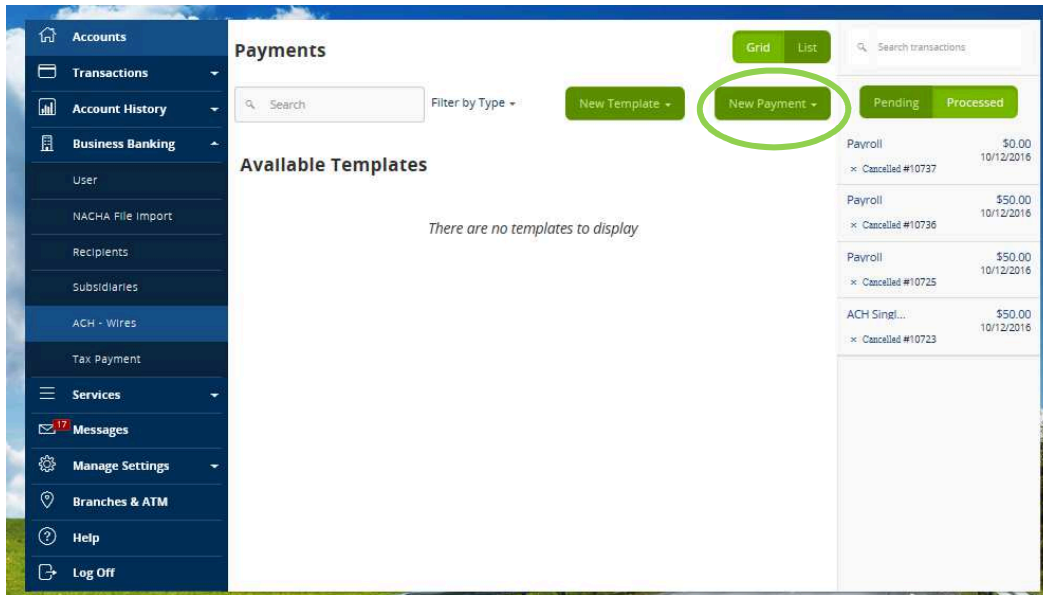


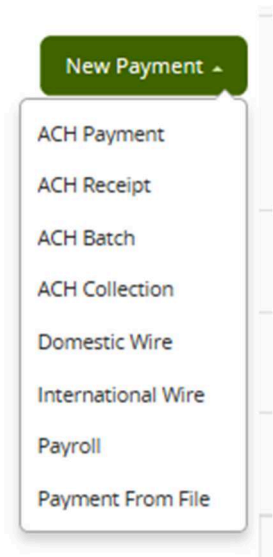


## How to Import an ACH from a File

1. Login into Online Banking
2. Navigate to **Business Banking > ACH – Wires**



3. Select the New Payment Menu (if not using a Previously Created Template) and select the Type of Transaction you would like to create. ACH Payment and ACH Receipt will only allow you to select one recipient whereas ACH Batch, Payroll, and ACH collection will allow you to select multiple recipients. Payment from file will allow you to upload a .CSV or NACHA ready file that is formatted correctly.
4. Selecting Payment From File will bring you to a new screen pictured below:



**Payment From File**

PAYMENT TYPE \*

IMPORT FILE \*

**Upload Guidelines**

- You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, or ACH Collection, or Payroll
  - The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, & Amount
  - Account Type is a numeric value: Checking = 1; Savings = 2; & Loan = 3
  - For 5-column imports, you will be prompted to classify the payment as PPD or CCD, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date
- or
- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
  - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code (PPD and CCD only are supported), and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
  - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary, and selecting an Effective date should not be necessary as that info should be in the balanced file
- The import uses the name and the order of the file to create recipients and amounts
- You can include a recipient multiple times to create multiple payments
- The payments can be to the same account or a different account

\* - Indicates required field

5. Select a Payment Type

6. Select a File to Import

7. Select upload file.

**Important to Note:** Once the file has been approved, it cannot be changed or edited