



ACH Batch or Collection from Recipient Library

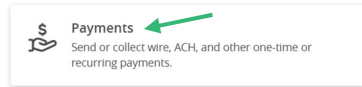
Same Day ACH Cutoff Time: 2:00 pm

Next Day ACH Cutoff Time: 4:00 pm

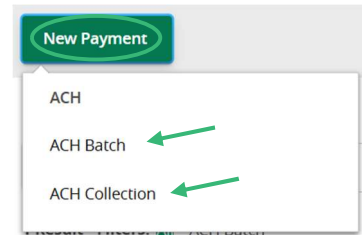
1. Login to [Digital Banking](#)
2. Click on *Treasury Management*



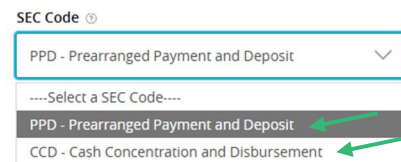
3. Click on *Payments*



4. Click on *New Payment*
5. Click on *ACH Batch for payment or ACH Collection to collect*



6. Select a SEC Code (CCD for paying Businesses and PPD for paying Individuals)



7. Enter an Entry Description



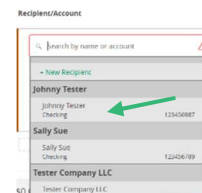
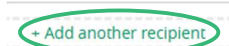
8. Choose a Subsidiary



9. Choose account to *Pay From/Pay To*



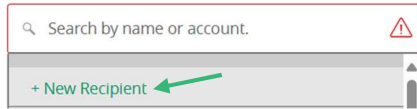
10. Click on the *Search by name or account* box
11. Begin typing the recipient you wish to choose. Click on the recipient name to add them to your payment or collection.
12. To add additional Recipients, Click *+Add another recipient*.
(Repeat Steps 11 and 12 until all recipients you wish to add are listed.)



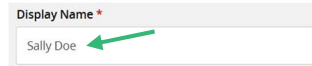
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Version 9.25.2025

13. If the recipient(s) you want to add are not in your Recipient Library, Click **+New Recipient**
(If your recipients are already in your Recipient Library, skip to Step 14.)



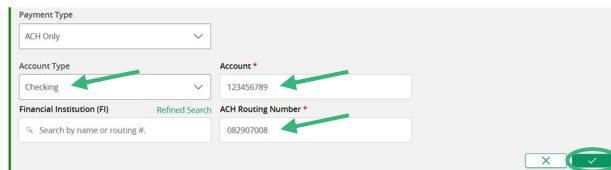
- a. Enter the Individual or Business Name



- b. If you want an email notification to be sent when you pay vendor, enter an Email Address and
☒ the Send email notifications box

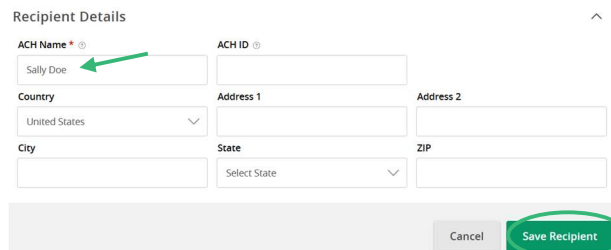


- c. Choose the *Account Type* for the Payee
d. Enter the *Account Number*
e. Enter the *Routing Number*
f. Click the ☒



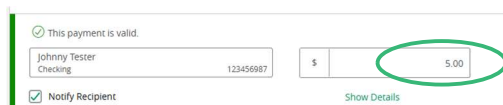
- g. Enter the Business Name

- h. Click Save Recipient



- i. Repeat Steps 13a-13h to add additional recipients.

14. Enter the amounts to be paid or collected to the right of each Recipient



15. Click **Approve**

(If you click Draft, you or another user with access will need to go to the Online Activity page to Approve the ACH batch for it to process.)

Total Amount: \$0.00 To 66 recipients



16. Follow Prompts for Secure Access Code