



ACH Batch or Collection from Template

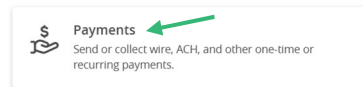
Same Day ACH Cutoff Time: 2:00 pm

Next Day ACH Cutoff Time: 4:00 pm

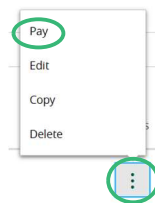
1. Login to [Digital Banking](#)
2. Click on *Treasury Management*



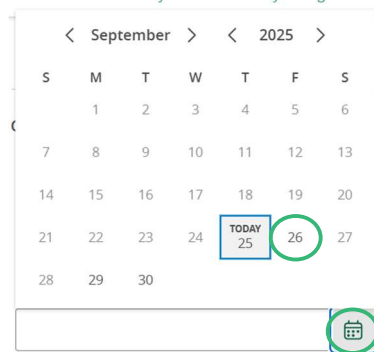
3. Click on *Payments*



4. Click the  to the right of the Template you are Paying
5. Click Pay



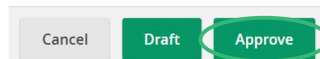
6. Choose Effective Date



7. Enter Payment Amount(s)



8. Click Approve



9. Follow prompts for Secure Access Code

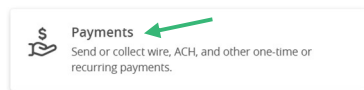
See Page 2 for Template Creation Instructions

Creating a Template

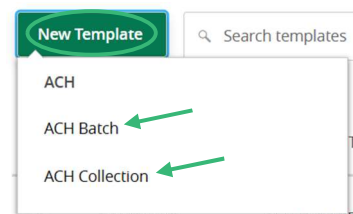
1. Login to [Digital Banking](#)
2. Click on *Treasury Management*



3. Click on *Payments*



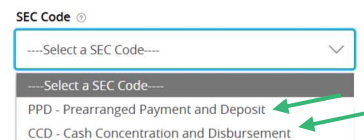
4. Click *New Template*
5. Choose your Template Type (ACH Batch for Payment or ACH Collection to Collect)



6. Name Your Template



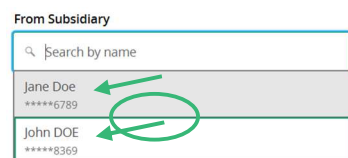
7. Choose your SEC Code (CCD for paying Businesses and PPD for paying Individuals)



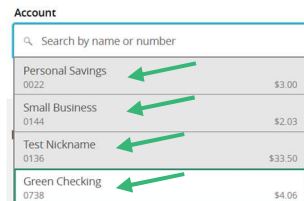
8. Enter your Description



9. Choose your ACH Company

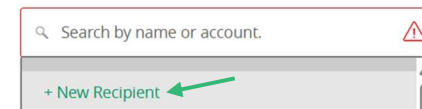


10. Choose the Pay To/Pay From Account



11. Click *Search by name or account*

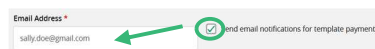
12. If the recipient(s) you want to add are not in your Recipient Library, Click *+New Recipient*



13. Enter the Individual or Business Name



14. If you want an email notification to be sent when you pay vendor, enter an Email Address and ☒ the Send email notifications box

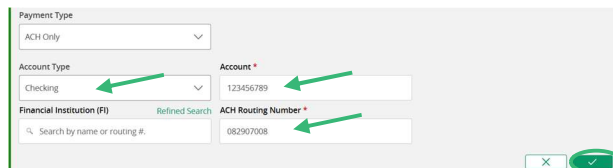


15. Choose the *Account Type* for the Payee

16. Enter the *Account Number*

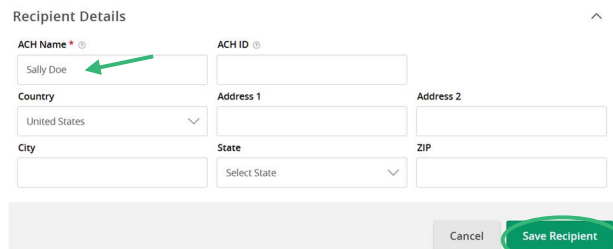
17. Enter the *Routing Number*

18. Click the ☒



19. Enter the Business Name

20. Click *Save Recipient*



21. Continue steps 11-18 for additional recipients within your template.

22. Click *Save*



See Page 1 for Steps to Originate from Template