DBS

DIGITAL BANKING SERVICES   HOW-TO GUIDE   ACH FILE UPLOAD

1st FIRST NATIONAL BANK

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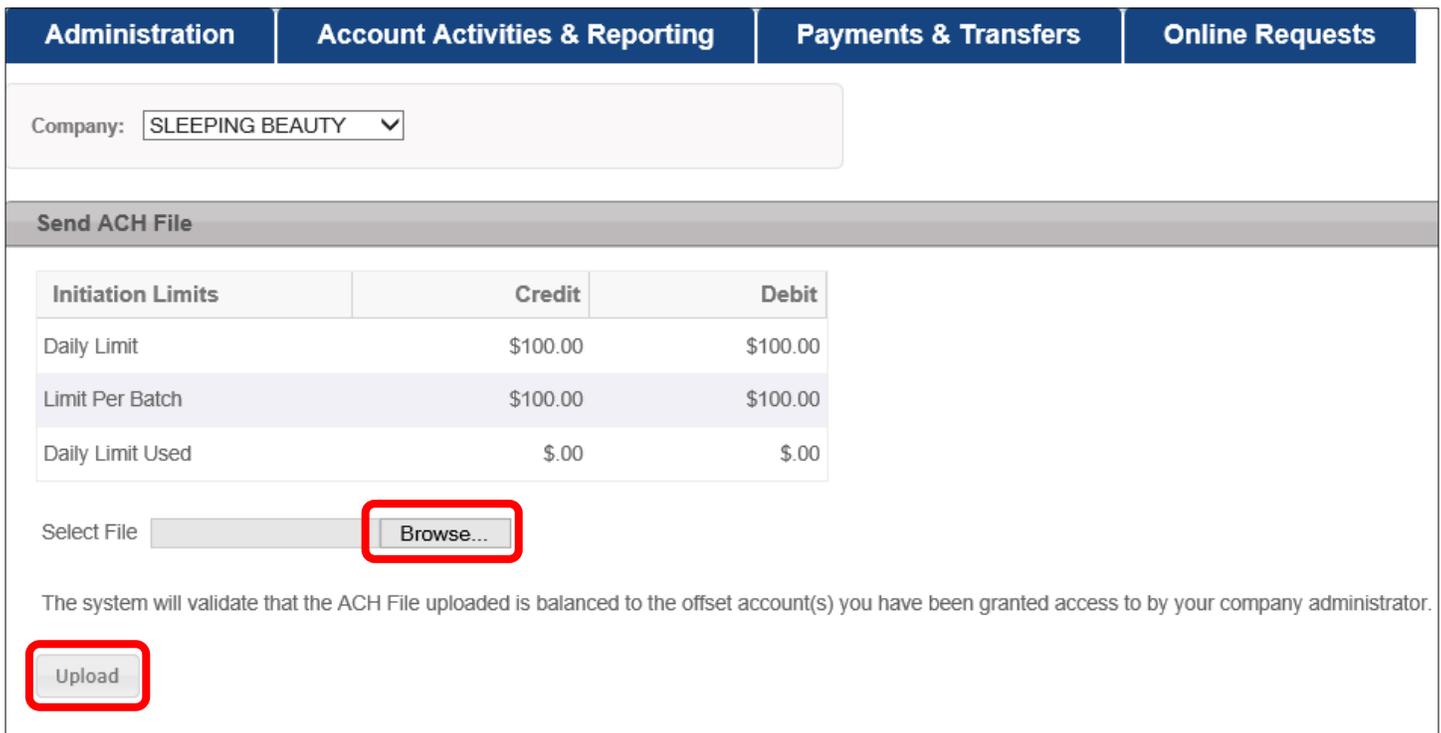
4. If prompted, enter your Security Code from your token and click "Submit."

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

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

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.

Reference Number ▲	Status ⬍	User ID ⬍
131315	Success	TEST
131500	Failed	TEST

ACH Send Files