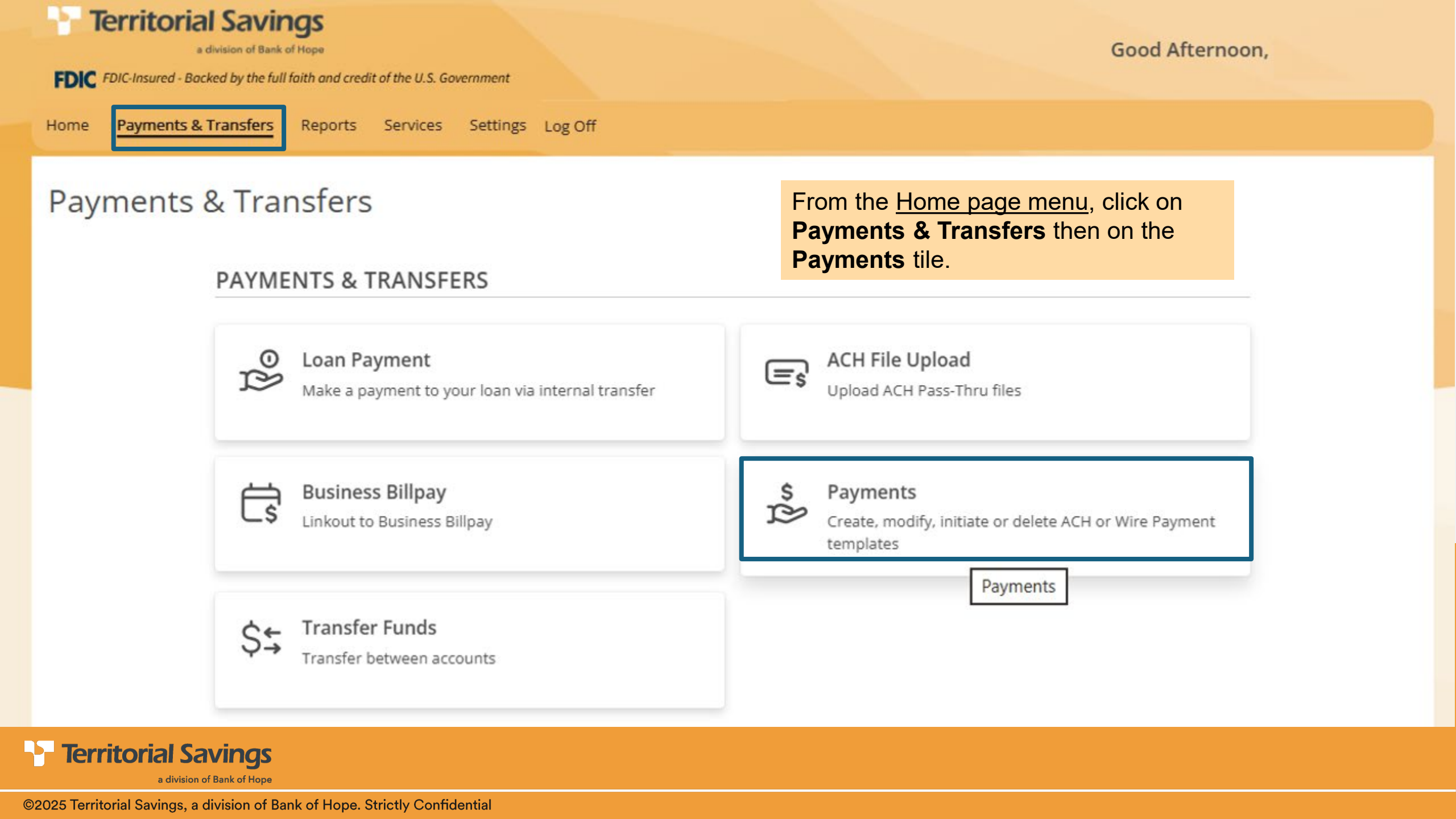
# Welcome to Business Online Banking

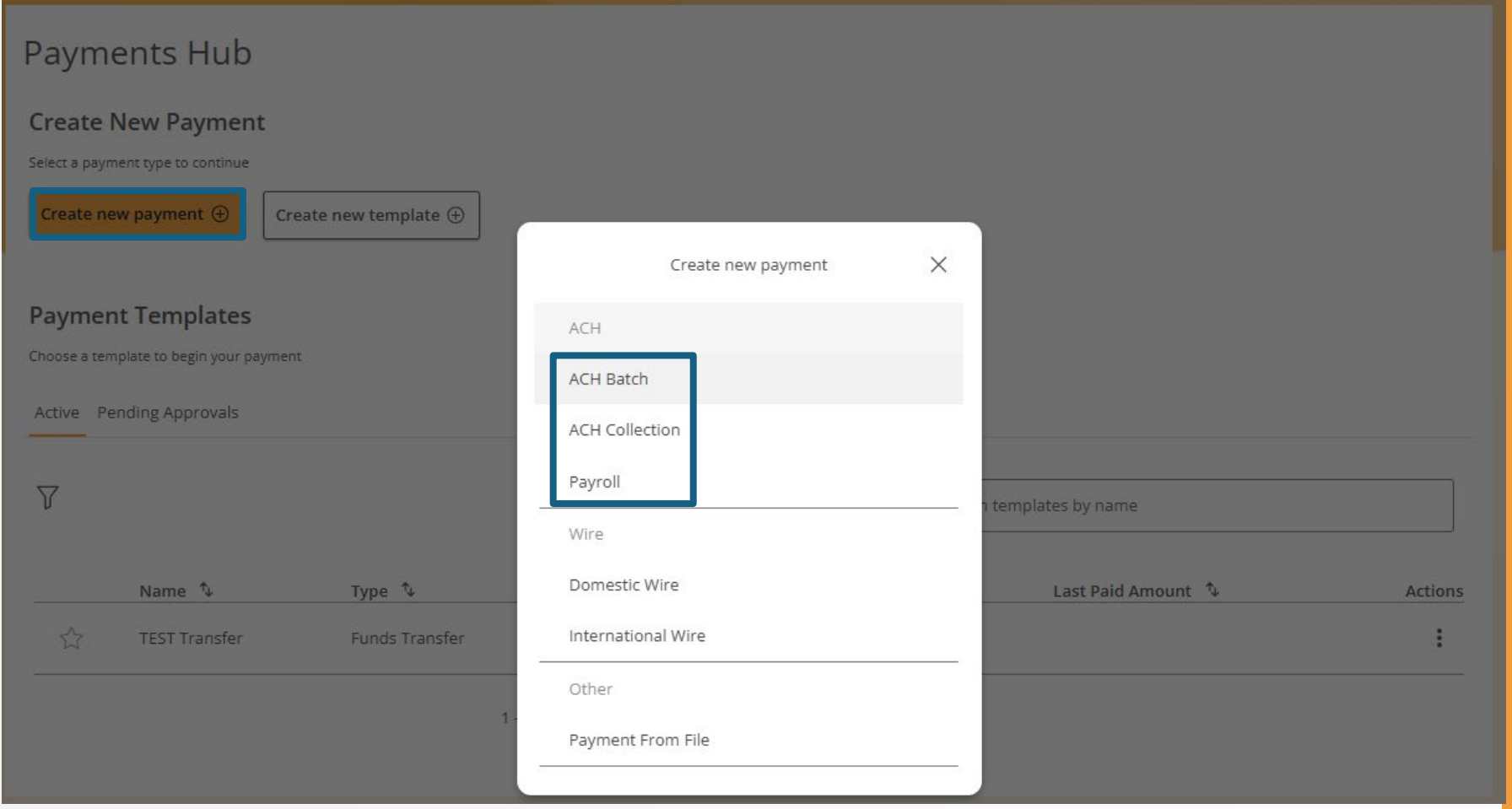
## ACH Payments

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**ACH File Upload:**
Click on "**Create New Payment**" for one-time payments, or "**Create New Template**" if you plan to use the same information for future recurring files. Next, choose ACH Batch, ACH Collection or Payroll according to your file type.

