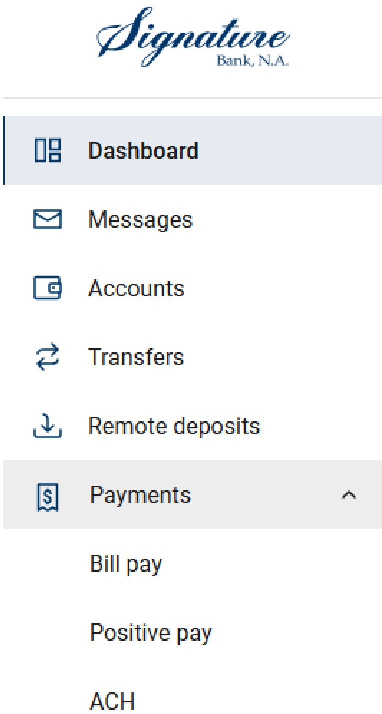
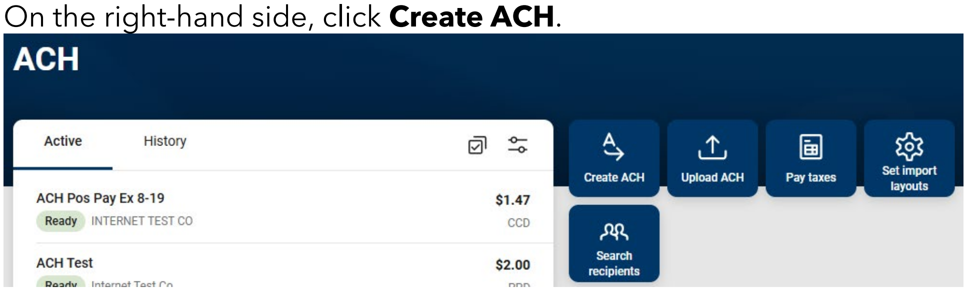
How to Initiate an ACH Using File Import

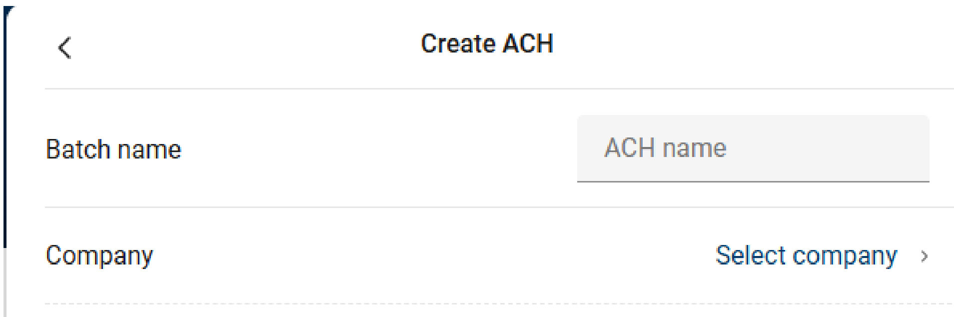
1. **Navigate to ACH**
    a. Click on the **Payments** tab.
    b. Select **ACH**.

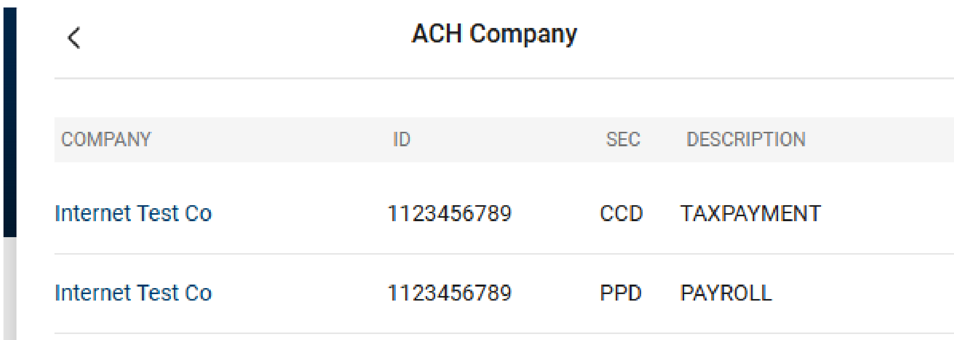


2. **Create a New ACH Batch**
    a. On the right-hand side, click **Create ACH**.

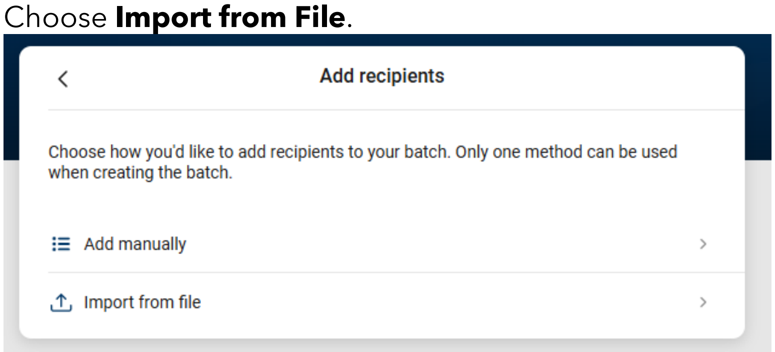


3. **Setup the Batch**
    a. Enter a **Batch Name**. This is the name that will appear in your batch list.
    b. Select the appropriate **ACH Company** you want to send the batch from (PPD for individual payments and CCD for company payments).



