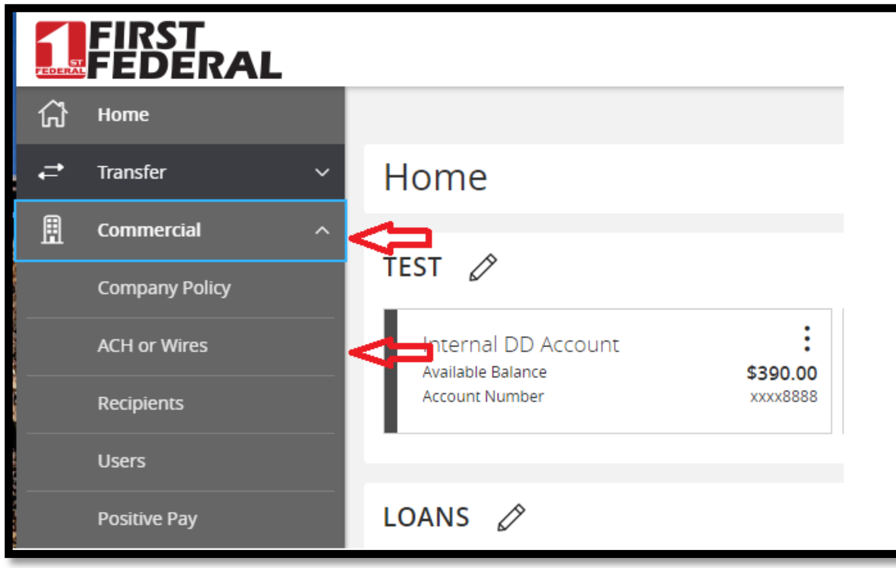
One Time ACH Batch or Collection

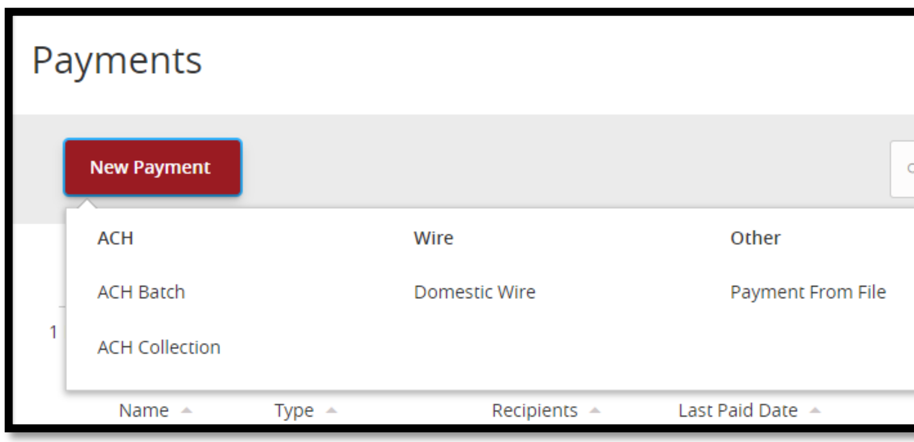
1. Commercial
2. ACH or Wire



3. Click New Payments
4. Choose File type

   ACH Batch – Sending a payment or payroll

   ACH Collection – Debiting an account



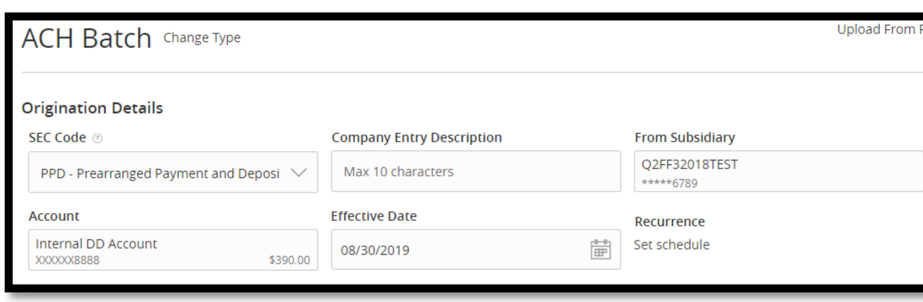
5. Choose SEC Code

   PPD - Consumer

   CCD – Commercial

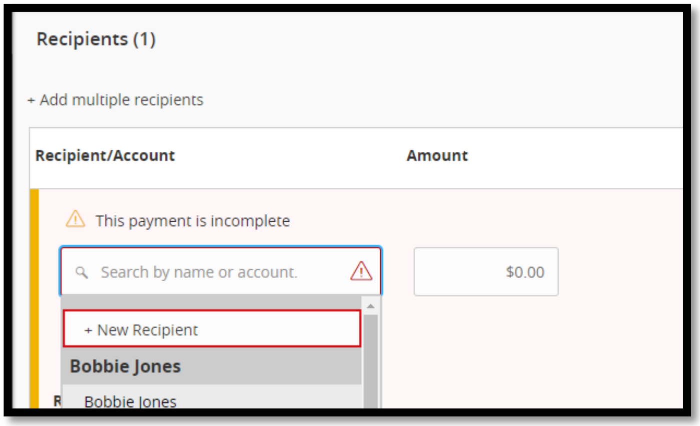
6. Choose Account
7. Choose Effective Date

   The date the fund will be deposited into an account or pulled from an account.



