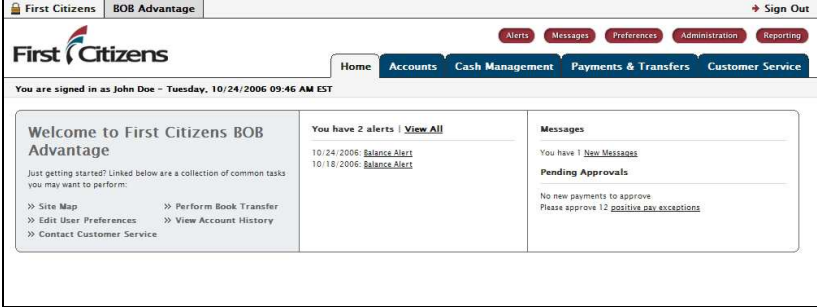
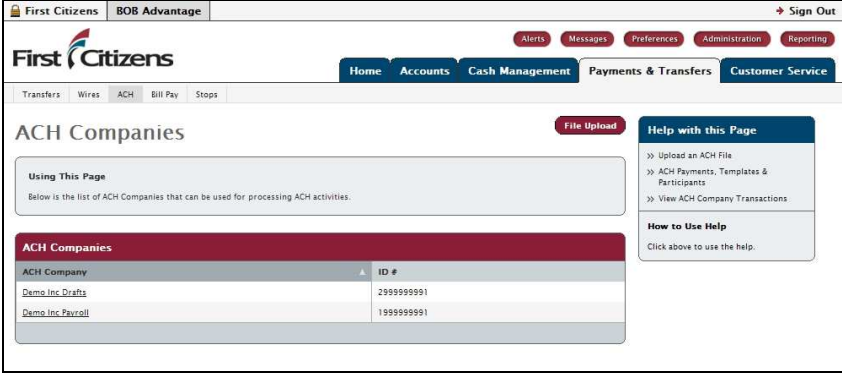
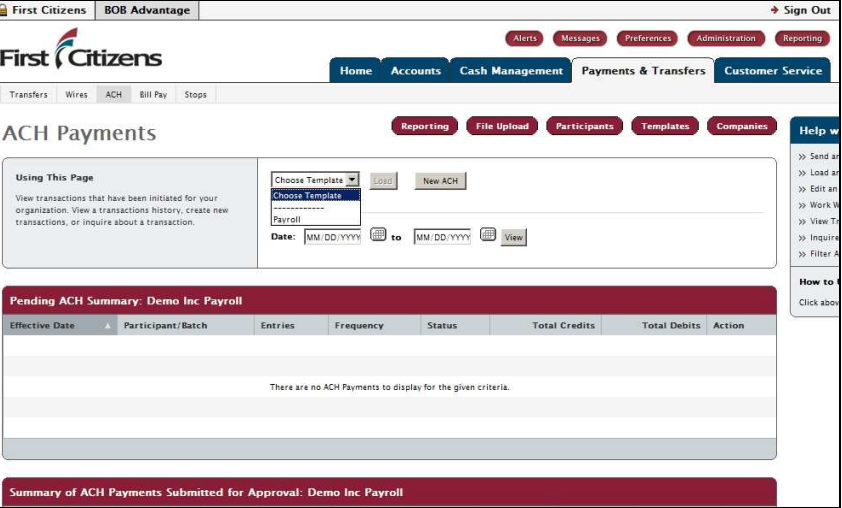


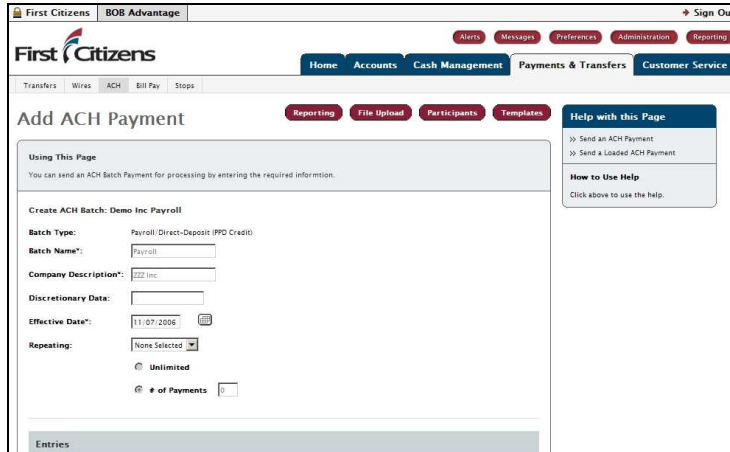
Initiating ACH Payments (ACH Batch Templates)

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> 
3.	<p>Click on the ACH Company you wish to initiate a payment for.</p>
4.	<p>The ACH Payments screen appears. Select the ACH Batch Template you wish to send for payment from the Choose Template drop-down box.</p> 

Initiating ACH Payments (ACH Batch Templates)

5. Click the **Load** button.

6. The **Add ACH Payment** screen appears.



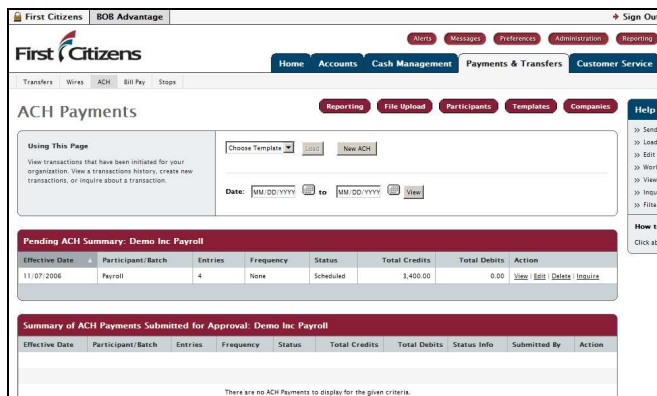
7. Update the **Effective Date** or **Repeating Frequency** option if necessary.

8. Make any necessary changes to the **ACH Participants** (For example: Updating an Active/Inactive status or updating the Dollar Amounts)

9. Once you have finished making your changes click the **Submit for Payment** button.

10. Confirm your changes and click the **Send** button. Enter your **PIN** and **Digital Security Number**.

11. The ACH Batch Template you submitted for Payment now appears in the Pending ACH Summary section.



12. The status will say **Scheduled** until the bank's next ACH processing window (4:00 AM, 10:00 AM, 1:00 PM, or 4:00 PM)