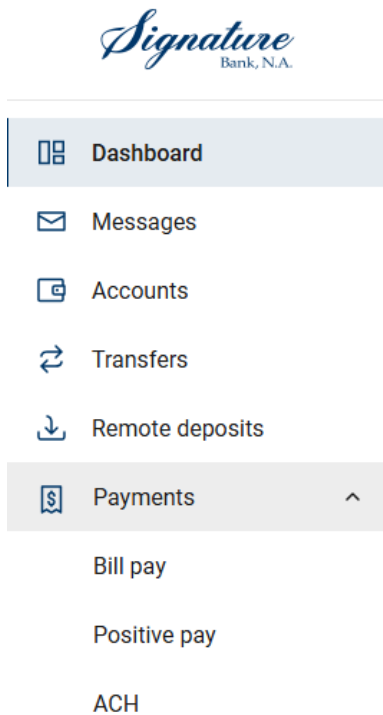




How to Initiate an ACH Batch

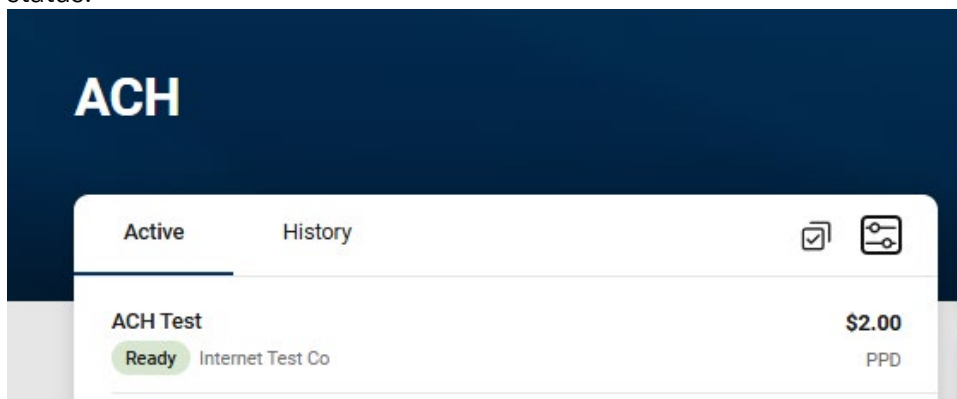
1. Navigate to ACH

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



2. Select the Batch

- Select the ACH batch you want to initiate. The selected batch should display a “Ready” status.



3. Review and Initiate

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



Mark as pending

Review and initiate

4. Finalize the Batch

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

Offset account

Select account >

Frequency

Once >

Effective date

Select date >

Reset amounts to \$0.00 after processing

☐

Cancel

Initiate

5. Confirm Initiation

- Once the batch has been successfully initiated, a confirmation message will appear.



Batch initiated

New Test

⊕ Credits

\$1.00

⊖ Debits

\$0.00

📅 Effective date

May 27

Confirmation # 0526260183

Recipients 1

Done