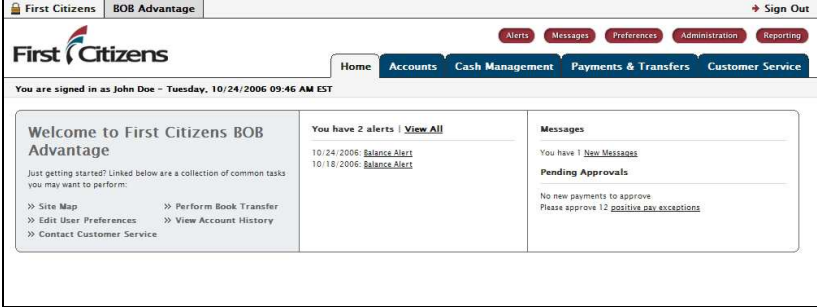
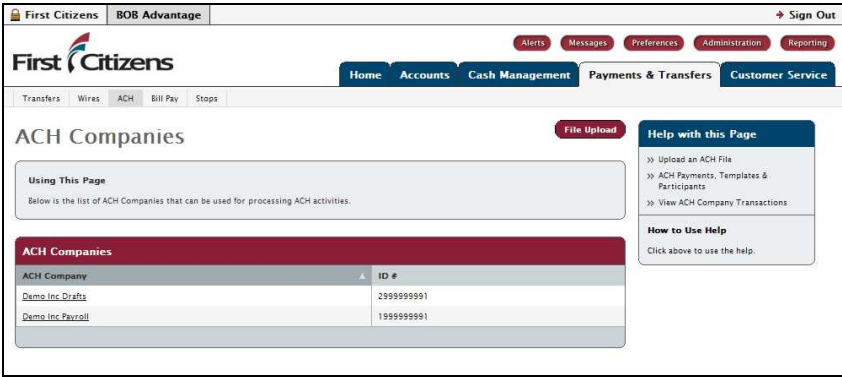
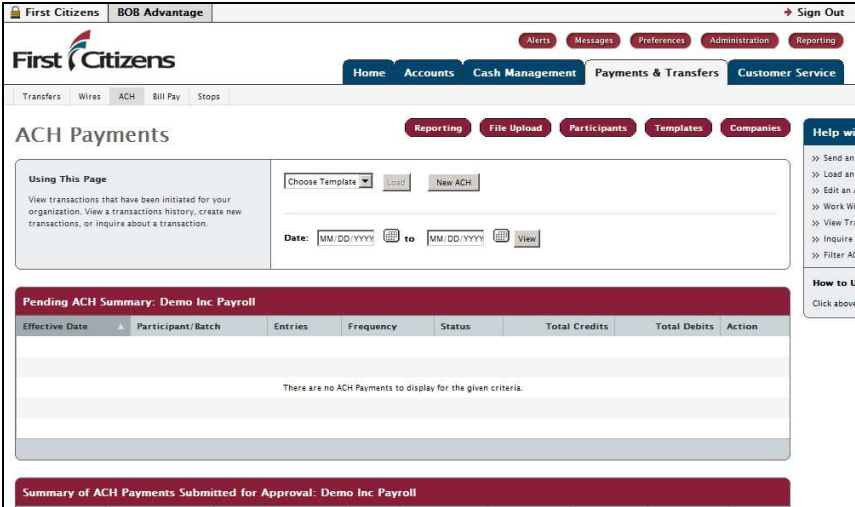
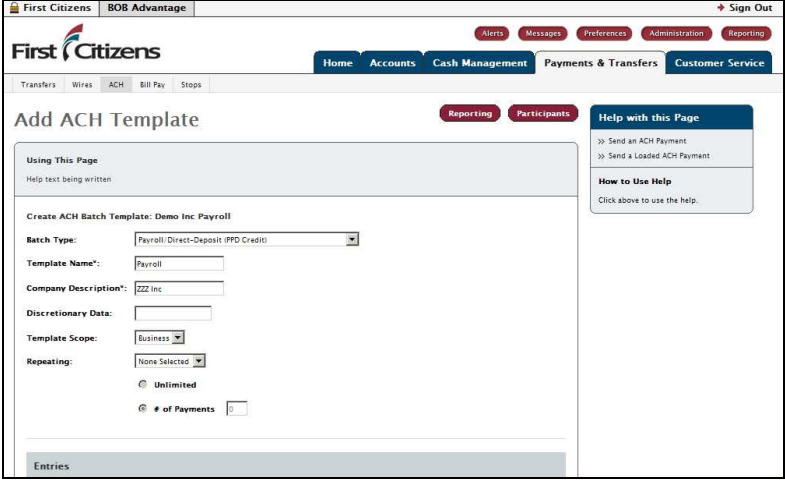


