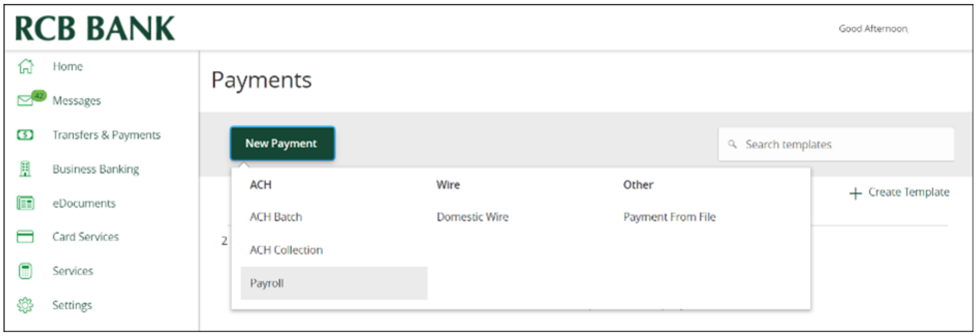
# Creating a Manual ACH Transaction

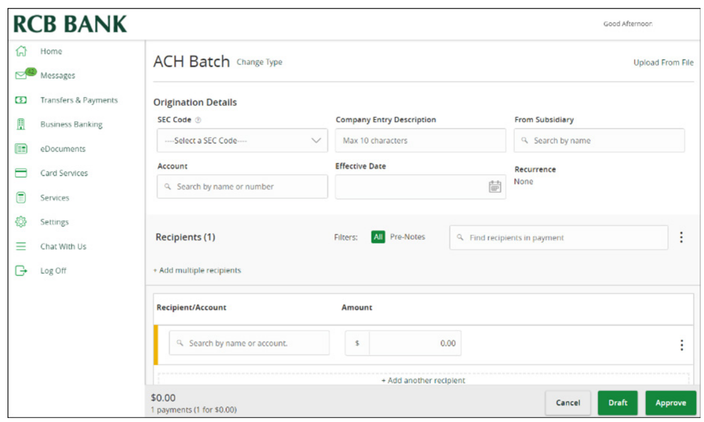
## In the navigation menu:

- Select **Business Banking**.
- Select the **Payments** tile.
- Select the **New Payments** button.
- Select the **ACH payment type**.

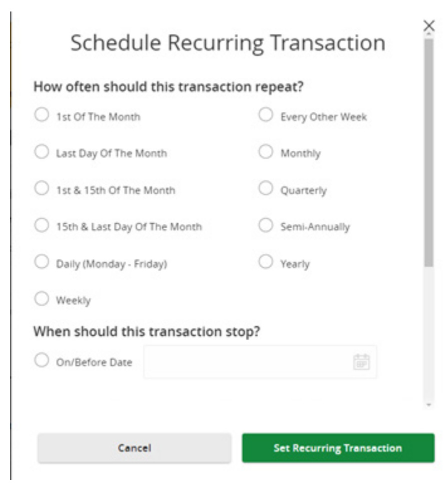



## On the ACH page:

- Choose an ACH SEC Code from the drop-down.
- *(Optional) Enter a Company Entry Description.*
- Select Subsidiary, if applicable.
- **DON'T** select the LLC option.
- Select the account to originate the ACH.
- Select the **Effective Date**.



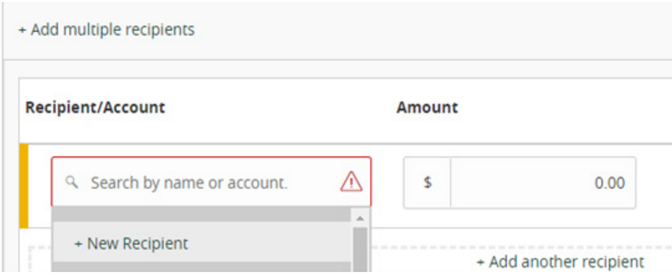

- *(Optional) Click Set Schedule. The Schedule Recurring Transfer window appears.*
- *Select a date on the calendar or click or tap Forever (Until I cancel).*
- *Select Save.*



