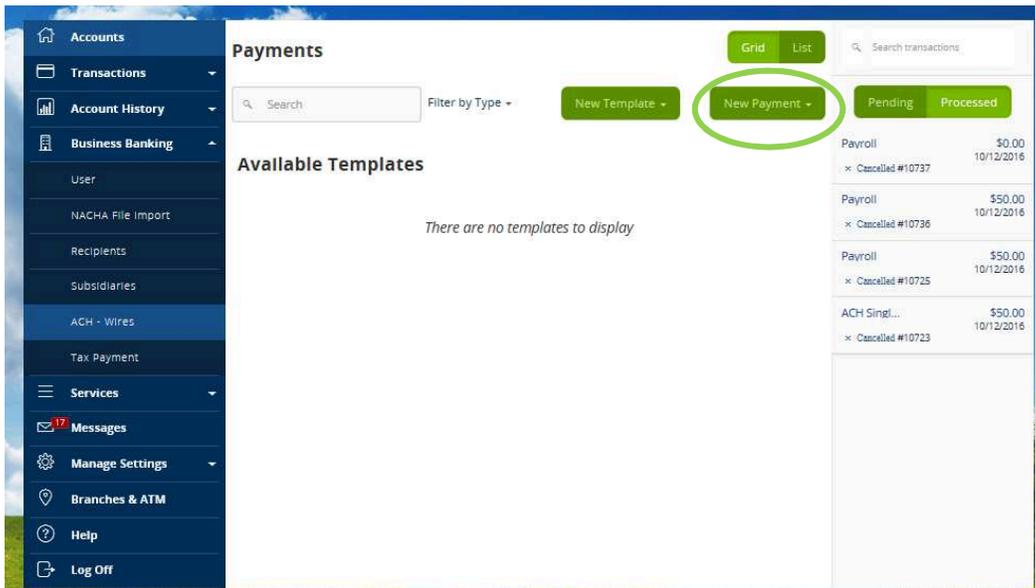


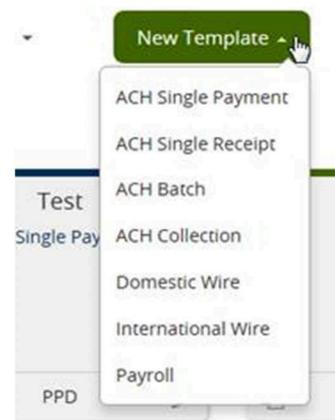


## How to create a new ACH Transfer

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. For this example we will select Payroll. 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 file that is formatted correctly.
4. Selecting Payroll will bring you to a new screen pictured below:



**Payments - Payroll**

Recipient & Amount | Subsidiary | Account | Review & Submit

TEMPLATE NAME: One Time Payment Add Recipient

Search: [ ] Grid List

Name	Account	Pay	Notify	Amount	Addendum
<input checked="" type="checkbox"/> Jane Doe					

Cancel Next

Search transactions

Pending Processed

Payroll	\$0.00	10/12/2016
x Cancelled #10737		
Payroll	\$50.00	10/12/2016
x Cancelled #10736		
Payroll	\$50.00	10/12/2016
x Cancelled #10725		

- Select the recipients of the ACH by checking the box next to the recipient name, a new recipient can be added by selecting “Add Recipient.” Fill in the appropriate fields and select the Account – New tab. Once the account information is entered, you can then either “Create Recipient” that can be used in the future or select “Use Without Save” if they will only be used once.

