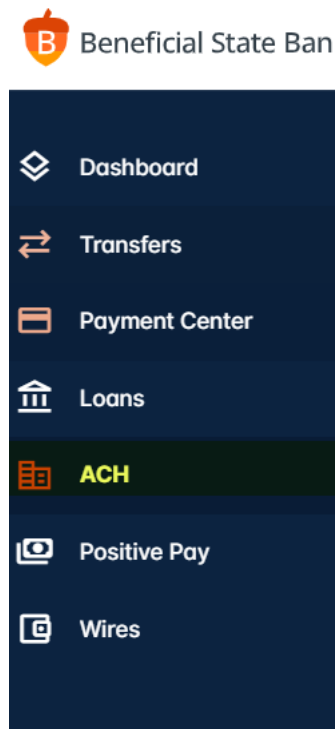
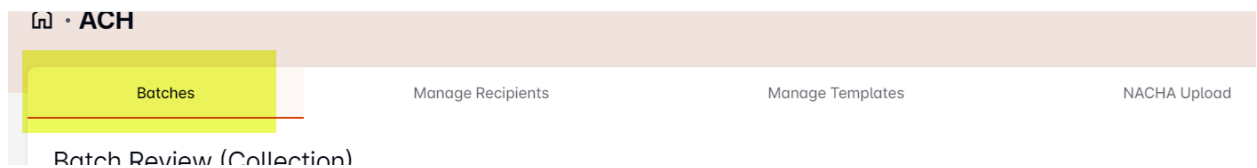


How to Save ACH Participant Information from Online Banking

1. Once logged in click on “ACH” from the left-hand side menu.



2. Click on “Batches.”



3. Click on the 3 horizontal dots on the right-hand side of the ACH batch → Review.

Batch Review (Collection)



4. Then click on “Print” or “Download” (to save as pdf).

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ACH

Batches Manage Recipients Manage Templates NACHA Upload

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<input type="checkbox"/>	NAME	ACCOUNT #	KIND	TYPE	CREDITS	DEBITS	EFFECTIVE	CREATED ↓	UPLOADER	STATUS
<input type="checkbox"/>	Imported Batch		Collection	PPD	\$0.00	\$7,330.55	5/2/22	5/5/22	DEMOTEST	H
<input type="checkbox"/>	Imported Batch		Collection	PPD	\$0.00	\$4,753.63	5/2/22	5/5/22	DEMOTEST	H
<input type="checkbox"/>	Imported Batch		Payment	CCD	\$1.88	\$0.00	9/8/21	9/8/21	DEMOTEST	H

Items per page 10 1 - 3 of

Review Edit Copy Delete

5. Please ensure to have your ACH template and participant records saved before Friday, September 27.

How to Save ACH Participant Information from Online Banking Payments 09-2024