

New ACH Transfer using an ACH Transfer Template

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 then Templates



Payments & transfers

ACH

[+ New payment template](#) [+ New collection template](#) [🔗 Edit template group](#) [Help](#)



4. To initiate a transfer using the template, click the Send button to the right of the template

First Farmers & Merchants

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

Payments & transfers

Internal **ACH** Bill pay

ACH

[+ New payment template](#) [+ New collection template](#) [Edit template group](#) [Help](#)

Activity **Templates** File import templates Incoming

Template group ^	Template name ▾	Type ▾	Status ▾	Report
FFM Shared Services	Example A	Payment	Approved	Send Edit Delete

Search templates

Template group

5. The information from the template will be displayed. Enter the following information.
 - a. Effective Date – Enter the date you want the ACH to post to the other account.
 - b. Same Day – Check this box if you want to send the ACH the same day you are originating the transfer. These must be submitted by 12 p.m. CT to post the same day. There are additional per item fees that apply to same day ACH's. Contact your bank for details.
 - c. Company Description – this is a 10 character field that is used to describe reason for the ACH. For example, PAYROLL.
 - d. In the Pay From and Pay To banners, enter the dollar amount you wish to transfer

Example A

Undo all changes

Description: Example A
 Tax identification number:

Effective date * SELECT Same day Repeat Amount range:

Frequency: Monthly End date: SELECT

Type: Total withdrawal: Total deposit:

Batch

Name	Company	Company description
	[xxxxxxxx]	<input type="text"/>

Pay from [Show Details](#) [Show Filter](#) Total batch withdrawal (1 item)

Pay all

Pay/Hold	Account *	Amount *
<input type="checkbox"/> Pay	<input type="text"/>	<input type="text"/>

Pay to [Show Details](#) [Show Filter](#) Total batch deposit (1 item)

Pay all Prenote none

Pay/Hold	Name *	Identification	Routing transit *	Account number *	Account type *	Amount *	Prenote
<input type="checkbox"/> Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No

* Indicates required field

[Complete ACH](#) [Save for later](#) [Cancel](#)

- After all of the information has been entered, click the Complete ACH button. If you want to save the information and come back to it later, click the Save for later button.

* Indicates required field

[Complete ACH](#) [Save for later](#) [Cancel](#)

- After you click the Process 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

- 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 for Home, Accounts, Payments & transfers (selected), Checks & deposits, and Administration. Below the navigation bar is the 'Payments & transfers' section 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 sub-navigation bar includes 'Activity' (selected), 'Templates', 'File import templates', and 'Incoming'. Below this is a table with columns: Date, Description, Status, Withdrawal, Deposit, Type, and a Report button. A search activity box is on the right. The table contains one entry: Jun 12, 2023, Same day, Pending Origination, with Copy, Edit, and Delete buttons.

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jun 12, 2023 Same day		Pending Origination				Copy Edit Delete