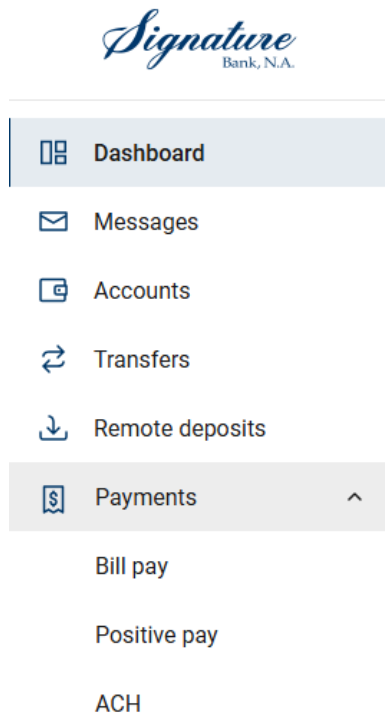




How to Initiate an ACH Using File Import

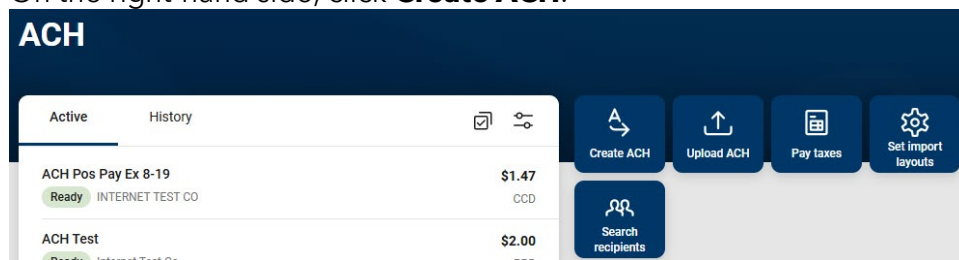
1. Navigate to ACH

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



2. Create a New ACH Batch

- On the right-hand side, click **Create ACH**.



3. Setup the Batch

- Enter a **Batch Name**. This is the name that will appear in your batch list.
- Select the appropriate **ACH Company** you want to send the batch from (PPD for individual payments and CCD for company payments).



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Create ACH

Batch name

ACH name

Company

Select company >

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ACH Company

COMPANY	ID	SEC	DESCRIPTION
Internet Test Co	1123456789	CCD	TAXPAYMENT
Internet Test Co	1123456789	PPD	PAYROLL

4. Add Recipients

- Click **Recipients**.
- At the top of the screen select the **Add Recipient** icon.
- Choose **Import from File**.

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Add recipients

Choose how you'd like to add recipients to your batch. Only one method can be used when creating the batch.

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Add manually

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📎

Import from file

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- d. Choose the **File Type** you will be uploading.
- e. Upload your file:
 - i. Drag and drop your ACH file into the upload box, **or**
 - ii. Click on **Browse** to locate the file on your computer.
 - iii. Click **Upload** to submit the file.
- f. Click **Save**.

A screenshot of a web application interface titled "Import recipients". At the top left is a back arrow, and at the top right is a hamburger menu icon. Below the title bar is a "File layouts" section with a gear icon and a right-pointing arrow. The main area is labeled "File type" and contains a large dashed blue box for file upload. Inside this box is an upward-pointing arrow icon and the text "Drag and drop file here, or browse". To the right of the box is a dropdown menu labeled "Select a file type" with a downward arrow. The dropdown menu is open, showing three options: "Select a file type" (highlighted in blue), "CSV", "Tab delimited TXT", and "Fixed position TXT". At the bottom of the form are two buttons: "Cancel" and "Save". Below the buttons is a small line of text: "After submission, please allow time for processing."

5. Complete the Batch

- a. After saving, you will return to the **Create ACH** screen.
- b. Review all the information and click **Create Batch**.
- c. You will be returned to the ACH batch list.



d. Click **Create Batch**.

< Create ACH

Batch name	Import Test
Company	Internet Test Co >
Company ID	1123456789
SEC	PPD
Entry description	PAYROLL >
Discretionary data	Discretionary data >
Recipients	File imported >

Cancel Create batch

6. Review and Initiate

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

Mark as pending Review and initiate

7. Finalize the Batch

- Choose the **Offset Account** (this will be your account at Signature Bank).
- 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

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Cancel

Initiate