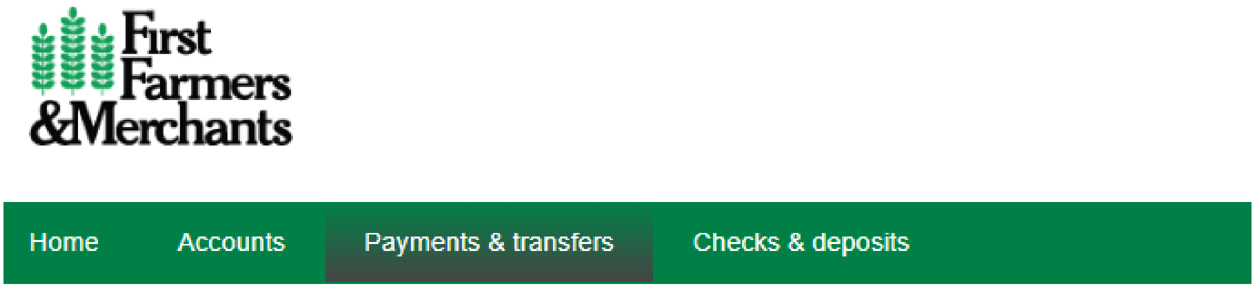
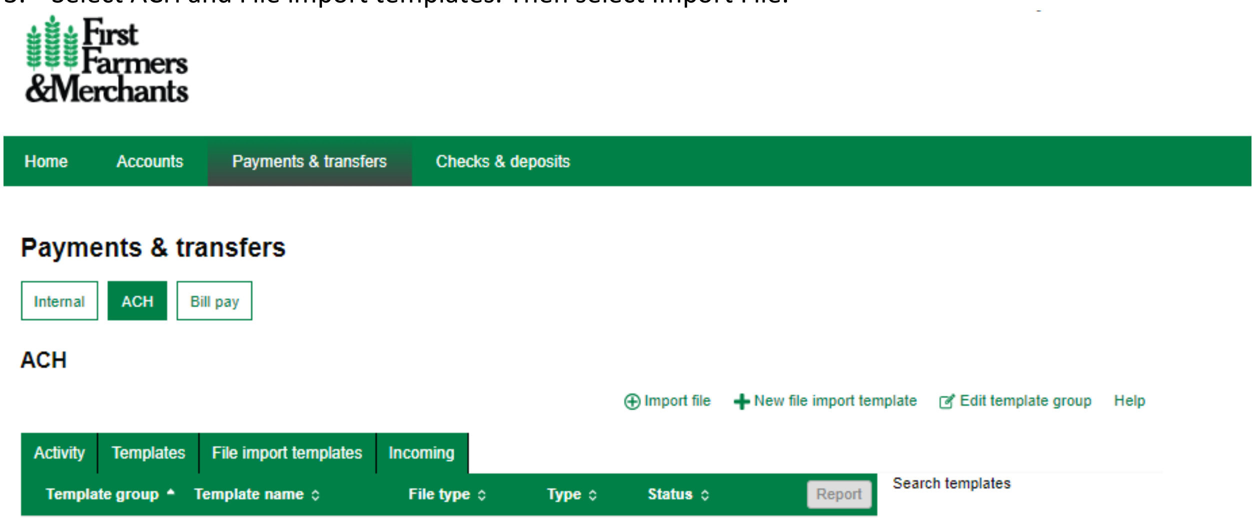
Upload a NACHA formatted ACH File

