

# New ACH Transfer using Existing Transfer

1. Log in to Business Online Banking

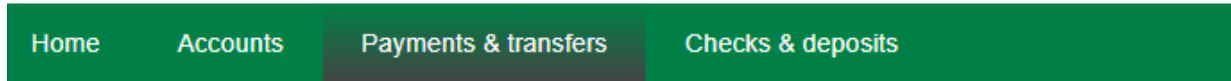


Online Banking  PERSONAL  BUSINESS

Username Password **LOGIN**

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

2. Select Payments & transfers



3. Select ACH



## Payments & transfers

Internal **ACH** Bill pay

### ACH

[+ New payment](#) [+ New collection](#) [⊕ Import file](#) [Help](#)

Activity **Templates** File import templates Incoming

4. Locate the ACH transfer that you would like to Copy, and select the Copy button

Home Accounts **Payments & transfers** Checks & deposits

### Payments & transfers

Internal **ACH** Bill pay

#### ACH

+ New payment + New collection Import file Help

Activity Templates File import templates Incoming

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jun 21, 2023 Same day	Example	Pending Origination	1.00	1.00	Payment	Copy Edit Delete

Search activity  Date: All activity

5. The information you previously entered will display. Make the necessary changes to the previously entered information and click Complete ACH.
6. 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.

## 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**

7. 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.

Home Accounts **Payments & transfers** Checks & deposits

### Payments & transfers

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Activity Templates File import templates Incoming

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jun 21, 2023 Same day	Example	Pending Origination	5.00	5.00	Payment	Copy Edit Delete

Search activity  Date: All activity