



ACH Origination Procedures: File Upload

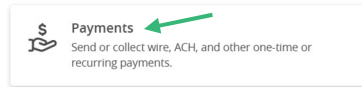
Same Day ACH Cutoff Time: 2:00 pm

Next Day ACH Cutoff Time: 4:00 pm

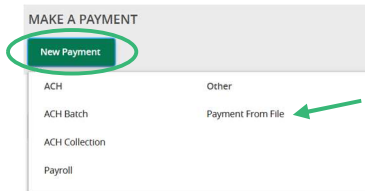
1. Login to [Digital Banking](#)
2. Click on *Treasury Management*



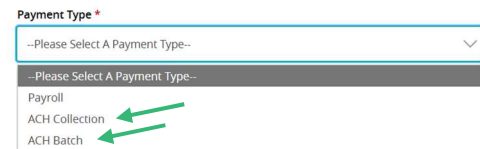
3. Click on *Payments*



4. Click on *New Payment*
5. Click on *Payment From File*



6. Select A Payment Type



7. Click on *Please Select A File To Import*

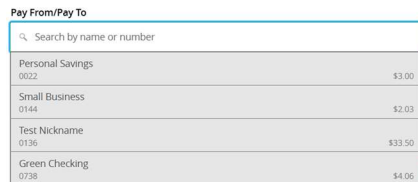


8. *Choose your File*
9. *Click Upload File*

(If you click Save Recipients, all recipients in the file will save to your Recipient Library in case you need to make an individual Payment or Collection later.)



10. *Choose account to Pay From/Pay To*



11. *Click Approve*

(If you click Draft, you or another user with access will need to go to the Online Activity page to Approve the ACH batch for it to process.)

Total Amount: \$0.00 To 66 recipients



12. *Follow Prompts for Secure Access Code*