

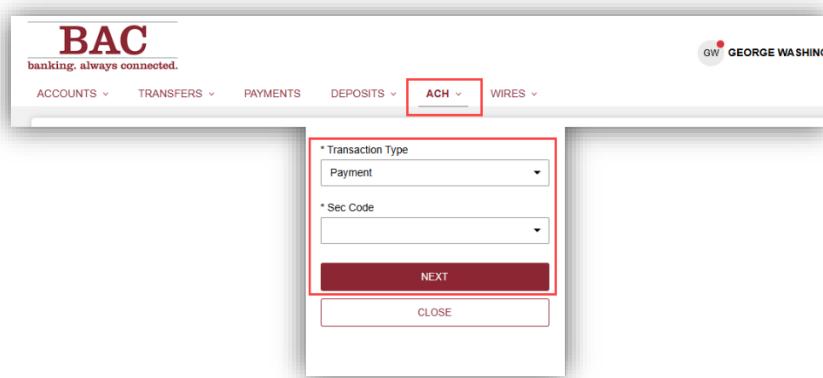
Important Reminders:

Same Day ACH Cutoff Time: 9:30am Next Day ACH Cutoff Time: 4:00pm

Hover over question marks  to view descriptions of each field for additional guidance.

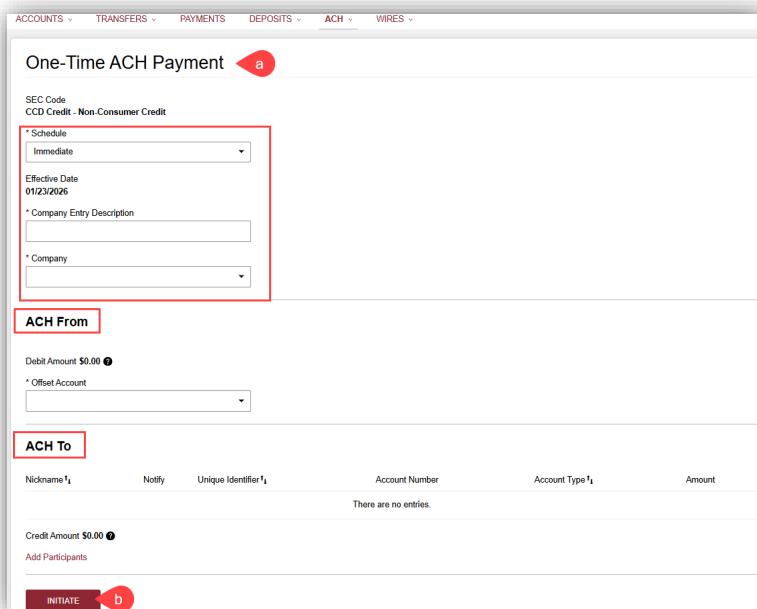
1. Accessing One-Time ACH Transfer

- a. Login to Digital Banking.
- b. Select the “ACH” tab.
- c. Select “One-Time ACH Transfer”.
- d. Select the transaction type from the “Transaction Type” dropdown.
- e. Select the SEC code from the “SEC Code” field.
- f. Select the “Next” button.



