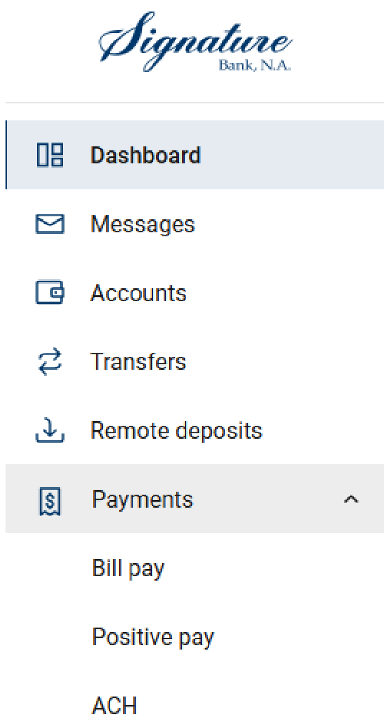
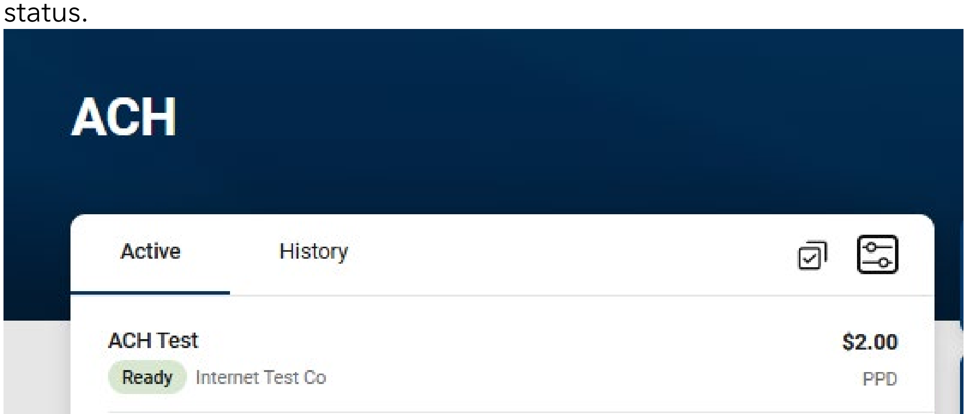
How to Edit an Existing ACH Batch

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

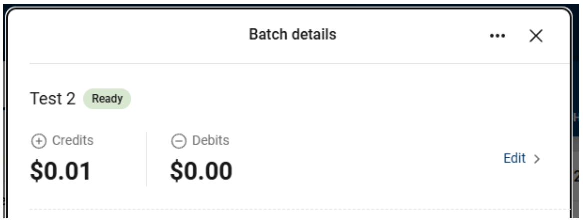


2. **Select the Batch**
   a. Select the ACH batch you want to edit. The selected batch should display a "Ready" status.

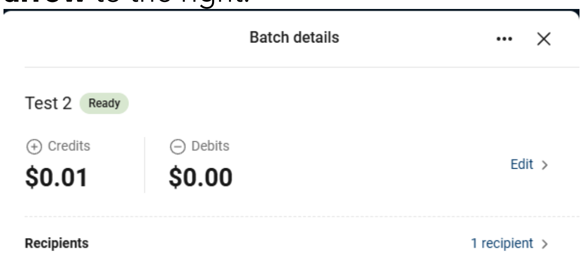


   b. Select **Edit** to the right of Credit/Debit to only update the batch name and/or entry description.

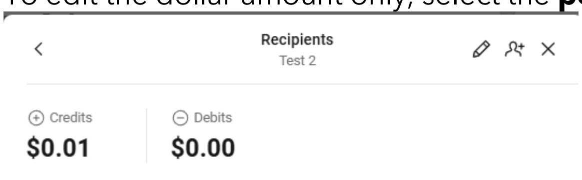
Signature Bank, N.A.



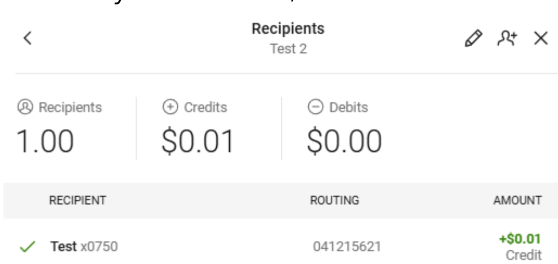
c. To edit the recipient's information or dollar amount, select the **recipient using the arrow** to the right.

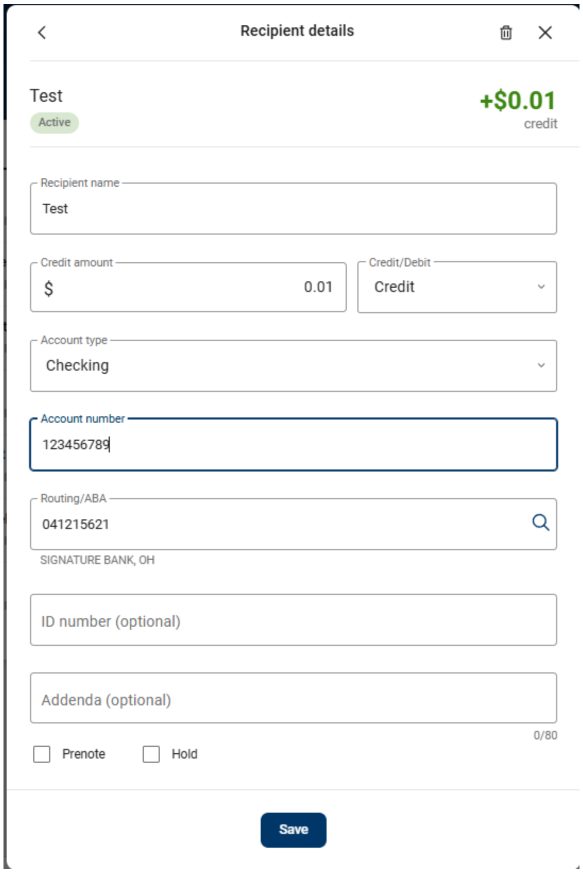


d. To edit the dollar amount only, select the **pencil** icon in the top-right corner.



e. To edit all recipient information, select the **recipient with the green check**, edit necessary information, and then click **Save** to complete the process.




Recipient details

Test
Active
+$0.01
credit

Recipient name
Test

Credit amount
$ 0.01

Credit/Debit
Credit

Account type
Checking

Account number
123456789

Routing/ABA
041215621
SIGNATURE BANK, OH

ID number (optional)

Addenda (optional)
0/80

Prenote
Hold

Save

4607 W. Sylvania Ave. | Toledo, Ohio 43623 | 419-841-7773 | www.signaturebankna.com | *Service is our Signature.*