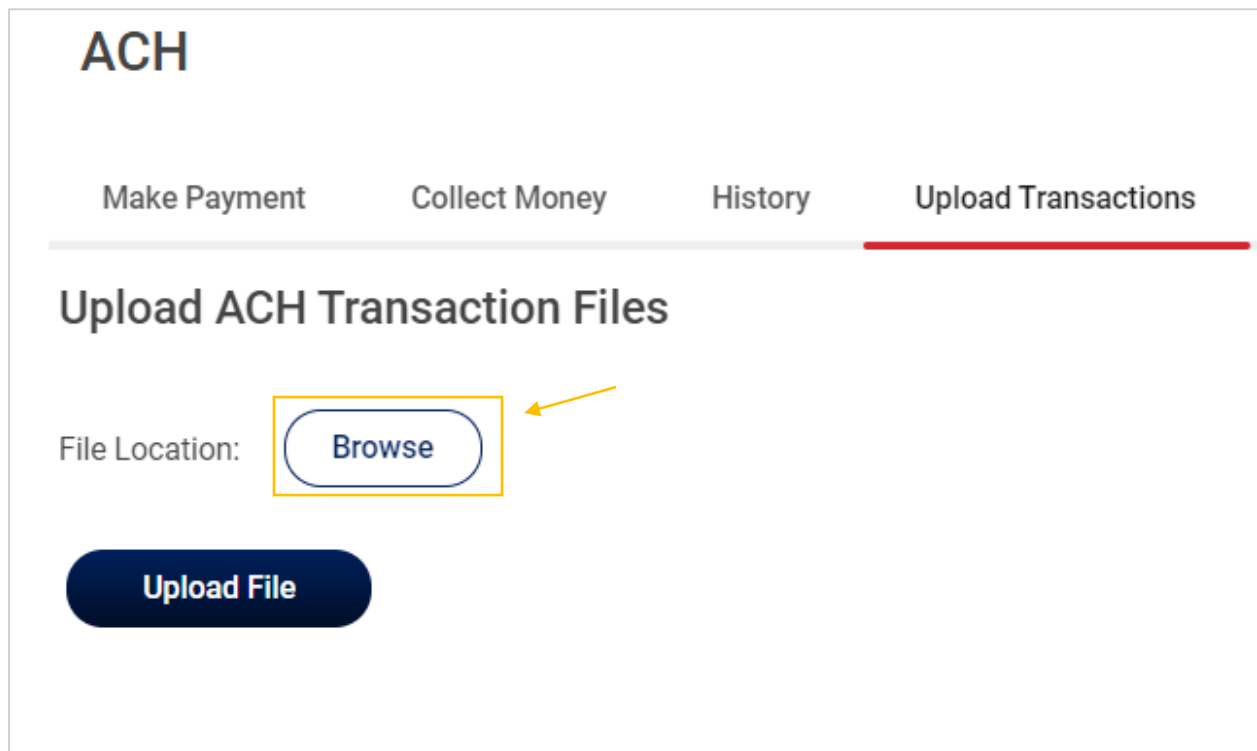
ACH

Make Payment Collect Money History **Upload Transactions** File Status Uploaded Files

Upload ACH Transaction Files

File Location:

4. Prepare your ACH file in the required format. Ensure that the file follows the specifications provided to you by us, including file format (NACHA format) and required fields.
5. Once your ACH file is ready, click on the “**Browse**” button on the online banking platform to locate and select the file from your computer’s storage.



ACH

Make Payment Collect Money History **Upload Transactions**

Upload ACH Transaction Files

File Location:


6. After selecting the file, review the file name and location to ensure it is correct.
7. Double-check all the details and settings related to the ACH upload, such as the effective date, payment frequency, and any transaction limits.
8. Once you are confident that all the information is accurate, click on the **“Upload File”** button to initiate the ACH upload.

ACH

Make Payment Collect Money History **Upload Transactions**

Upload ACH Transaction Files


File Location:



9. The online banking platform will process the ACH file and validate the contents. It will provide a confirmation message indicating that the upload was successful or highlight any errors or discrepancies that need to be addressed.

ACH

[Make Payment](#) [Collect Money](#) [History](#) [Upload Transactions](#) [File Status](#) [Uploaded Files](#)

 **The file has not uploaded successfully. Please consult the ACH File Upload History for details.**

ACH File Upload Failed

[Upload Another File](#)

Status:
File Name:
Uploaded By:
Upload Date:
Total Debit Amount:
Total Credit Amount:
Number of Debits:
Number of Credits:
Number of Prenotes:
Number of Records:
Confirmation Number:

10. Review the confirmation message or any error messages provided by the system. If there are errors, follow the instructions provided to correct them and resubmit the file if necessary.

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