ACH Batch Templates

Step	Action																
1.	<p>On the Home Page, click on the Payments & Transfers tab.</p> 																
2.	<p>Click on the ACH tab and the ACH Companies screen appears.</p>  <table border="1" data-bbox="297 1024 906 1136"> <thead> <tr> <th>ACH Company</th> <th>ID #</th> </tr> </thead> <tbody> <tr> <td>Demo Inc Drafts</td> <td>2999999991</td> </tr> <tr> <td>Demo Inc Payroll</td> <td>1999999991</td> </tr> </tbody> </table>	ACH Company	ID #	Demo Inc Drafts	2999999991	Demo Inc Payroll	1999999991										
ACH Company	ID #																
Demo Inc Drafts	2999999991																
Demo Inc Payroll	1999999991																
3.	<p>Click on the ACH Company you wish to add a Batch Template for.</p>																
4.	<p>The ACH Payments screen appears. Click on the Templates button.</p>  <table border="1" data-bbox="285 1619 1057 1787"> <thead> <tr> <th>Effective Date</th> <th>Participant/Batch</th> <th>Entries</th> <th>Frequency</th> <th>Status</th> <th>Total Credits</th> <th>Total Debits</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: center;">There are no ACH Payments to display for the given criteria.</td> </tr> </tbody> </table>	Effective Date	Participant/Batch	Entries	Frequency	Status	Total Credits	Total Debits	Action	There are no ACH Payments to display for the given criteria.							
Effective Date	Participant/Batch	Entries	Frequency	Status	Total Credits	Total Debits	Action										
There are no ACH Payments to display for the given criteria.																	

ACH Batch Templates

5.	Click the Add Template button.
6.	<p>The Add ACH Template screen appears.</p> 
7.	<p>Complete the Create ACH Batch Template section by:</p> <ul style="list-style-type: none">- Choosing the appropriate Batch Type from the drop-down box- Entering a Template Name- Entering a Company Description- Choosing a Template Scope (User if you are the only user that will need access to this ACH Template, Business if other users will need access to this ACH Template)- Selecting a Repeating Frequency if necessary
8.	Click Add Entry to begin adding Participants to the ACH Batch Template.
9.	<p>Add the first participant by:</p> <ul style="list-style-type: none">- Entering a Nickname and a Participant Name (usually the same)- Entering an Identification Number for the Participant- Choosing an initial Prenote status- Entering the Participant's Bank Routing Number- Entering the Participant's Account Number- Choosing the appropriate Account Type (Checking or Savings)

ACH Batch Templates

- Entering an initial amount if necessary
- Choosing the appropriate Debit or Credit option

10. Click the **Add Entry** button and the Participant you added will now show in the Entries section.

11. Click **Add Entry** and repeat Steps 9-10 to add additional participants.

12. Once you have finished adding all of the participants for the ACH Batch Template click the **Save Template** button. Enter your **PIN** and **Digital Security Number**.

13. The ACH Batch Template you added should now show in the appropriate ACH **User** or **Business** Template List