



ACH Origination Procedures: File Upload

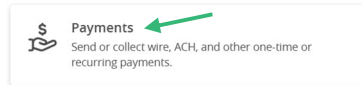
Same Day ACH Cutoff Time: 2:00 pm

Next Day ACH Cutoff Time: 4:00 pm

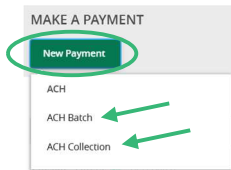
1. Login to [Digital Banking](#)
2. Click on *Treasury Management*



3. Click on *Payments*



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



6. Click on *Upload From File*



7. Click on *NACHA*



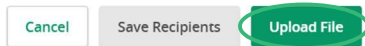
8. Click on *Please Select A File To Import*



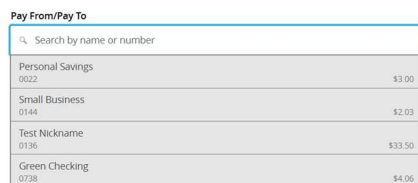
9. Choose your File

10. Click *Upload File*

(If you click Save Recipients, all recipients in the file will save to your Recipient Library in case you need to make an individual Payment or Collection later.)



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



12. 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



13. Follow Prompts for Secure Access Code