**Add John Smith** Add Account

Recipient Detail | **Account - New** | Pending Processed

No history available

DISPLAY NAME \* John Smith

ACH NAME John Smith WIRE NAME

E-MAIL ADDRESS John.Smith@hfsb.com

Send e-mail notifications

COUNTRY United States

ADDRESS 1 \* 456 Grand Ave

ADDRESS 2

CITY \* Rochester STATE \* Minnesota ZIP \* 55901

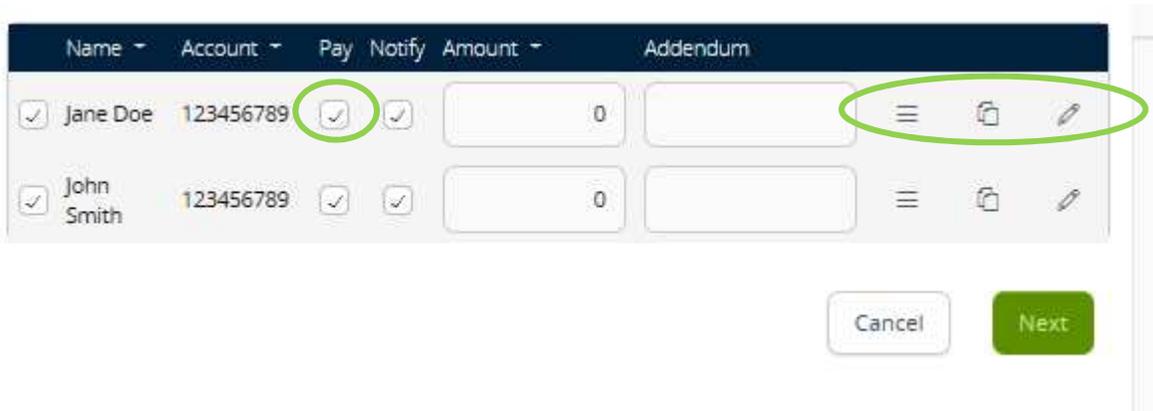
\* - Indicates required field

Cancel Use Without Save **Create Recipient**

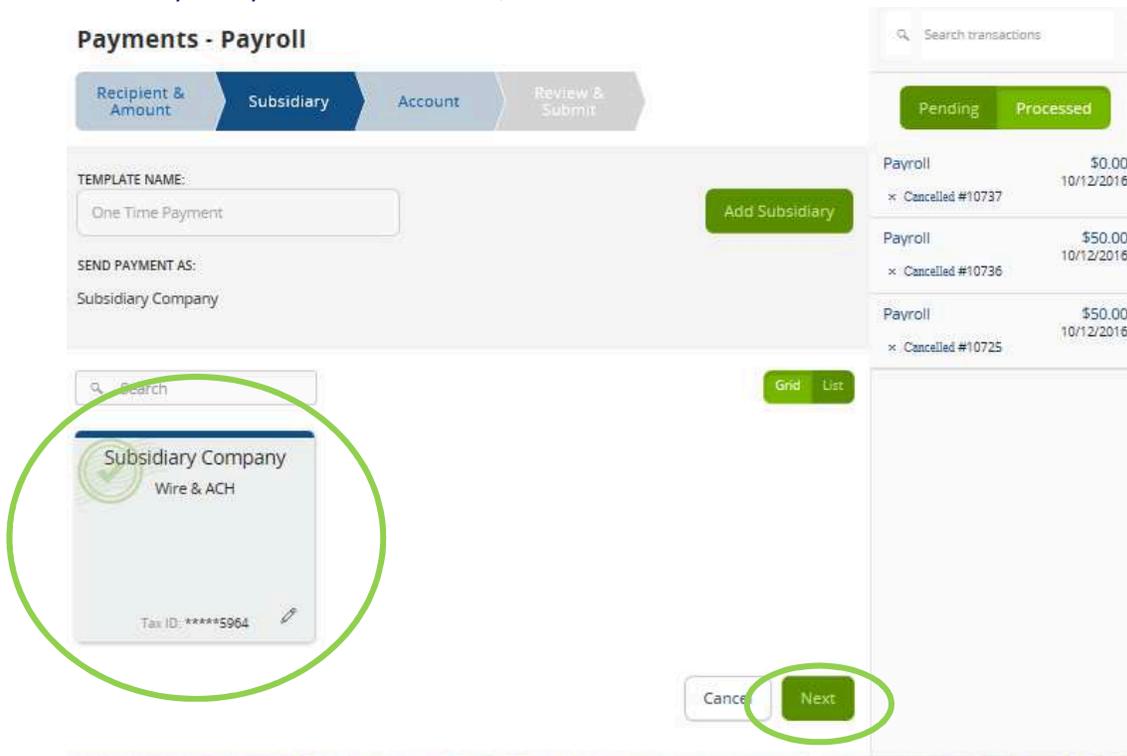
- Once the recipients are selected you can enter the amount and description for each recipient. Unchecking the pay box will **withhold** that file for the selected recipient, checking the Notify box will send an email notification to the recipient when the file is processed. Selecting the 3 dashes

