



ACH Origination Procedures: ACH Pass Thru

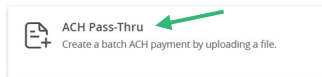
Same Day ACH Cutoff Time: 2:00 pm

Next Day ACH Cutoff Time: 4:00 pm

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



3. Click on *ACH Pass-Thru*



4. Click on *Choose File*



5. Choose the file you wish to Upload
6. Input the Current Date as the Process Date
7. Input a Memo
8. Click Approve



9. Follow Prompts for Secure Access Code