

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](#)

Template group ▲	Template name ▾	File type ▾	Type ▾	Status ▾	Report
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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 - XXXXXXXXXX

File summary

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

Batch summary (1)

[Hide](#) 

Batch identification	1	Edit
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](#)

- 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

- 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 displays the First Farmers & Merchants web application. At the top is the logo and a navigation bar with links for Home, Accounts, Payments & transfers (highlighted), Checks & deposits, and Administration. Below the navigation bar is the 'Payments & transfers' section, which includes 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 for Date, Description, Status, Withdrawal, Deposit, and Type is shown. A 'Report' button is located to the right of the table. Below the table, there is a search activity section with a 'Date' dropdown menu set to 'All activity' and a 'Type' dropdown menu. A single activity entry is visible in the table:

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