

Upload a NACHA formatted ACH File

1. Log in to Business Online Banking



Online Banking PERSONAL BUSINESS

[Enroll](#) | [Demo](#) | [Forgot password or PIN?](#)

2. Select Payments & transfers



3. Select ACH and File import templates. Then select Import File.



Payments & transfers

ACH

[⊕ Import file](#) [+ New file import template](#) [🔗 Edit template group](#) [Help](#)

Activity	Templates	File import templates	Incoming
Template group ▲	Template name ▾	File type ▾	Type ▾
Status ▾	<input type="button" value="Report"/>	Search templates	

4. Click the Choose File button and browse to the location where you have the ACH file saved. Select the ACH type from the drop down box. This should be the same type that you entered when you created the file. Click Continue.



Home Accounts Payments & transfers Checks & deposits

Payments & transfers

Internal **ACH** Bill pay

ACH

[Print](#) [Help](#)

Activity Templates **File import templates** Incoming

Import file

Import type NACHA Non-NACHA

File location [Validate](#)

Tax identification number

Type

5. On the next screen, verify the Batch Summary information is correct. To modify any information for the transfer, or to move forward with processing the transfer, click the Review ACH button.

Payments & transfers

Internal **ACH** Bill pay

ACH

Print Help

Activity **Templates** File import templates Incoming

Import file - [Redacted]

File summary

File withdrawal total	\$
Number of withdrawals	0
File deposit total	\$
Number of deposits	
Reference number	

Batch summary (1)

Hide

Batch identification	1
Effective date	Edit
Total withdrawal	\$0.00
Number of withdrawals	0
Total deposit	\$
Number of deposits	

Back **Review ACH** **Cancel**

6. If all of the information is correct, and ready for completion, select Complete ACH.


* Indicates required field

Complete ACH **Save for later** **Cancel**

7. After you click the Complete ACH button you will be taken to the Security challenge screen. Enter the One-time password from the token and click Complete Challenge button.

Security challenge

A one-time password security challenge is required to complete this transaction.

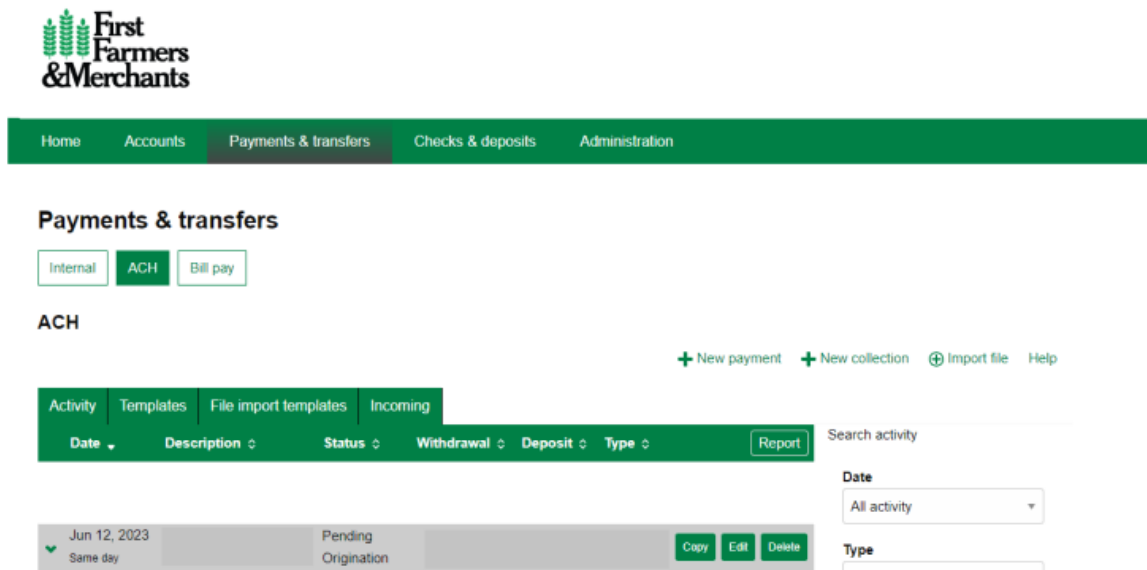
One-time password instructions [Show](#) 

One-time password *

* Indicates required field

[Complete Challenge](#) [Cancel](#)

8. To ensure the transfer was submitted, you may click the Return to ACH activity link/button if available, or go to Activity Payments & Transfers for ACH. You will see the new transfer in the list, and the status will say Pending Origination.



The screenshot shows the First Farmers & Merchants web interface. At the top is the logo and a navigation bar with links: Home, Accounts, Payments & transfers (highlighted), Checks & deposits, and Administration. Below the navigation bar is the heading "Payments & transfers" with tabs for Internal, ACH (selected), and Bill pay. Under the ACH tab, there are links for "+ New payment", "+ New collection", "⊕ Import file", and "Help". A table with columns "Date", "Description", "Status", "Withdrawal", "Deposit", and "Type" is displayed. A "Report" button is next to the table. A search activity section on the right has a "Date" dropdown set to "All activity" and a "Type" dropdown. A single activity row is shown with the date "Jun 12, 2023", a "Same day" indicator, a status of "Pending Origination", and "Copy", "Edit", and "Delete" buttons.