**Please note:**
Access to upload an ACH File must be requested by your company administrator.

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FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Good Afternoon,

Home Payments & Transfers Reports Services Settings Log Off

# ACH Batch Change Type

Upload From File

Select the type of SEC Code, the Company Entry Description for this file, Subsidiary (if applicable) and the Effective Date .

## ORIGINATION DETAILS

**SEC Code**

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

- PPD - Prearranged Payment and Deposit
- CCD - Cash Concentration and Disbursement
- WEB - Internet-Initiated

**Company Entry Description**

Max 10 characters

**From Subsidiary**

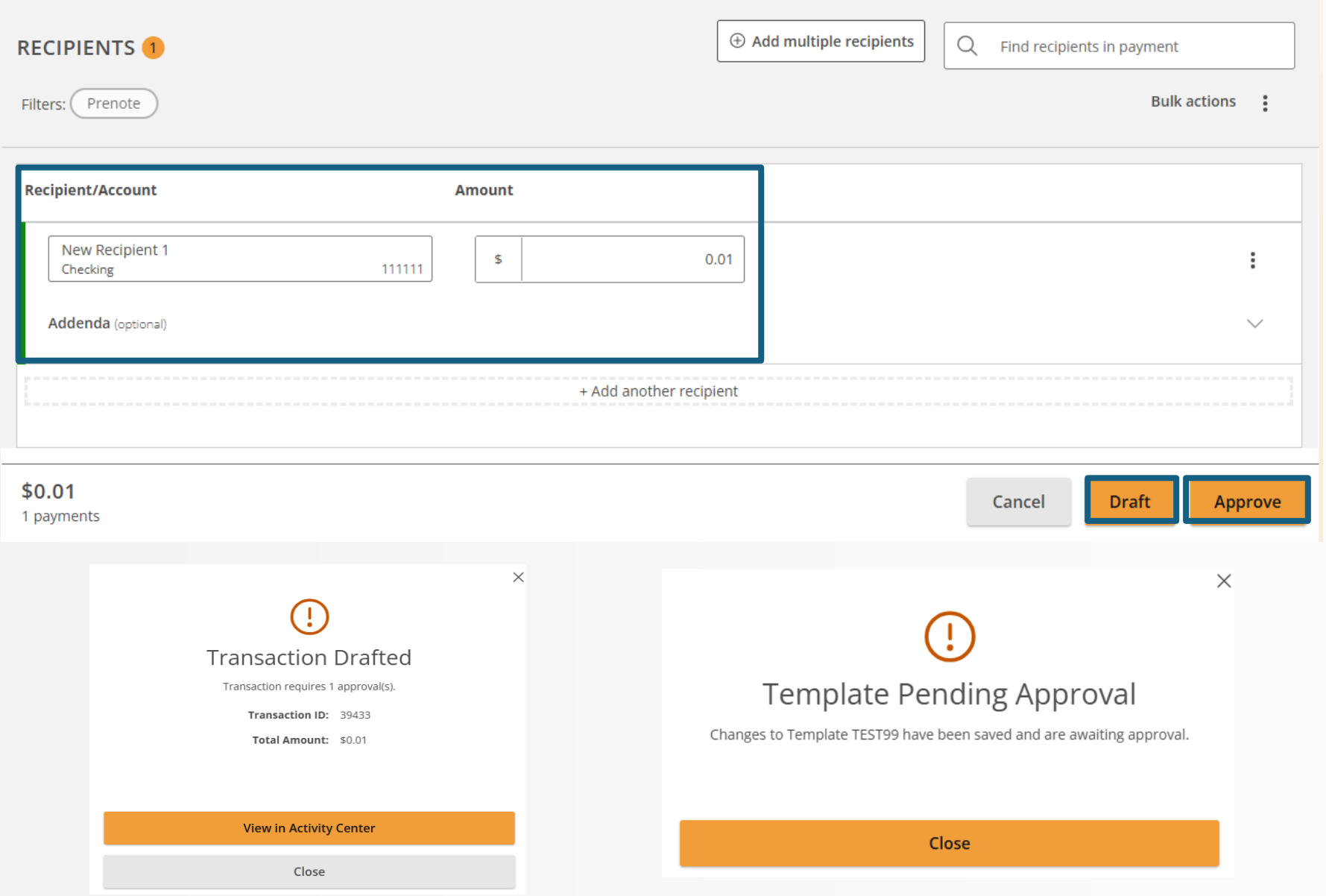
TSB User
*****7890

**Recurrence**

None



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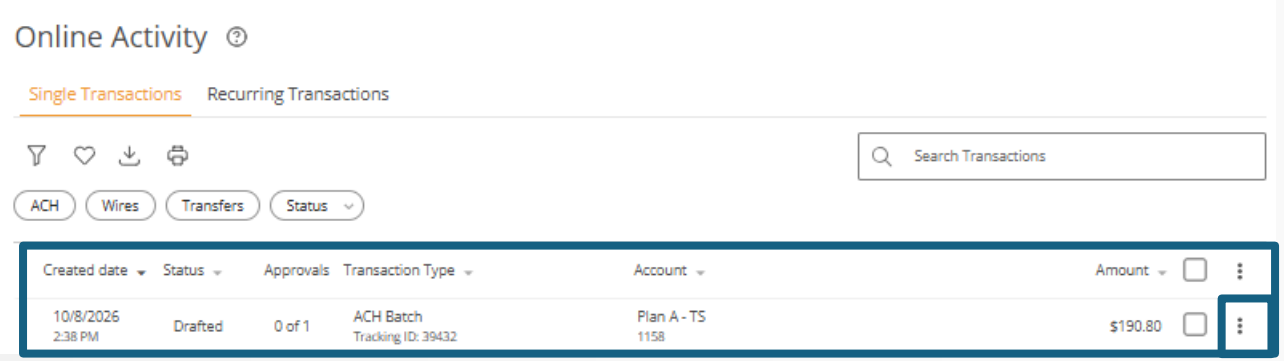

**ACH Payments:**
Continue with completing the **Recipient/Account** section (add recipients if necessary). Once completed, either save as a **Draft** or **Approve** for processing. For **templates** the only option will be **Save**.

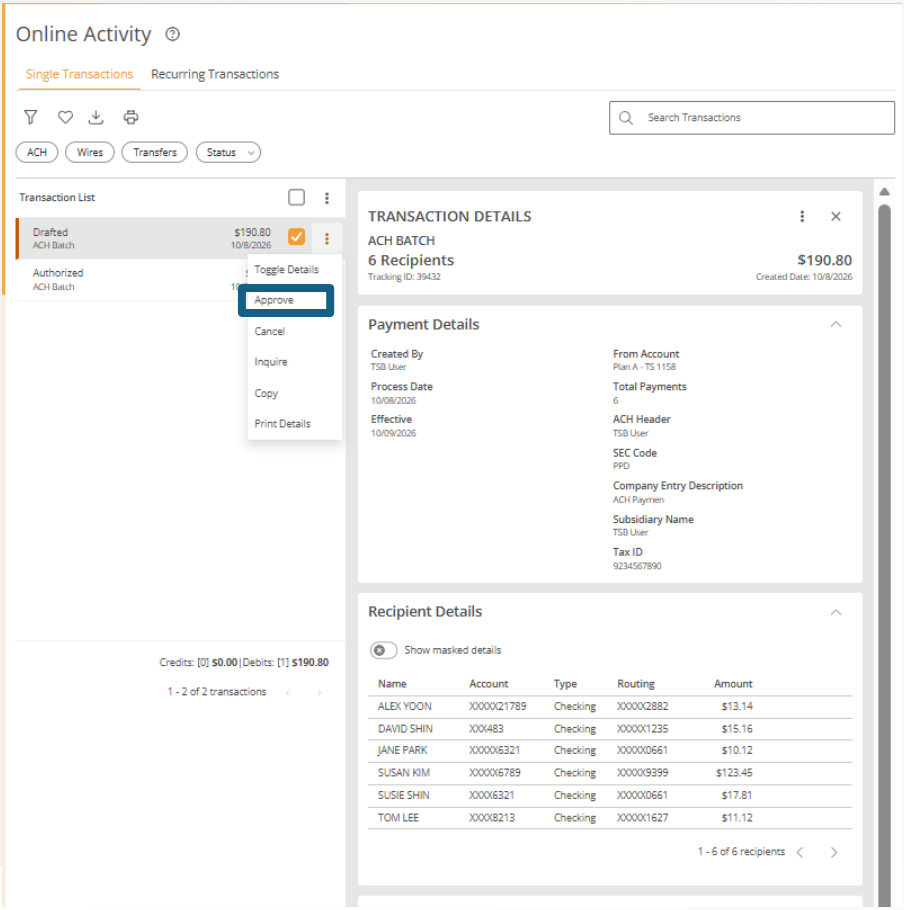
Once created, the payment or template can be viewed in the Activity Center (located in the **Online Activity** tile under **Payments & Transfers** menu.

