



ACH TEMPLATES

Quick Reference Guide



Create a Template from an Existing ACH File

Use these steps to turn one of your current ACH files into a reusable template.

- 1 Sign in to **Business Online**.

- 2 Navigate to **Payments & Transfers**.

- 3 Select **ACH**.

- 4 Click on the description of the file that you would like to create a template for.

- 5 Scroll all the way to the bottom.

- 6 Click "**Save as Template**."

- 7 When the template opens, complete all required fields. (This includes setting or adding a template group and dollar amounts.)



IMPORTANT

Be sure to check the boxes for User Access to provide access to the template to other users within your company.

- 8 Scroll to the bottom and select "**Save**."