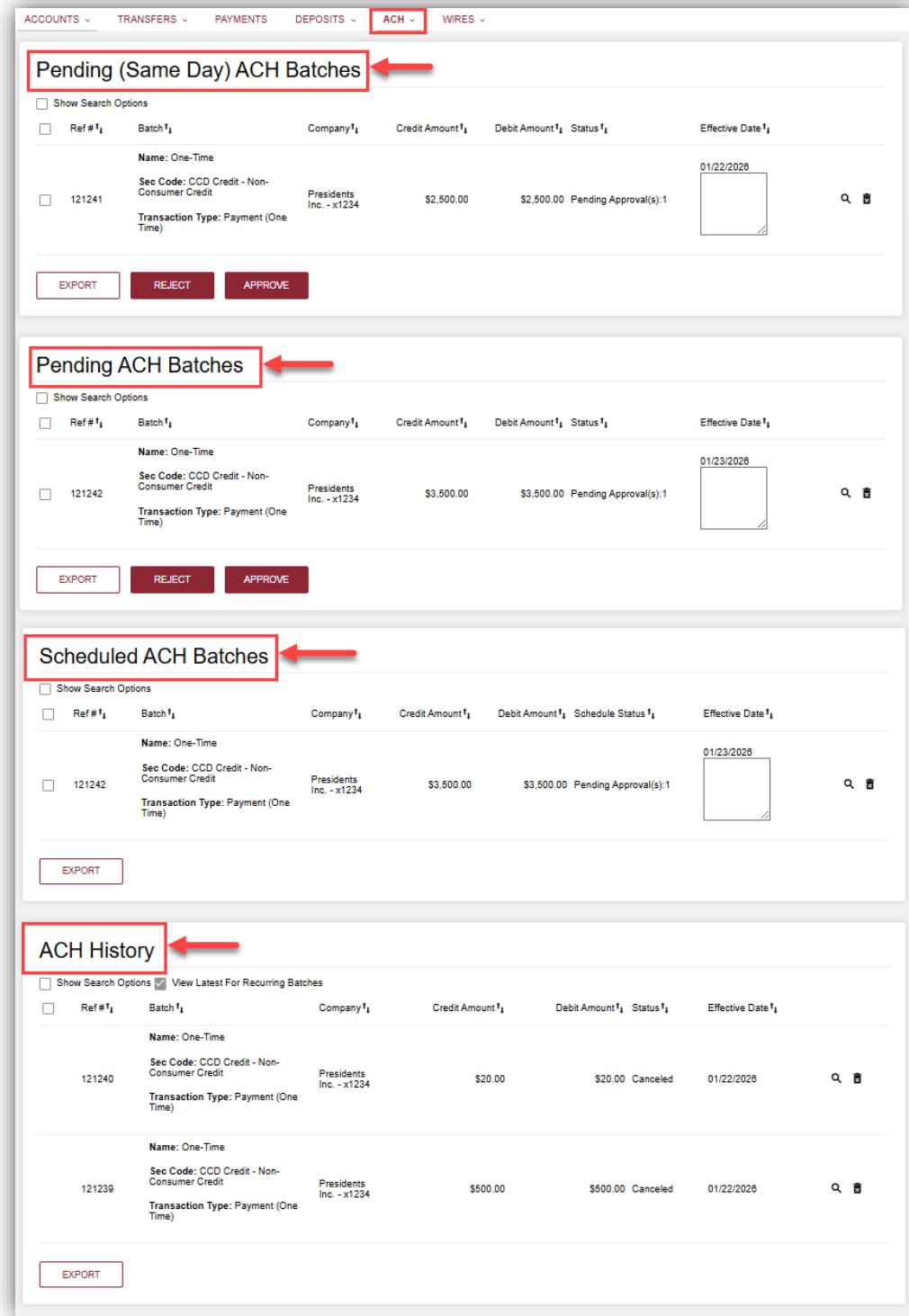
2. One-Time ACH Transfer

1. Complete the “One-Time ACH Transfer” view
 - a. Schedule
 - b. Company Entry Description
 - c. Company
 - d. ACH From
 - e. ACH To
2. Select “Initiate”.



3. ACH Activity

- a. View ACH activity
 - i. Pending (Same Day) ACH Batches
 - ii. Pending ACH Batches
 - iii. Scheduled ACH Batches
 - iv. ACH History



Pending (Same Day) ACH Batches

Ref #	Batch #	Company	Credit Amount	Debit Amount	Status	Effective Date
121241		Presidents Inc. - x1234	\$2,500.00	\$2,500.00	Pending Approval(s):1	01/22/2026

Pending ACH Batches

Ref #	Batch #	Company	Credit Amount	Debit Amount	Status	Effective Date
121242		Presidents Inc. - x1234	\$3,500.00	\$3,500.00	Pending Approval(s):1	01/23/2026

