

Modifying a Recurring ACH 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 and locate the Recurring ACH Template in the Templates List.



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	Search templates				
Example A		Payment	Approved	Send Edit Delete	Template group				

4. Click Edit for the Recurring ACH. Modify the information that needs to be modified. Once all modifications are completed, hit the Save button. This will save the updated information for all future recurring ACH transfers