Creating & Sending an ACH – Small Business

Only Company Administrators and Users with ACH permissions will be able to create an ACH in Business Online Banking. Company Administrators must permission any additional Users to have access to the ACH Company before the User is able to create an ACH Batch. Instructions for how to create a new ACH the Small Business Online Banking Platform are outlined below.

Creating an ACH:

Step 1:
From the Dashboard homepage, click the Payments tab and select ACH Entry from the dropdown menu.

Step 2:
From the Add Payee screen, select the Payments option from the list at the top of the screen.
**Step 3:**
On the *Add Payee Form*, enter the Payee information requested. Click *Add* at the bottom of the screen to continue.

![Add Payee Form](image)

**Sending an ACH:**

**Step 1:**
From the Dashboard, click the *Payments* tab and select *ACH Entry* from the dropdown menu.

![Payments Dropdown](image)

**Step 2:**
On the *ACH Entry* screen, input the required ACH information (Date, Amount, Entry Type, Account) next to the Payee Name that you want to make payment to and then click *Make Payment*.

![ACH Entry Screen](image)
**Step 3:**
Once the *Make Payment* button is clicked, you will be able to review the ACH Entry information prior to submitting. Once reviewed, click the *Submit* button at the bottom of the page to continue.

**Step 4:**
Once you submit your ACH payment, you will receive a screen confirming your payment has been successfully submitted. Click the Return button at the bottom of the screen to navigate back to the *Entry Page*.