

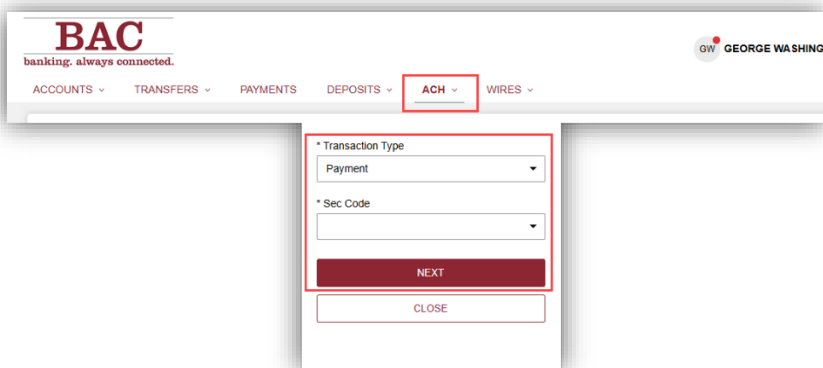
Important Reminders:

****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.

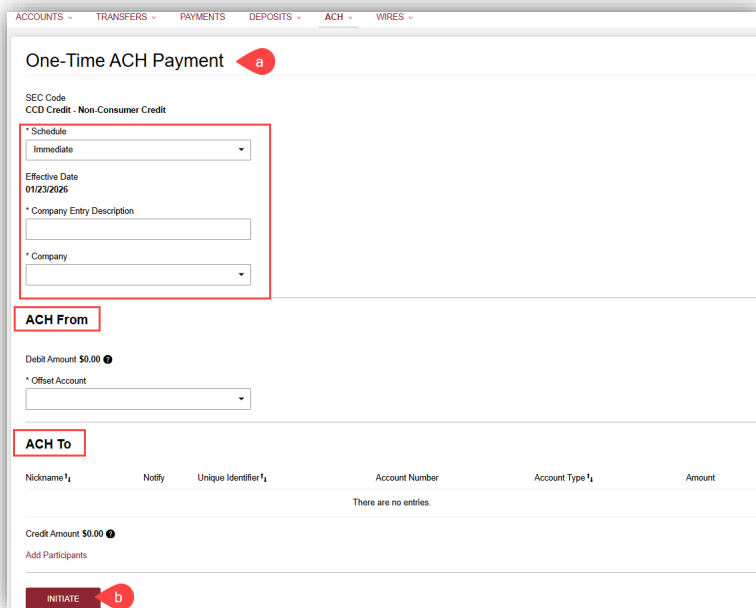
1. Accessing One-Time ACH Transfer

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



2. One-Time ACH Transfer

- Complete the “One-Time ACH Transfer” view
 - Schedule
 - Company Entry Description
 - Company
 - ACH From
 - ACH To
- 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

ACCOUNTS ▾ TRANSFERS ▾ PAYMENTS DEPOSITS ▾ ACH ▾ WIRES ▾

Pending (Same Day) ACH Batches

☐ Show Search Options

<input type="checkbox"/> Ref #	Batch	Company	Credit Amount	Debit Amount	Status	Effective Date
Name: One-Time						
<input type="checkbox"/> 121241	Sec Code: CCD Credit - Non-Consumer Credit	Presidents Inc. - x1234	\$2,500.00	\$2,500.00	Pending Approval(s):1	01/22/2026
Transaction Type: Payment (One Time)						

EXPORT

REJECT

APPROVE

Pending ACH Batches

☐ Show Search Options

<input type="checkbox"/> Ref #	Batch	Company	Credit Amount	Debit Amount	Status	Effective Date
Name: One-Time						
<input type="checkbox"/> 121242	Sec Code: CCD Credit - Non-Consumer Credit	Presidents Inc. - x1234	\$3,500.00	\$3,500.00	Pending Approval(s):1	01/23/2026
Transaction Type: Payment (One Time)						

EXPORT

REJECT

APPROVE

Scheduled ACH Batches

☐ Show Search Options

<input type="checkbox"/> Ref #	Batch	Company	Credit Amount	Debit Amount	Schedule Status	Effective Date
Name: One-Time						
<input type="checkbox"/> 121242	Sec Code: CCD Credit - Non-Consumer Credit	Presidents Inc. - x1234	\$3,500.00	\$3,500.00	Pending Approval(s):1	01/23/2026
Transaction Type: Payment (One Time)						

EXPORT

ACH History

☐ Show Search Options
 ☒ View Latest For Recurring Batches

<input type="checkbox"/> Ref #	Batch	Company	Credit Amount	Debit Amount	Status	Effective Date
Name: One-Time						
121240	Sec Code: CCD Credit - Non-Consumer Credit	Presidents Inc. - x1234	\$20.00	\$20.00	Canceled	01/22/2026
Transaction Type: Payment (One Time)						
Name: One-Time						
121239	Sec Code: CCD Credit - Non-Consumer Credit	Presidents Inc. - x1234	\$500.00	\$500.00	Canceled	01/22/2026
Transaction Type: Payment (One Time)						

EXPORT

4. Editing Pending Batches

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

5. Deleting Pending Batches

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

6. Search Options (under any Activity type)

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

The screenshot shows a search options form with the following fields and controls:

- Show Search Options:** A checkbox at the top left, which is checked and highlighted with a red box.
- Company:** A dropdown menu.
- Batch:** A text input field.
- Status:** A dropdown menu.
- Prenote:** An unchecked checkbox.
- Ref #:** A text input field.
- Offset Account:** A dropdown menu.
- Transaction Type:** A dropdown menu.
- Effective Date:** A dropdown menu with "All Dates" selected.
- From:** A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- To:** A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- Last Updated Date:** A dropdown menu with "All Dates" selected.
- From:** A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- To:** A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- CLEAR:** A button at the bottom left.
- SEARCH:** A button at the bottom right, highlighted with a red box.

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

- Displays the ACH transfers in order of process.

ACH History

☐ Show Search Options ☒ View Latest For Recurring Batches

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

EXPORT

8. Approval Workflow

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

Pending ACH Batches

☐ Show Search Options





<input type="checkbox"/>	Ref # ¹	Batch ¹	Company ¹	Credit Amount ¹	Debit Amount ¹	Status ¹	Effective Date ¹
		Name: One-Time					
<input type="checkbox"/>	121242	Sec Code: CCD Credit - Non-Consumer Credit	Presidents Inc. - x1234	\$3,500.00	\$3,500.00	Pending Approval(s):1	01/23/2026
		Transaction Type: Payment (One Time)					
<div><div>EXPORT</div><div>REJECT</div><div>APPROVE</div></div>							

9. Export

- Export information batch into a CSV file.

ACH History

☐ Show Search Options ☒ View Latest For Recurring Batches

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

EXPORT