icon will open a new screen that allows you to split payments for that recipient across multiple accounts. Selecting the pages icon will create a duplicate recipient in the file, and the pencil icon will allow you to edit the recipient's information.

**Note:** To send a prenote, a \$0.00 amount can be entered. *This is optional but is highly recommended by Home Federal for all new transactions being added. If this is done you must wait 6 days prior to processing your first transaction for that recipient*



7. Selecting Next will move you to the next step in the process which, if your business has subsidiaries, will allow you to select the business that will be sending the file. Simply click on the subsidiary that you would like to use, and select next.



- If your business does not have subsidiaries it will you move you to the Account page. Select the account that the ACH will be either be debiting or crediting and select next.

**Payments - Payroll**

Recipient & Amount | Subsidiary | **Account** | Review & Submit

TEMPLATE NAME:  
One Time Payment

**Choose "From" Account**

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Personal Checking	Checking	XXXXXX0129	-\$54.03
<input type="checkbox"/> Personal Savings	Savings	XXXXXX7909	\$5,941.49

Cancel | **Next**

Search transactions

Pending | Processed

Payroll \$0.00 10/12/2016  
× Cancelled #10737

Payroll \$50.00 10/12/2016  
× Cancelled #10736

Payroll \$50.00 10/12/2016  
× Cancelled #10725

- The Review and Submit Page allows you to review the data you have entered, select the effective date of the ACH transfer, and either draft (save) or approve (process) the Ach. **Note: The file will only be sent to the bank for processing if the approve option is selected**

**Payments - Payroll**

Recipient & Amount | Subsidiary | Account | **Review & Submit**

TEMPLATE NAME:  
One Time Payment

SEND PAYMENT AS:  
Subsidiary Company

TOTAL AMOUNT: \$0.00    RECIPIENTS: 2    FROM ACCOUNT: Personal Checking - XXXXXX0129

EFFECTIVE DATE\*  
**11/17/2016**

RECURRENCE  
**Set Schedule**

**Selected Recipients**    Show Split Details    Grid List

Name	Account	Pay	Notify	Amount	Addendum
Jane Doe	123456789	Yes	Yes	\$0.00	
John Smith	123456789	Yes	Yes	\$0.00	

\* - Indicates required field

Cancel | **Draft** | **Approve**

Search transactions

Pending | Processed

Payroll \$0.00 10/12/2016  
× Cancelled #10737

Payroll \$50.00 10/12/2016  
× Cancelled #10736

Payroll \$50.00 10/12/2016  
× Cancelled #10725

10. To create a Recurring ACH, you can select the “Set Schedule” option under “Recurrence” which gives you these options:

Schedule Recurring Transaction

How often should this transaction repeat?

1st of the month       Last day of the month

1st & 15th of the month       15th & last day of the month

Weekly       Every other week

Monthly       Quarterly

Semi-annually       Yearly

When should this transaction stop?

Repeat Forever

**Important to Note: if the recurring effective date you choose falls on a Saturday, Sunday, or Holiday, your effective date will default to the previous available business day for Credit files and the next available business day for debit files.**

11. A confirmation screen will appear and you can select “view in online activity” to view the details and print confirmation of the ACH. The ACH will now be sent to the bank for processing.

Payment Approved

✔

Your payment has been approved

From Subsidiary: XXXXXXXXXXXX

From Account: Personal Checking XXXXXX0129

Amount: \$0.00

Date: 11/15/2016

Drafted By: [redacted]

Memo: Payroll

Transaction ID: #10890

**Important to note: Only transactions in Authorized or Drafted Status can be canceled. Transactions that have processed are unable to be canceled.**