

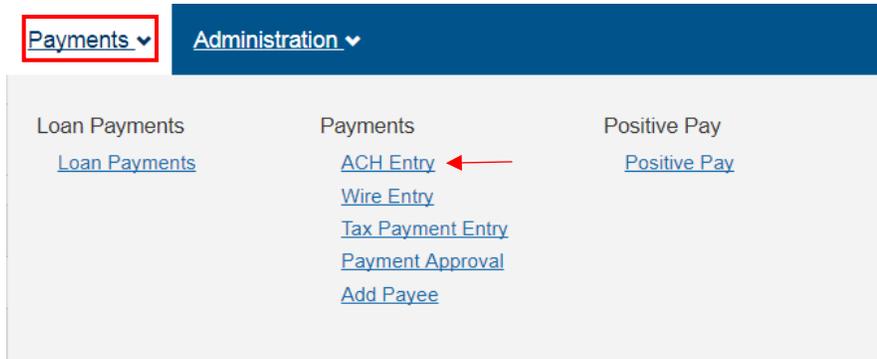
Creating & Sending an ACH – Small Business

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.

Sending an ACH:

Step 1:

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

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**.

Payee Name - ID #	Payee Acct / Bank	Date	Amount	Company	Entry Type	Account
ACH Test	074 211	12/13/2017		111 Fund	Use Default	Choose Account
0719 PF Test	ACH Test Reversal	12/13/2017		111 Fund	Use Default	Choose Account
Test	123	12/13/2017		111 Fund	Use Default	Choose Account
1234	011	12/13/2017		111 Fund	Use Default	Choose Account
Test 3	12	12/13/2017		111 Fund	Use Default	Choose Account
123456789	01	12/13/2017		111 Fund	Use Default	Choose Account

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**.