Scheduled ACH Batches

Ref #	Batch #	Company	Credit Amount	Debit Amount	Schedule Status	Effective Date
121242		Presidents Inc. - x1234	\$3,500.00	\$3,500.00	Pending Approval(s):1	01/23/2026

ACH History

Ref #	Batch #	Company	Credit Amount	Debit Amount	Status	Effective Date
121240		Presidents Inc. - x1234	\$20.00	\$20.00	Canceled	01/22/2026
121239		Presidents Inc. - x1234	\$500.00	\$500.00	Canceled	01/22/2026

4. Editing Pending Batches

- a. Select the “Edit” (pencil) icon in the ACH activity for the desired batch.
- b. Edit, as necessary.
- c. Select “Save”.

5. Deleting Pending Batches

- a. Select the “Delete” (trashcan) icon in the ACH activity for the desired batch.
- b. Select “OK” on the confirmation popup.

6. Search Options (under any Activity type)

- a. Select the “Show Search Options” box.
- b. Enter the desired search criteria.
- c. Select the “Search” button.
- d. Deselect the “Show Search Options” box to close the search view.

Show Search Options

Company

Batch

Status

Prenote

Ref #

Offset Account

Transaction Type

Effective Date All Dates

From: MM/DD/YYYY

To: MM/DD/YYYY

Last Updated Date All Dates

From: MM/DD/YYYY

To: MM/DD/YYYY

7. View Latest for Recurring Batches (under ACH History)

- a. Displays the ACH transfers in order of process.

ACH History						
<input type="checkbox"/> Show Search Options <input checked="" type="checkbox"/> View Latest For Recurring Batches		Ref # ¹	Batch ¹	Company ¹	Credit Amount ¹	Debit Amount ¹
		Name:	Sec Code:	Company	Status ¹	Effective Date ¹
		121240	Name: One-Time Sec Code: CCD Credit - Non-Consumer Credit Transaction Type: Payment (One Time)	Presidents Inc. - x1234	\$20.00	\$20.00 Canceled 01/22/2026
		121239	Name: One-Time Sec Code: CCD Credit - Non-Consumer Credit Transaction Type: Payment (One Time)	Presidents Inc. - x1234	\$500.00	\$500.00 Canceled 01/22/2026
EXPORT						

8. Approval Workflow

- a. Designated approvers have access to an Approve and Reject button in the category for which they have approval rights.
- b. Approvers receive a notification through Notifi when approval activity is required.
- c. The initiator of a batch cannot approve their own batch.

Pending ACH Batches						
<input type="checkbox"/> Show Search Options		Ref # ¹	Batch ¹	Company ¹	Credit Amount ¹	Debit Amount ¹
		Name:	Sec Code:	Company	Status ¹	Effective Date ¹
		121242	Name: One-Time Sec Code: CCD Credit - Non-Consumer Credit Transaction Type: Payment (One Time)	Presidents Inc. - x1234	\$3,500.00	\$3,500.00 Pending Approval(s):1
EXPORT REJECT APPROVE						

9. Export

- a. Export information batch into a CSV file.

ACH History						
<input type="checkbox"/> Show Search Options <input checked="" type="checkbox"/> View Latest For Recurring Batches		Ref # ¹	Batch ¹	Company ¹	Credit Amount ¹	Debit Amount ¹
		Name:	Sec Code:	Company	Status ¹	Effective Date ¹
		121240	Name: One-Time Sec Code: CCD Credit - Non-Consumer Credit Transaction Type: Payment (One Time)	Presidents Inc. - x1234	\$20.00	\$20.00 Canceled 01/22/2026
		121239	Name: One-Time Sec Code: CCD Credit - Non-Consumer Credit Transaction Type: Payment (One Time)	Presidents Inc. - x1234	\$500.00	\$500.00 Canceled 01/22/2026
EXPORT						