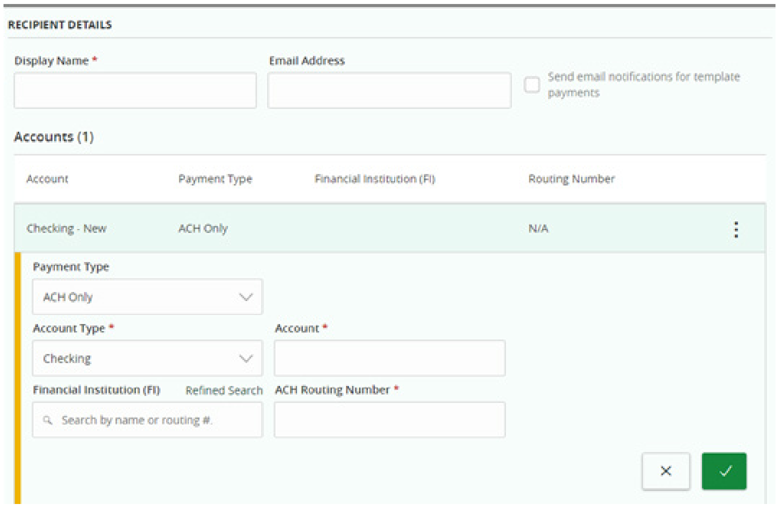

## Additional steps on the next page.

## To create an individual recipient:

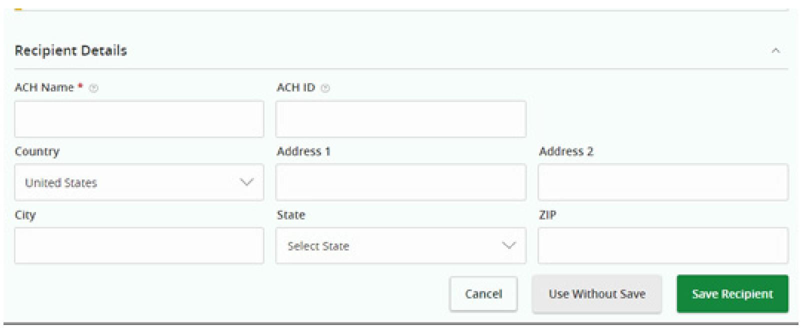
- Click in the Search by name or account box then click **New Recipient**.




- Complete the details and click the green check mark.




- The ACH Name and display name must match exactly.

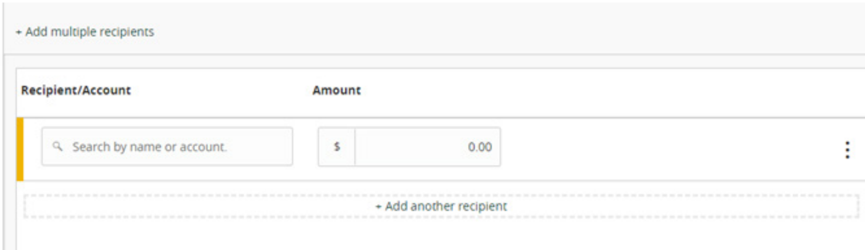


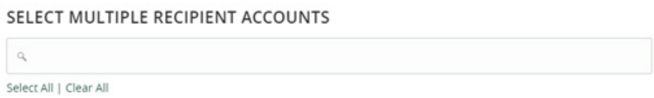

- Choose either **Use Without Save** or **Save Recipient**.

## Additional steps on the next page.

**If there are multiple recipients to add to a batch:**

- Use the **Add Multiple Recipients** to search and select from recipients list if available.




*(Optional) If you have the Manage Recipients right, click or tap New Recipient to create and assign a new recipient. In the Recipient Details section, enter details.*

*In the Accounts section, enter details for the Recipient, click or tap Save Recipient, or Use Without Save to complete the transaction without saving Recipient details.*

- Enter Amount(s).
- *(Optional) Select the ellipse at the end of the record to expand details if you want to enter addendum information.*
- Confirm totals and number of payments. Click Approve. Enter Token.

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