1. Log in to Business Online Banking

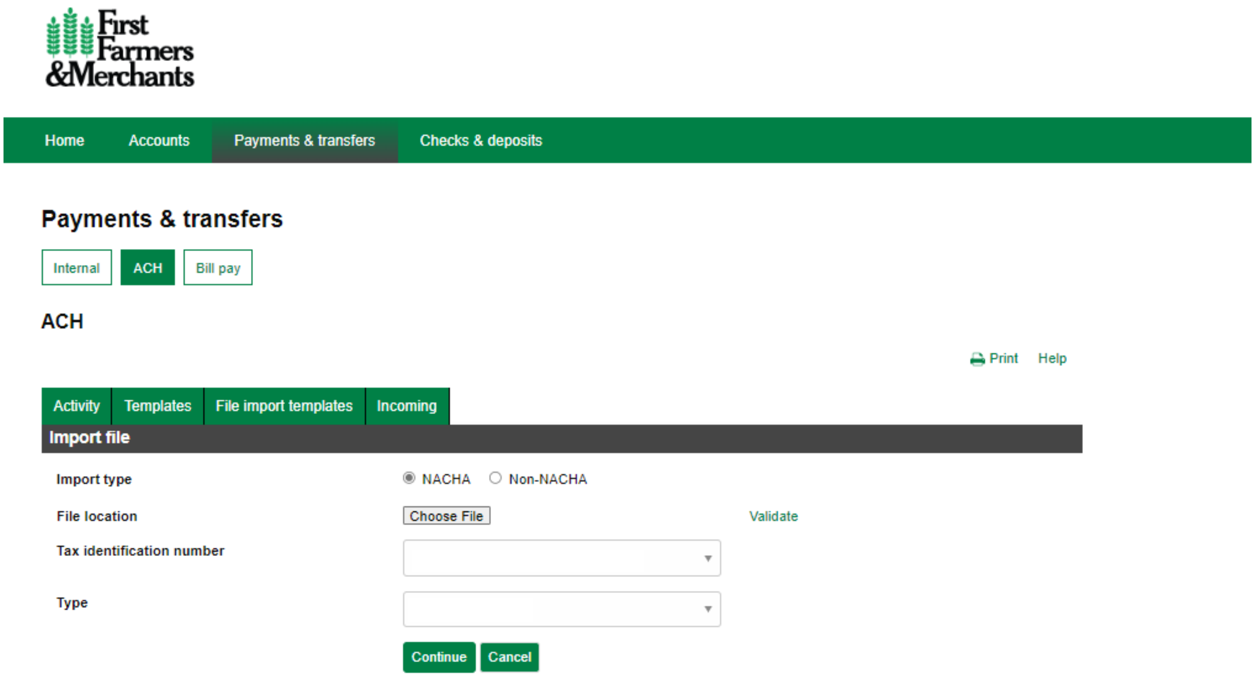
2. Select Payments & transfers



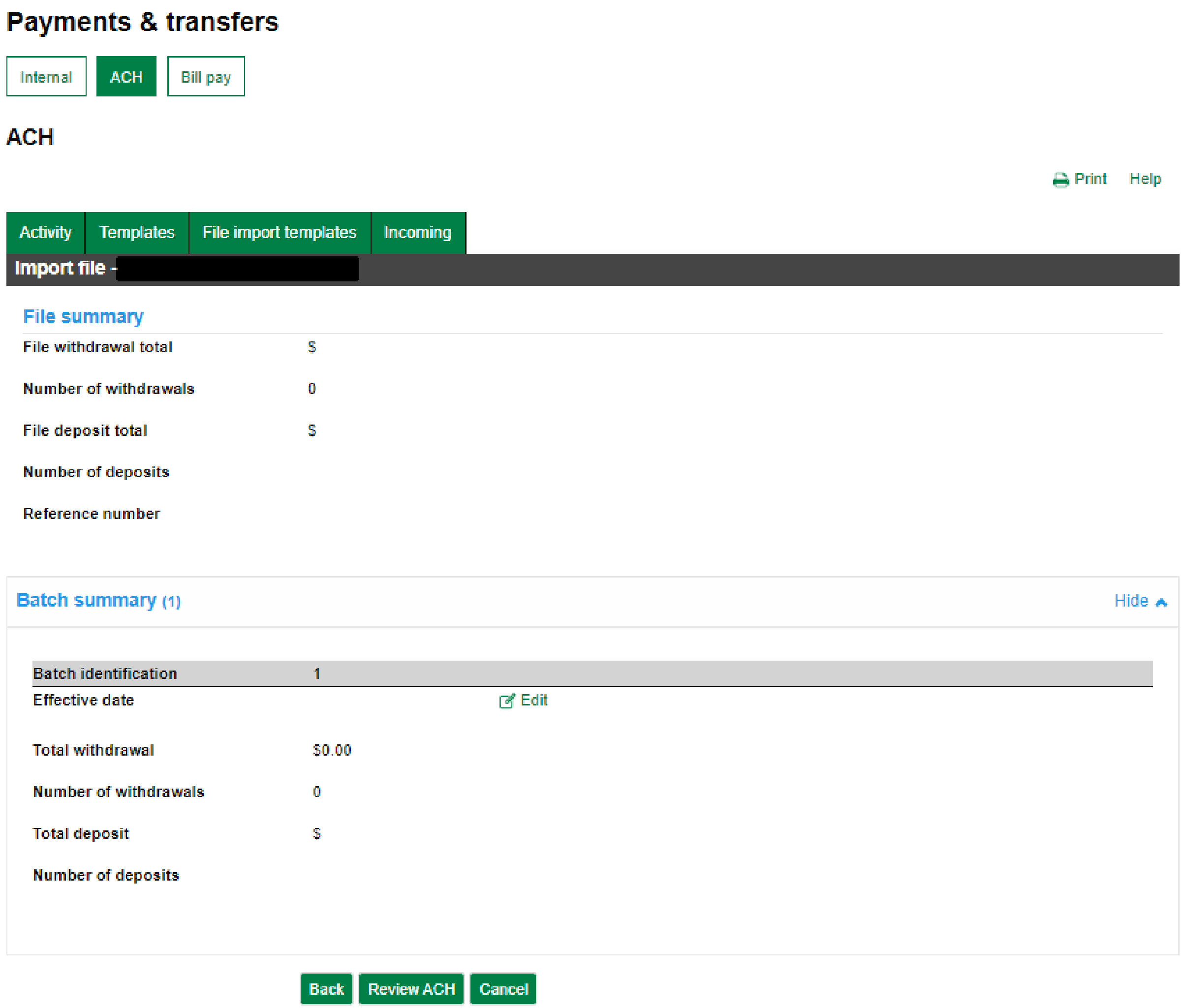
3. Select ACH and File import templates. Then select Import File.



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.

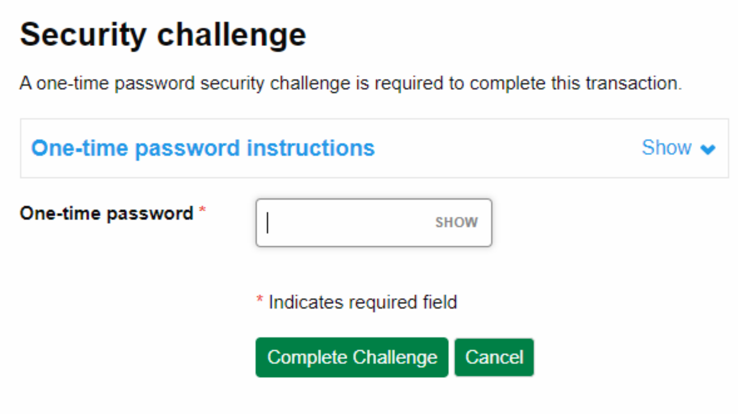


5. On the next screen, verify the Batch Summary information is correct. To modify any information for the transfer, or to move forward with processing the transfer, click the Review ACH button.



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

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.



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.