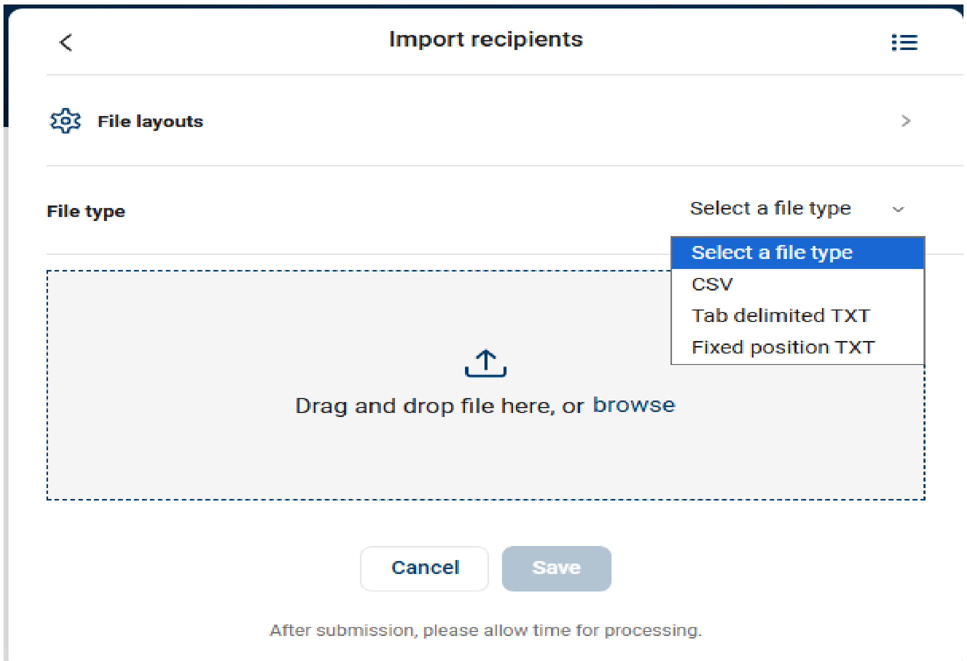


4. **Add Recipients**
   a. Click **Recipients**.
   b. At the top of the screen select the **Add Recipient** icon.
   c. Choose **Import from File**.



Signature Bank, N.A.

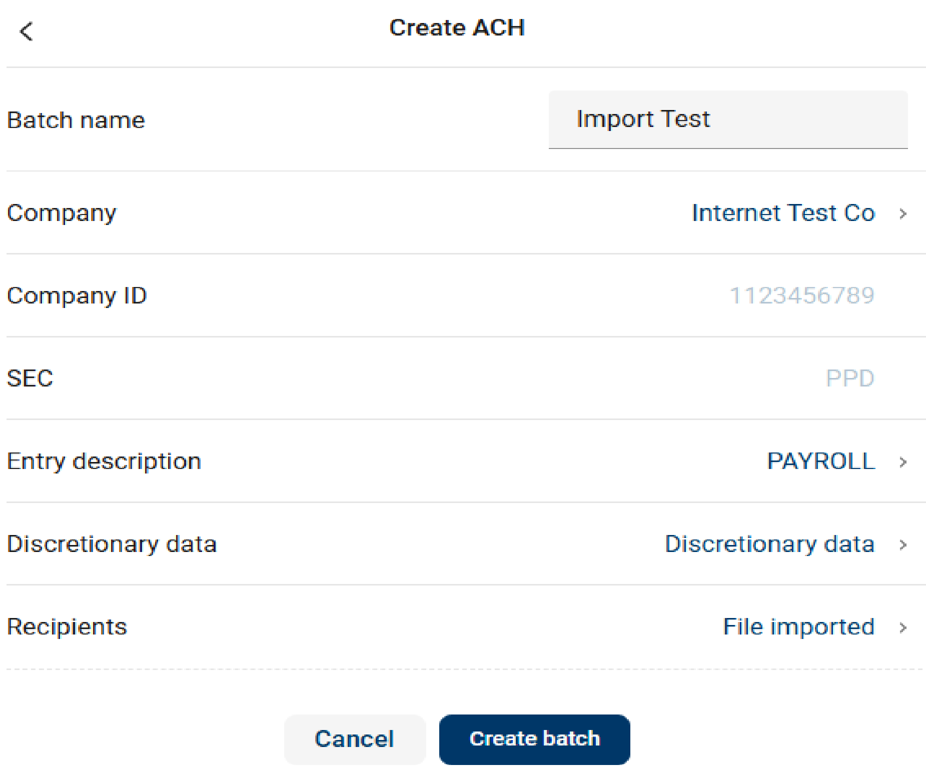
d. Choose the **File Type** you will be uploading.
e. Upload your file:
   i. Drag and drop your ACH file into the upload box, **or**
   ii. Click on **Browse** to locate the file on your computer.
   iii. Click **Upload** to submit the file.
f. Click **Save**.



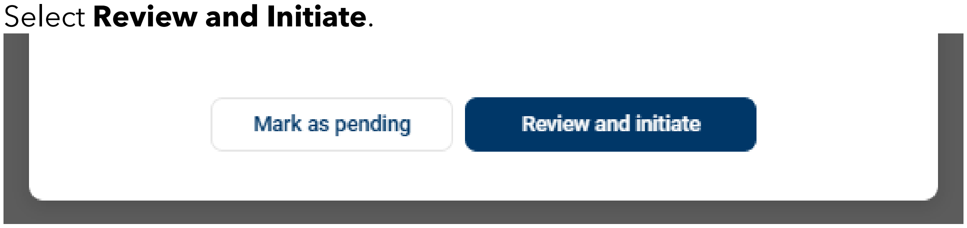
5. Complete the Batch

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**.



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



7. **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.