

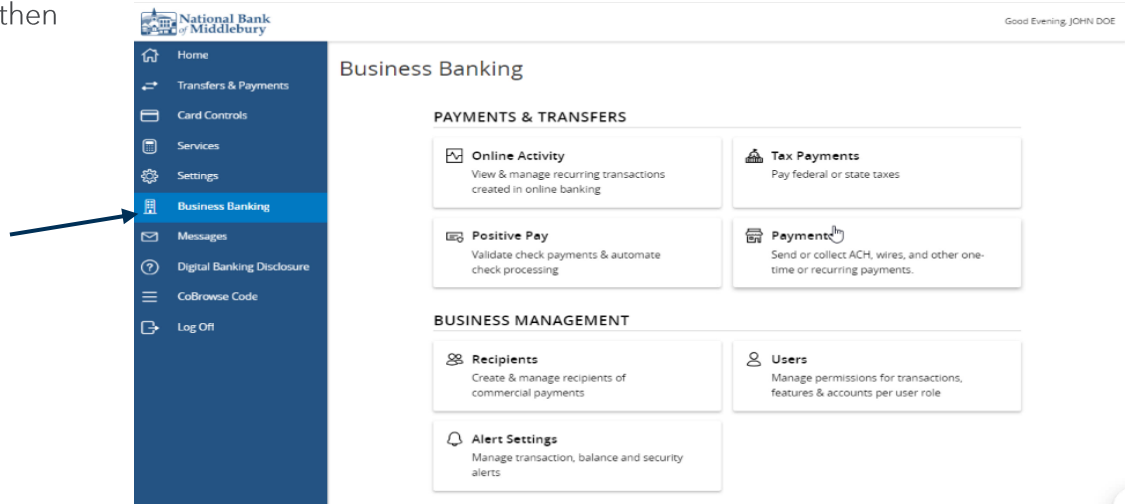


NOTE: Supported file types include the following:

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'.

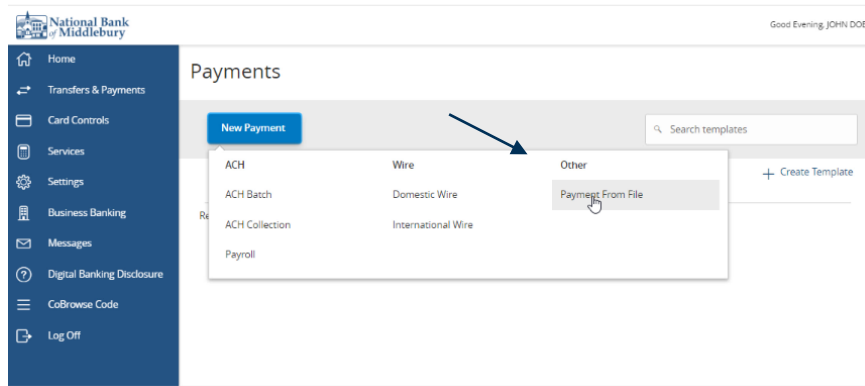


Questions? We're here to help.
Customer Service: 877.508.8455



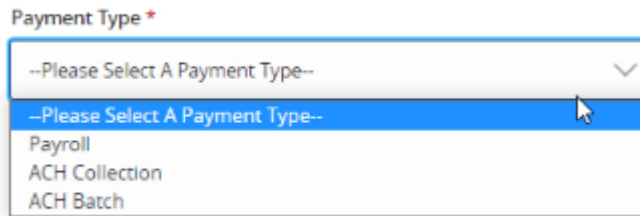


- Select 'New Payment' and then 'Payment from File'.



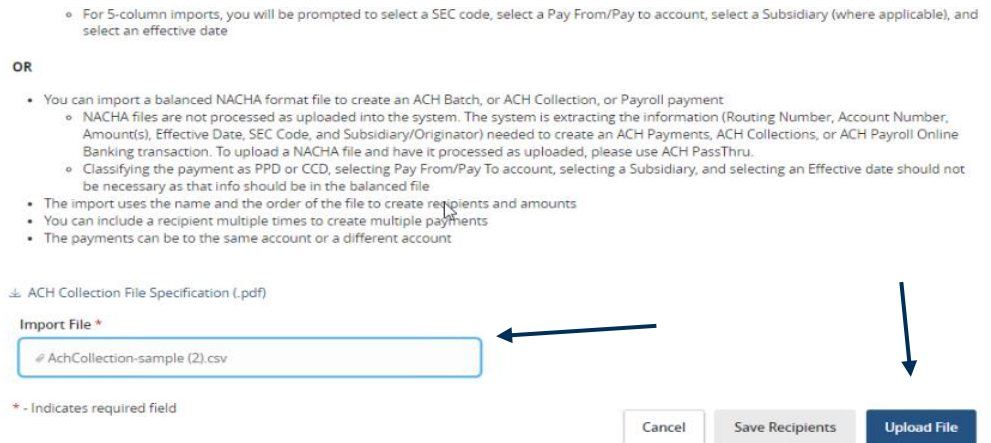
- Select the desired 'Payment Type' from the drop-down menu.

Payment From File



* - Indicates required field

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



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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.

Good Evening, JOHN DOE

Payment From File - Additional Information

SEC Code: PPD - Prearranged Payment and Deposit

Pay From/Pay To: SELECT CHECKING *****1111 \$2.00

Company / Subsidiary: JOHN DOE

Effective Date: 07/11/2023

Name	Routing	Account	Account Type	Amount	Addenda
ACH Recipient	062203984	123456789	Checking	\$10.00	
Another Recipient	062203984	987654321	Savings	\$25.00	

Total Amount: \$35.00 To 2 recipients

Buttons: Back, Draft, Approve

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