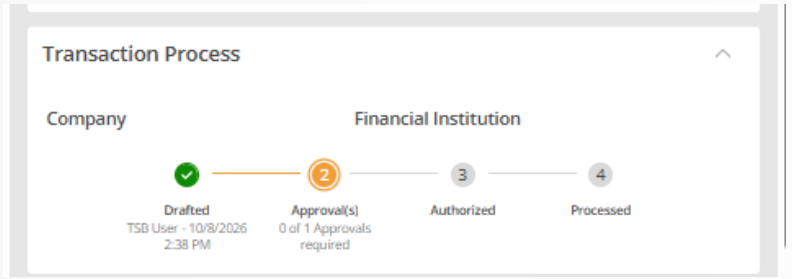
For **templates,** a user with approve access will need to approve the template before it can be used.

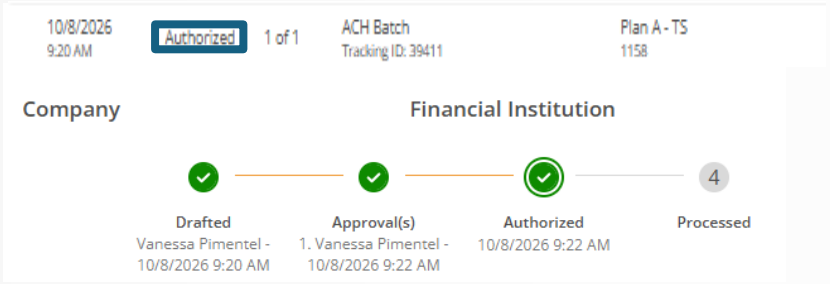
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## Online Activity:

Click on the drafted ACH file and review all the information.

To approve, cancel, inquire, copy, or print details of the file, click on ellipsis(⋮) to the right of the transaction.

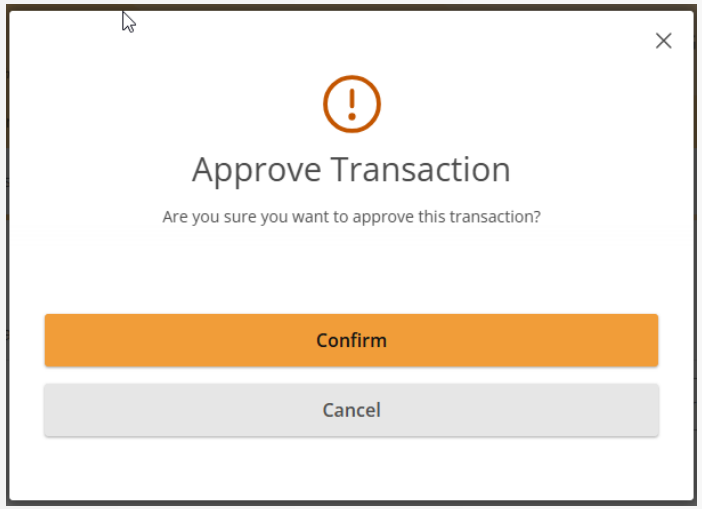
The transaction process will appear below the recipient details.

