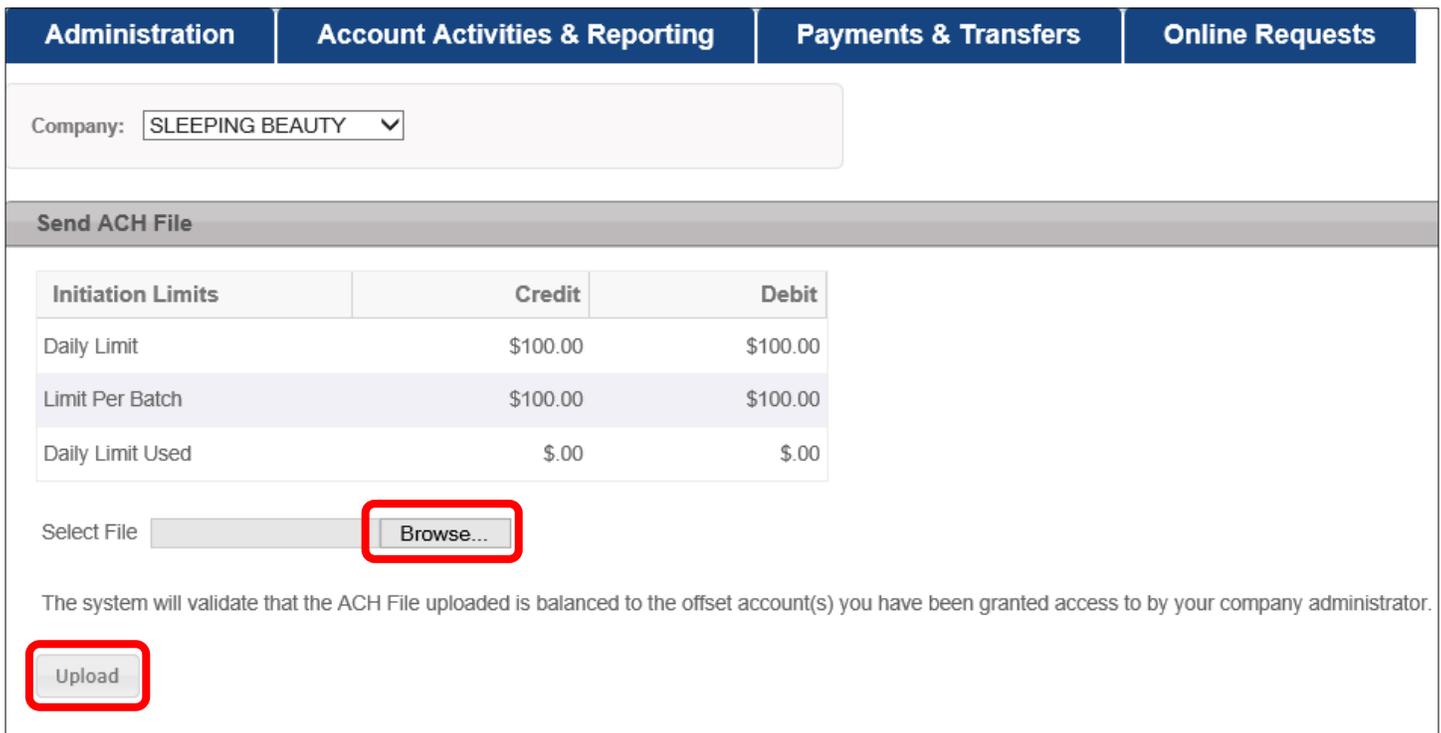


1. Hover over the Payments & Transfers tab and click on "Send ACH File."



2. Click "Browse" next to the Select File box and choose your ACH file.

3. Click "Upload."



4. If prompted, enter your Security Code from your token and click “Submit.”

Send ACH File Verification			
Credit	Debits	Entries	Effective Date
\$1,548.28	\$1,548.28	9	01/03/2019
Total Credit	Total Debit	Total Entries	Number of Batches
\$1,548.28	\$1,548.28	9	1

Security Code

5. You will get a confirmation with a reference number.

Confirmation
Reference Number 131567 Your request has been submitted to processing. Please check the ACH Activity screen for the status.

6. Hover over Payments & Transfers tab and click on “Approve/View ACH Activity.”

Administration	Account Activities & Reporting	Payments & Transfers	Online Requests
Account Transfer Add Transfer Add Recurring Transfer Update Transfers	ACH Maintain Batch Template Maintain Participant Assign Participant to Batch ACH Processing Update Batch Import ACH Data Initiate Batch Approve/View ACH Activity View ACH Activity Send ACH File Re-present Check	Wire Transfer Maintain Template Maintain Template Group Wire Processing Initiate Template Initiate Template Group Initiate Freeform Approve/View Wire Activity View Wire Activity View Exchange Rates Request Wire Investigation	Additional Services Bill Payment

7. Under ACH Send Files you will see your submitted files with a status of either “Success” or “Failed.”

If the status is “Success,” then we have received your file and it will be downloaded shortly for processing. Watch your email for download confirmations. If the status is “Failed,” click on the Reference Number to see what the issue and contact us using the Email link within Cash Management.

ACH Send Files		
Reference Number	Status	User ID
131315	Success	TEST
131500	Failed	TEST