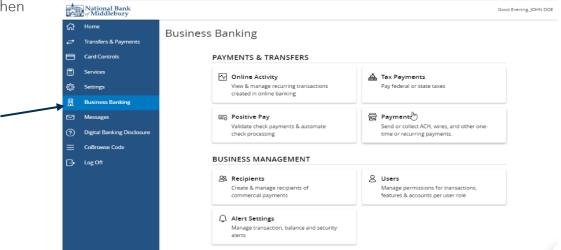
ACH File Import



NOTE: Supported file types include the following:

Single-batch NACHA formatted file containing an SEC Class Code of either PPD (Prearranged Payment and Deposit to or from a consumer account) or CCD (Cash Concentration and Disbursement to or from a business account).

- 5-Column CSV File
- 1. Select the 'Business Banking' menu and then select 'Payments'.



Questions? We're here to help. Customer Service: 877.508.8455

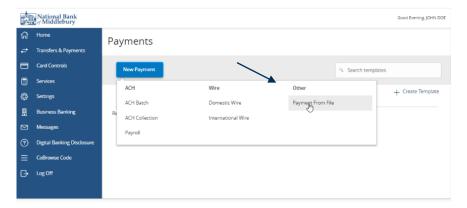




ACH File Import

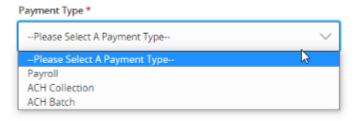


2. Select 'New Payment' and then 'Payment from File'.



3. Select the desired 'Payment Type' from the drop-down menu.

Payment From File



* - Indicates required field

- 4. Click in the 'Import File' box to select a file to upload. Browse your computer for the file you would like to upload.
- 5. Select 'Upload File' to upload the selected file into Online Banking for processing.

 For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date

- · You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
 - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
 - . Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary, and selecting an Effective date should not
- be necessary as that info should be in the balanced file
 The import uses the name and the order of the file to create reviews and amounts
 You can include a recipient multiple times to create multiple payments
 The payments can be to the same account or a different account



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ACH File Import



NOTE: If the imported file is a 5-Column CSV, a second screen will be presented as part of the process. This screen requests additional information so a complete ACH file can be generated for processing based on the information designated.

- 6. Select the required fields from the corresponding drop-down menu.
 - a. SEC Code
 - b. 'Pay From/Pay To' account
 - c. Company/Subsidiary
 - d. Effective Date
- 7. Review the information on the screen for accuracy and then select 'Approve' to authorize the wires or 'Draft' to only draft.

