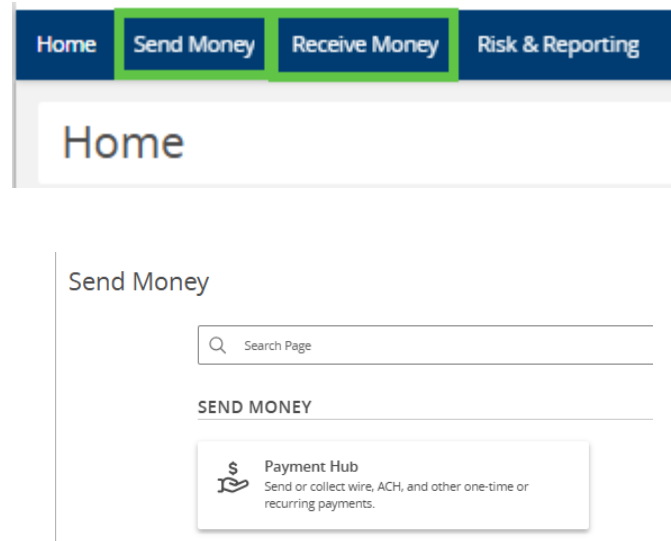




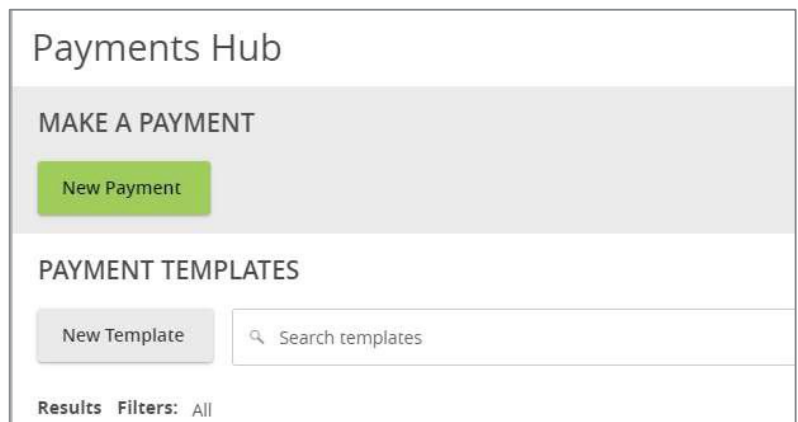
NOTE: Supported file types include the following:

- 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 **Send Money** or **Receive Money** menu and then select **Payment Hub**.



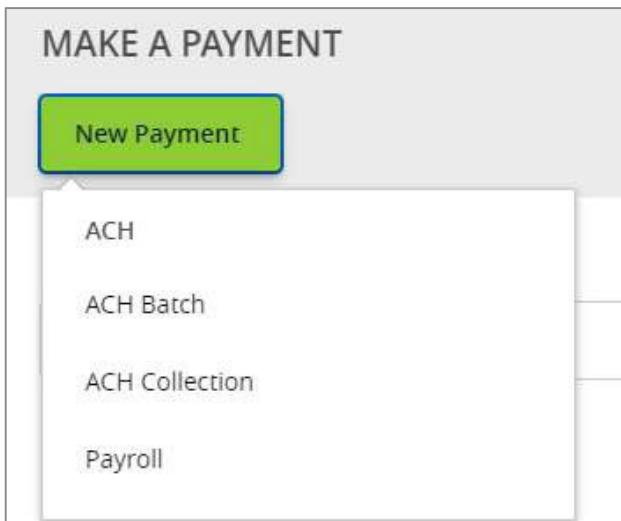
2. Select **New Payment** and then **Payment from File**.



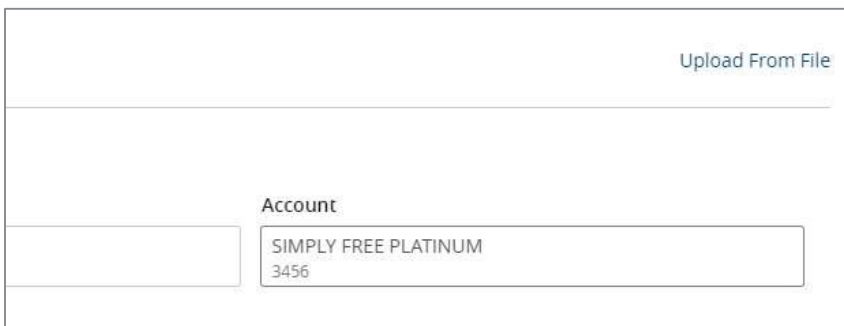


ACH File Import

3. Select the desired **Payment Type** from the menu.



4. Click **Upload From File**.

5. Select the appropriate file type.

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard



6. Select the **Import File** box to select a file to upload. Browse your computer for the file you'd like to upload.
7. Select **Upload File** to upload the selected file into Online Banking for processing.

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.

8. 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
9. Review the information on the screen for accuracy and then select **Approve** to authorize the payment or **Draft** to only draft.

Payment From File

ACH Batch Sample File (.csv)

ACH BATCH UPLOAD GUIDELINES

- You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, or ACH Collection, or Payroll
 - The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, & Amount
 - Account Type is a numeric value: Checking = 1; Savings = 2; & Loan = 3
 - For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date

OR

- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
 - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amounts), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
 - Classifying the payment as PPD or CCD, selecting Pay From/Pay to account, selecting a Subsidiary, and selecting an Effective date should not be necessary as that info should be in the balanced file
 - The import uses the name and the order of the file to create recipients and amounts
 - You can include a recipient multiple times to create multiple payments
 - The payments can be to the same account or a different account

ACH Batch File Specification (.pdf)

Import File *

AchBatch-sample.csv

* - Indicates required field

Cancel Save Recipients Upload File

Payment From File - Additional Information

SEC Code
---Select a SEC Code---

Pay From/Pay To
SIMPLY FREE PLATINUM 3456

Company / Subsidiary
---Select A Subsidiary---

Effective Date
[Calendar Icon]

Recipients

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

Back Draft Approve