

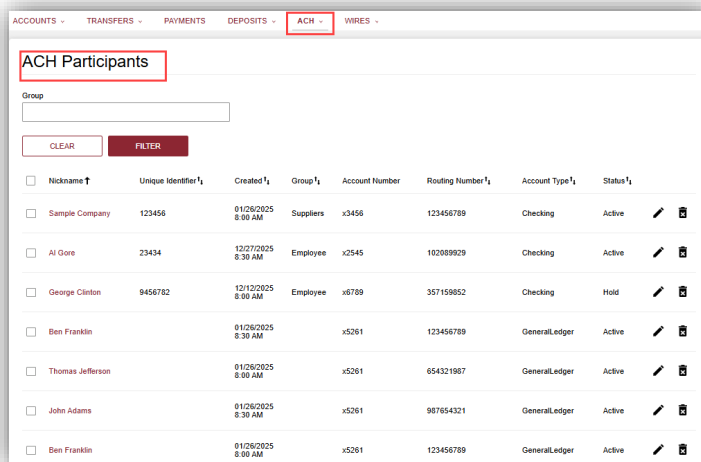
Important Reminders:

****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 ACH Participants

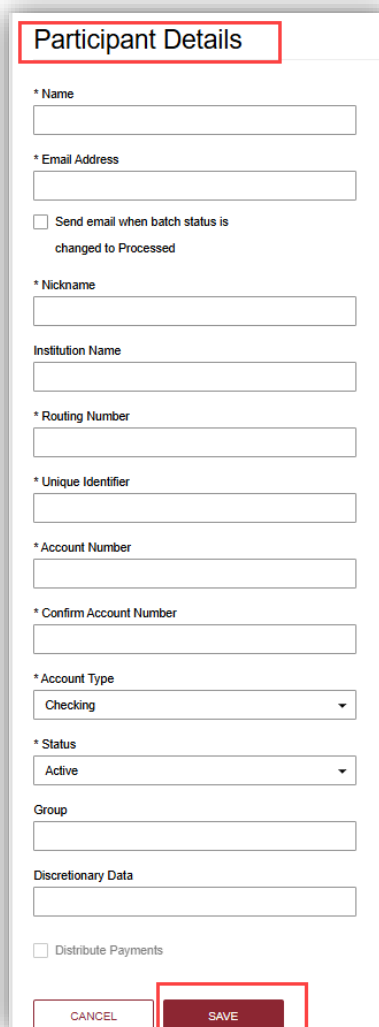
- Login to Digital Banking.
- Select the “ACH” tab.
- Select “ACH Participants”.



Nickname	Unique Identifier	Created	Group	Account Number	Routing Number	Account Type	Status
Sample Company	123456	01/26/2025 8:00 AM	Suppliers	x3456	123456789	Checking	Active
Al Gore	23434	12/27/2025 8:30 AM	Employee	x2545	102089929	Checking	Active
George Clinton	9456782	12/12/2025 8:00 AM	Employee	x6789	357158652	Checking	Hold
Ben Franklin		01/26/2025 8:30 AM		x5261	123456789	GeneralLedger	Active
Thomas Jefferson		01/26/2025 8:00 AM		x5261	654321987	GeneralLedger	Active
John Adams		01/26/2025 8:30 AM		x5261	987654321	GeneralLedger	Active
Ben Franklin		01/26/2025 8:00 AM		x5261	123456789	GeneralLedger	Active

2. Adding a New Participant

- Select the “Add Participant” button.
- Complete the Required fields on the “Participant Details” view.
- Select the “Distribute Payments” checkbox, if applicable.
 - Select the “Add Distribution” button.
 - Complete the required fields on the “Distribution Details” view.
 - Select “Save”.
- Select “Save”.



Participant Details

* Name

* Email Address

☐ Send email when batch status is changed to Processed

* Nickname

Institution Name

* Routing Number

* Unique Identifier

* Account Number

* Confirm Account Number

* Account Type

* Status

Group

Discretionary Data

☐ Distribute Payments

3. Editing ACH Participants

- Select the “Edit” (pencil) icon on the “ACH Participants” view.
- Edit fields, as necessary.
- Select “Save”.

ACCOUNTS ▾ TRANSFERS ▾ PAYMENTS DEPOSITS ▾ **ACH ▾** WIRES ▾

ACH Participants

Group

☐	Nickname ↑	Unique Identifier ↑	Created ↑	Group ↑	Account Number	Routing Number ↑	Account Type ↑	Status ↑		
☐	Sample Company	123456	01/26/2025 8:00 AM	Suppliers	x3456	123456789	Checking	Active		
☐	Al Gore	23434	12/27/2025 8:30 AM	Employee	x2545	102089929	Checking	Active		
☐	George Clinton	9456782	12/12/2025 8:00 AM	Employee	x6789	357159852	Checking	Hold		
☐	Ben Franklin		01/26/2025 8:30 AM		x5261	123456789	GeneralLedger	Active		
☐	Thomas Jefferson		01/26/2025 8:00 AM		x5261	654321987	GeneralLedger	Active		
☐	John Adams		01/26/2025 8:30 AM		x5261	987654321	GeneralLedger	Active		

4. Deleting ACH Participants

- Select the “Delete” (trashcan) icon on the “ACH Participants” view.
- Select “OK” on the confirmation popup.

ACCOUNTS ▾ TRANSFERS ▾ PAYMENTS DEPOSITS ▾ **ACH ▾** WIRES ▾

ACH Participants

Group

☐	Nickname ↑	Unique Identifier ↑	Created ↑	Group ↑	Account Number	Routing Number ↑	Account Type ↑	Status ↑		
☐	Sample Company	123456	01/26/2025 8:00 AM	Suppliers	x3456	123456789	Checking	Active		
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☐	Ben Franklin		01/26/2025 8:30 AM		x5261	123456789	GeneralLedger	Active		
☐	Thomas Jefferson		01/26/2025 8:00 AM		x5261	654321987	GeneralLedger	Active		
☐	John Adams		01/26/2025 8:30 AM		x5261	987654321	GeneralLedger	Active		

5. Group Search

- Enter the group name in the “Group” field.
- Select the “Filter” button.
- Select the “Clear” button to remove the filter.

ACCOUNTS ▾ TRANSFERS ▾ PAYMENTS DEPOSITS ▾ **ACH ▾** WIRES ▾

ACH Participants

Group

CLEAR FILTER

☐	Nickname ↑	Unique Identifier ↑	Created ↑	Group ↑	Account Number	Routing Number ↑	Account Type ↑	Status ↑		
☐	Sample Company	123456	01/26/2025 8:00 AM	Suppliers	x3456	123456789	Checking	Active		
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