



ACH TEMPLATES

Quick Reference Guide



Create a New ACH Template

Use these steps to create a new ACH template in Business Online Banking ACH Manager.

1

Sign in to **Business Online**.

2

Navigate to **Payments & Transfers**.

3

Select **ACH**.

4

Click the **Templates** tab.

5

Select **+ New payment template** or **+ New collection template**.

6

Choose the appropriate **ACH Type**, then click **Continue**.

7

Enter the required template information, including:



- Template name
- Template group
- Repeat if applicable
- From amount
- To amount
- Frequency

8

In the **"User access"** section, choose one of the following:



- All current and future users
- Specific users

9

Complete the **Pay from** section, as needed.

10

Complete the **Pay to** section, including:



- Recipient name
- Identification
- Routing transit number
- Account number
- Account type
- Amount

11

Click **Save**.