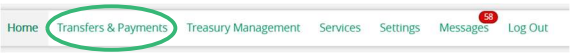
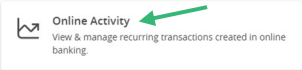
Online Activity & Reversing ACH Transactions

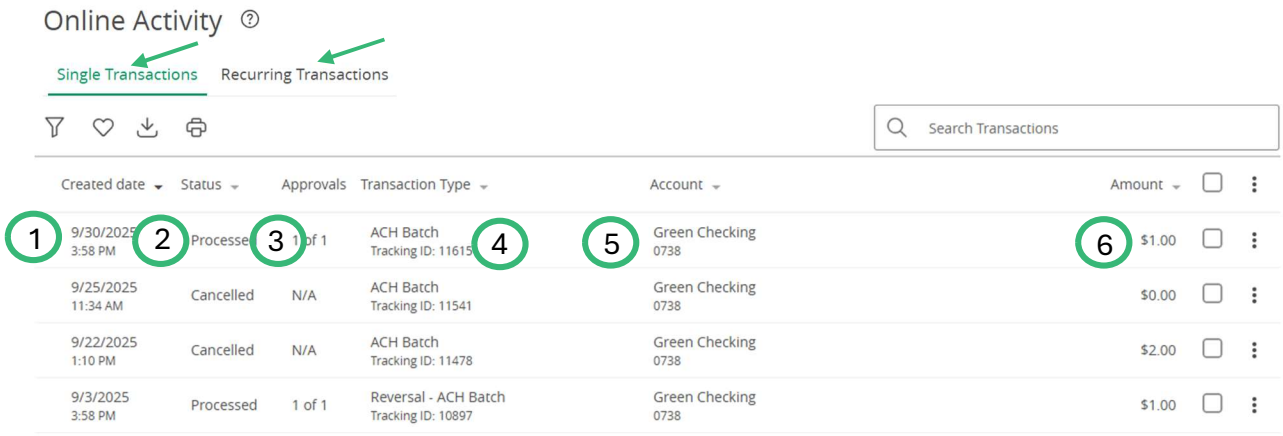
1. Login to Digital Banking
2. Click on *Transfers & Payments*



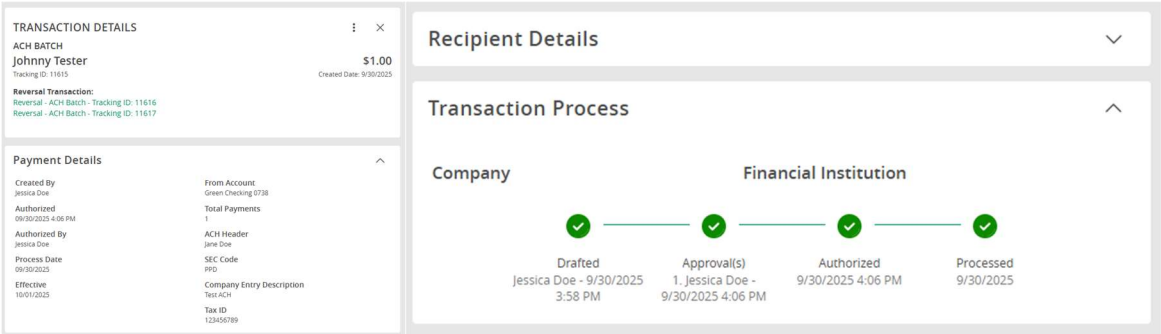
3. Click on *Online Activity*



4. The page will default to the *Single Transactions Tab*; you can also view and edit recurring transactions by selecting the *Recurring Transactions* tab.
    a. You will see your most recent Transfers; ACH Origination Payments & Collections; and Wire Transfers from this screen.
    b. You will see the (1) Creation Date; (2) Status; (3) Approvals; (4) Transaction Type; (5) Account it was drafted from/to; (6) Amount.



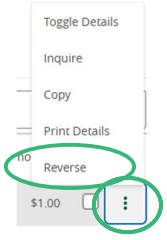
5. Clicking on a Transaction will display the transaction details.



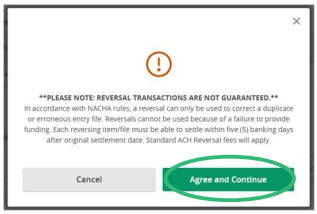
Reversing an Entire ACH Batch or Collection

The ACH Batch or Collection must be in a Processed Status, and the Reversal must be completed within 5 days of the Process Date.

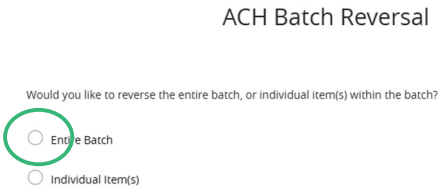
1. From the Online Activity Screen: Click on the Action Button
2. Click Reverse



3. Read Disclaimer! Click Agree and Continue



4. Choose Entire Batch to Reverse all items within the Batch



5. Click Continue

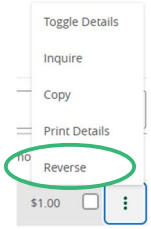
6. Click Submit

7. Follow prompts for Secure Access Code

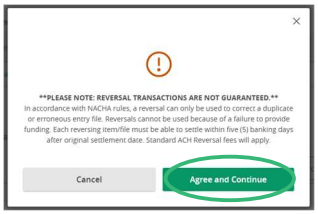
Reversing Specific Transaction(s) within an ACH Batch or Collection

The ACH Batch or Collection must be in a Processed Status, and the Reversal must be completed within 5 days of the Process Date.

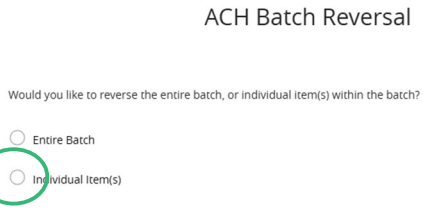
1. From the Online Activity Screen: Click on the Action Button
2. Click Reverse



3. Read Disclaimer! Click Agree and Continue



4. Choose Individual Item(s) to only reverse the items you select



5. Click Continue

6. Choose the Transaction(s) to Reverse

7. Click Submit

8. Follow prompts for Secure Access Code