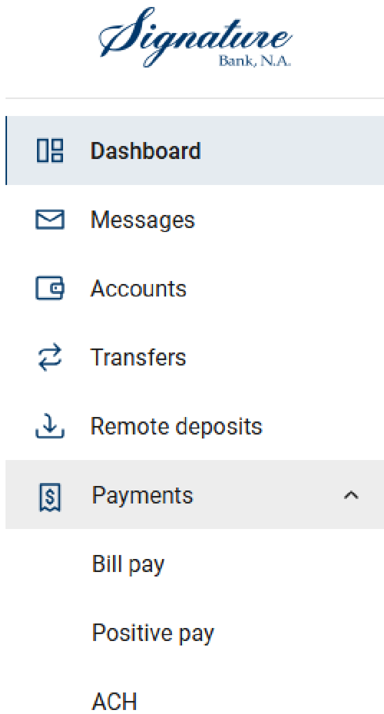
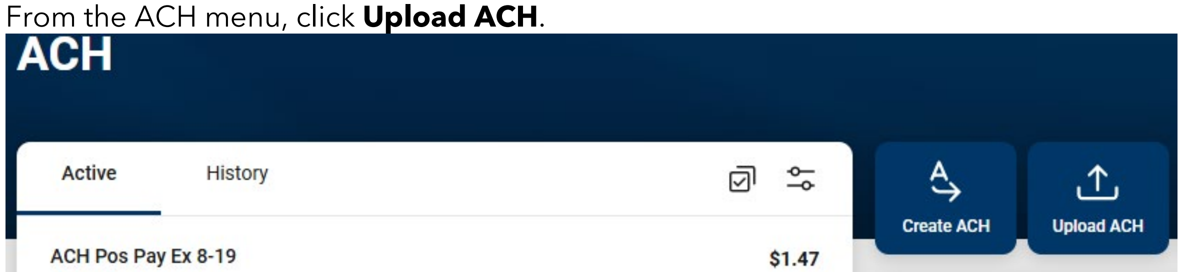
How to Upload an ACH Batch

1. **Navigate to ACH**
   a. Click on the **Payments** tab.
   b. Select **ACH**.



2. **Select Upload ACH**
   a. From the ACH menu, click **Upload ACH**.



3. **Upload Your File**
   a. Drag and drop your ACH file into the upload box, **or**
   b. Click on **Browse** to locate the file on your computer.
   c. Click **Upload** to submit the file.

4. **Confirm Upload**
   a. Once the file is uploaded, a confirmation message will appear.
   b. Return to the ACH Batch List screen to view the uploaded batch.

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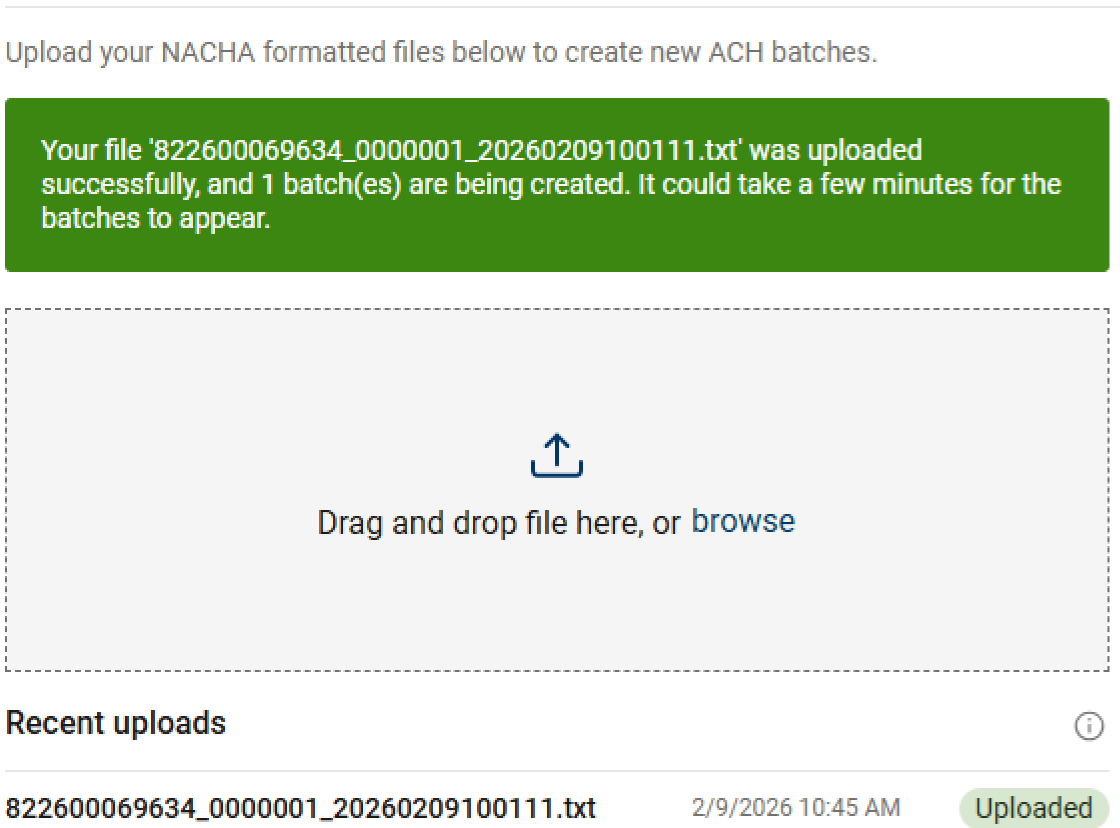
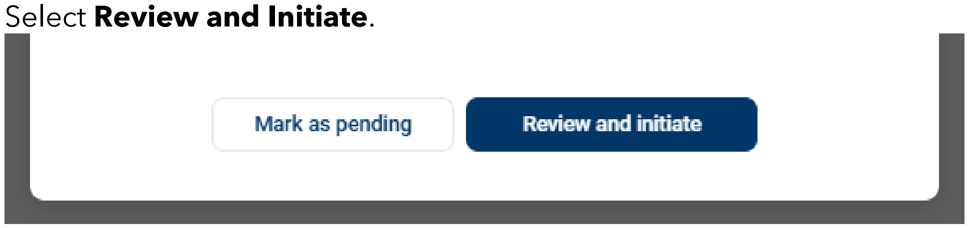


5. **Review and Initiate**
    a. Locate and click on the batch you created.
    b. Select **Review and Initiate**.



6. **Finalize the Batch**
    a. Choose the **Offset Account** (this will be your account at Signature Bank).
    b. Select the **Effective Date**.
    c. Click **Initiate** to submit the batch.

Offset account	Select account ›
Effective date	Select date ›
Reset amounts to $0.00 after processing	☐

Cancel Initiate