

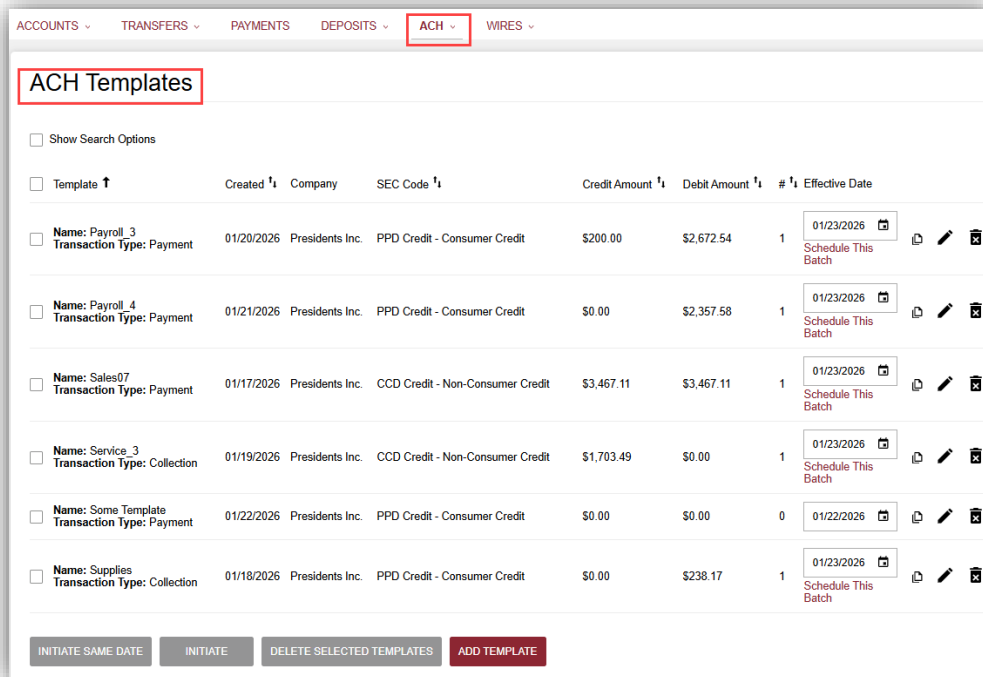
Important Reminders:

****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 Templates

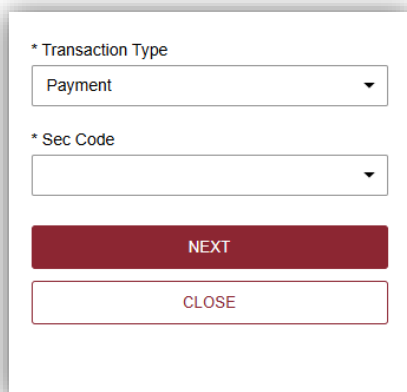
- Login to Digital Banking.
- Select the “ACH” tab.
- Select “ACH Templates”.



Template	Created	Company	SEC Code	Credit Amount	Debit Amount	#	Effective Date
Name: Payroll_3 Transaction Type: Payment	01/20/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$200.00	\$2,672.54	1	01/23/2026
Name: Payroll_4 Transaction Type: Payment	01/21/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$0.00	\$2,357.58	1	01/23/2026
Name: Sales07 Transaction Type: Payment	01/17/2026	Presidents Inc.	CCD Credit - Non-Consumer Credit	\$3,467.11	\$3,467.11	1	01/23/2026
Name: Service_3 Transaction Type: Collection	01/19/2026	Presidents Inc.	CCD Credit - Non-Consumer Credit	\$1,703.49	\$0.00	1	01/23/2026
Name: Some Template Transaction Type: Payment	01/22/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$0.00	\$0.00	0	01/22/2026
Name: Supplies Transaction Type: Collection	01/18/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$0.00	\$238.17	1	01/23/2026

2. Adding a New ACH Template

- Select the “Add Template” button.
- Select the transaction type from the “Transaction Type” dropdown.
- Select the SEC code from the “SEC Code” field.
- Select the “Next” button.