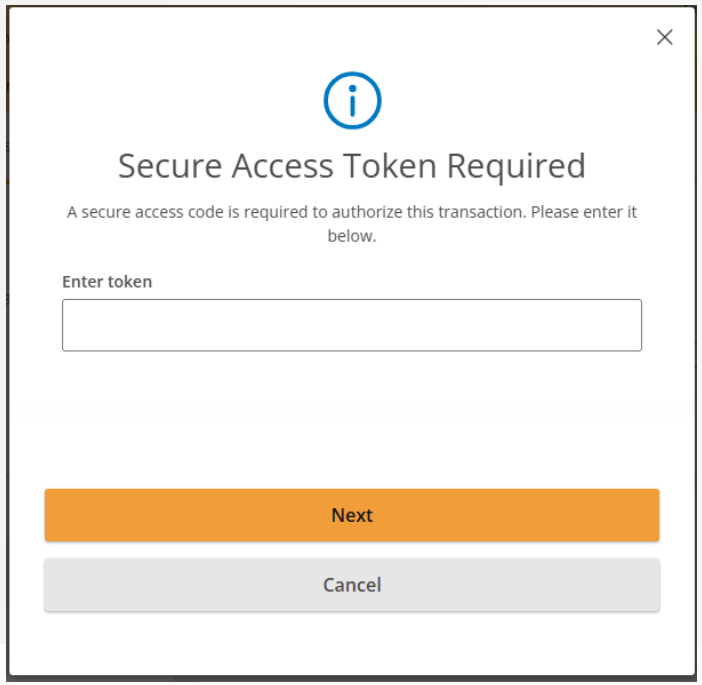
Once approved the status will update to **Authorized** and once submitted and captured thru our ACH system (PEP+), the status will update to processed.

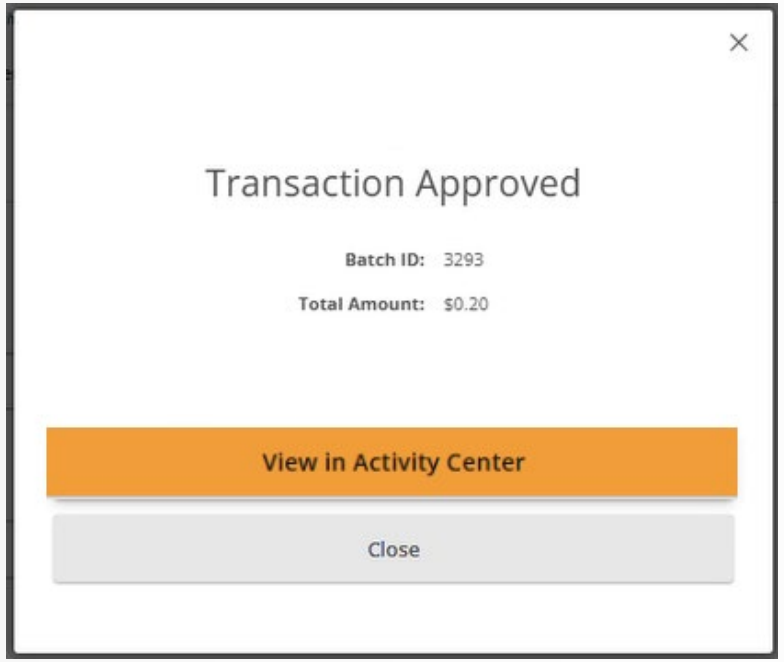
**Important:** A Secure Access Token is required for users with ACH approval authority.

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## Secure Access Token Required to approve wire

1. Approve Transaction: Select confirm or cancel
2. Secure Access Token Required: Enter token number
3. Transaction Approved: View in Activity Center or Close

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for additional information

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For assistance, please call us at 808-946-1400.