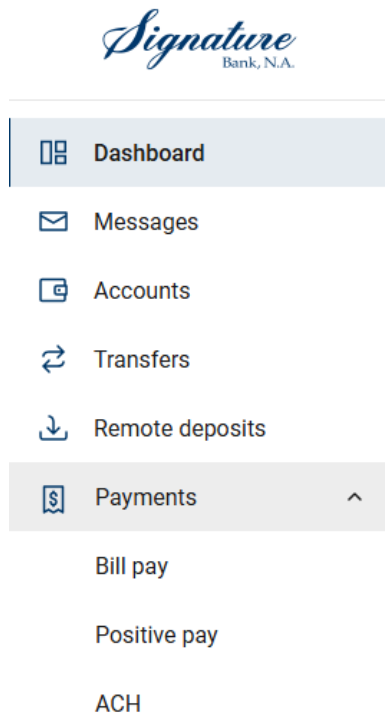




How to Upload an ACH Batch

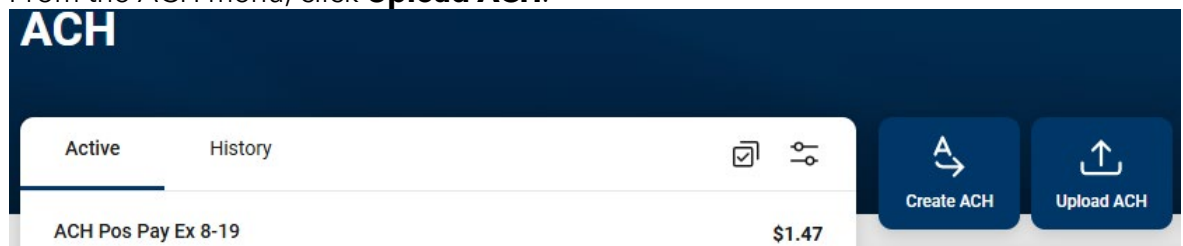
1. Navigate to ACH

- Click on the **Payments** tab.
- Select **ACH**.



2. Select Upload ACH

- From the ACH menu, click **Upload ACH**.



3. Upload Your File

- Drag and drop your ACH file into the upload box, **or**
- Click on **Browse** to locate the file on your computer.
- Click **Upload** to submit the file.

4. Confirm Upload

- Once the file is uploaded, a confirmation message will appear.
- Return to the ACH Batch List screen to view the uploaded batch.



Upload your NACHA formatted files below to create new ACH batches.

Your file '822600069634_0000001_20260209100111.txt' was uploaded successfully, and 1 batch(es) are being created. It could take a few minutes for the batches to appear.



Drag and drop file here, or [browse](#)

Recent uploads



822600069634_0000001_20260209100111.txt

2/9/2026 10:45 AM

Uploaded

5. Review and Initiate

- Locate and click on the batch you created.
- Select **Review and Initiate**.

Mark as pending

Review and initiate

6. Finalize the Batch

- Choose the **Offset Account** (this will be your account at Signature Bank).
- Select the **Effective Date**.
- Click **Initiate** to submit the batch.



Offset account

Select account >

Effective date

Select date >

Reset amounts to \$0.00 after processing

☐

Cancel

Initiate