* Transaction Type
Payment

* Sec Code

NEXT

CLOSE

3. Template Details

- a. Complete the “Template Details” view
 - i. Template Name
 - ii. Company Discretionary Data
 - iii. Is Restricted
 - iv. Offset Individually
 - v. Deny Specific Users
 - vi. Company Entry Description
 - vii. Company
 - viii. ACH From
 - ix. ACH To
 - x. Import CSV File
- a. Select “Save and Close”.

Template Details

SEC Code
PPD Credit - Consumer Credit

* Template Name

Company Discretionary Data

☐ Is Restricted

☐ Offset Individually

DENY SPECIFIC USERS

* Company Entry Description

* Company

ACH From

Debit Amount \$0.00 ⓘ

* Offset Account

ACH To

☐ Use Participant Distributions

Nickname ¹	Notify	Unique Identifier ¹	Account Number	Account Type ¹	Hold	Prenote	Amount
There are no entries.							

Credit Amount \$0.00 ⓘ Hold Total \$0.00 ⓘ Prenotes 0

[Add Participants](#)

Import CSV File

No file chosen

4. Copying ACH Templates

- Select the “Copy” (paper) icon on the “ACH Templates” view.
- Complete the “Template Details” view.
- Select “Save and Close”.

ACH Templates

☐ Show Search Options

☐ Template ↑	Created ↑	Company	SEC Code ↑	Credit Amount ↑	Debit Amount ↑	# ↑	Effective Date	
☐ Name: Payroll_3 Transaction Type: Payment	01/20/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$200.00	\$2,672.54	1	01/23/2026 Schedule This Batch	  
☐ Name: Payroll_4 Transaction Type: Payment	01/21/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$0.00	\$2,357.58	1	01/23/2026 Schedule This Batch	  
☐ Name: Sales07 Transaction Type: Payment	01/17/2026	Presidents Inc.	CCD Credit - Non-Consumer Credit	\$3,467.11	\$3,467.11	1	01/23/2026 Schedule This Batch	  
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☐ Name: Some Template Transaction Type: Payment	01/22/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$0.00	\$0.00	0	01/22/2026 Schedule This Batch	  
☐ Name: Supplies Transaction Type: Collection	01/18/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$0.00	\$238.17	1	01/23/2026 Schedule This Batch	  

4. Editing Pending Batches

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

ACH Templates

☐ Show Search Options

☐ Template ↑	Created ↑	Company	SEC Code ↑	Credit Amount ↑	Debit Amount ↑	# ↑	Effective Date	
☐ Name: Payroll_3 Transaction Type: Payment	01/20/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$200.00	\$2,672.54	1	01/23/2026 Schedule This Batch	  
☐ Name: Payroll_4 Transaction Type: Payment	01/21/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$0.00	\$2,357.58	1	01/23/2026 Schedule This Batch	  
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☐ Name: Supplies Transaction Type: Collection	01/18/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$0.00	\$238.17	1	01/23/2026 Schedule This Batch	  

6. Deleting ACH Participants

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

ACH Templates

☐ Show Search Options

☐ Template ↑	Created ↑	Company	SEC Code ↑	Credit Amount ↑	Debit Amount ↑	# ↑	Effective Date			
☐ Name: Payroll_3 Transaction Type: Payment	01/20/2026	Presidents Inc.	PPD Credit - Consumer Credit	\$200.00	\$2,672.54	1	01/23/2026 Schedule This Batch			
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6. 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

☐ Ref # ↑	Batch ↑	Company ↑	Credit Amount ↑	Debit Amount ↑	Status ↑	Effective Date ↑		
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		

7. Search Options

- a. Select the “Show Search Options” box.
- b. Enter the search criteria.
- c. Select the “Search” button.

ACH Templates

☒ Show Search Options

Company

Transaction Type

Participant Name

Template Name

Offset Account

CLEAR

SEARCH