If Recipients are saved in the system

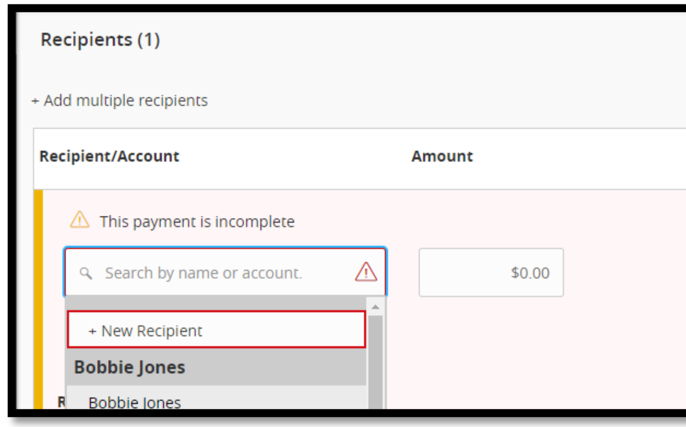
1. Search by Recipient Name of account
2. Click on correct recipient name or account
3. Enter Dollar amount to deposit or collect



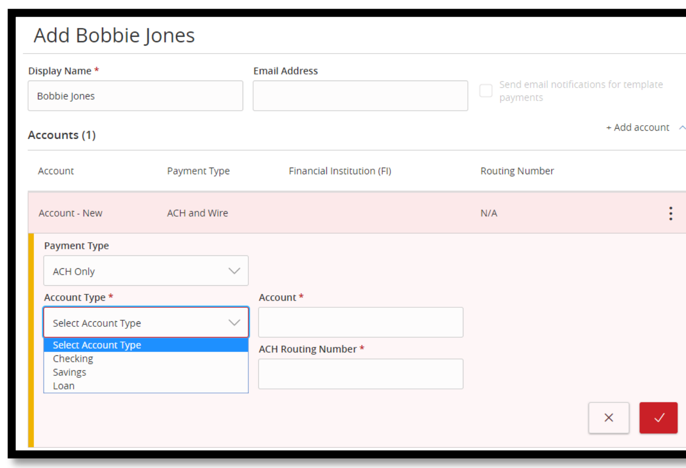
4. Click Approve
5. Enter Token

If Recipient is NOT saved in the system

1. Click Add another recipient



2. Enter Display Name
3. Account Type
4. Account Number
5. Routing Number
6. Click Red Checkmark



7. Click Use without save (unless you would like to save the recipient)
8. Click Approve
9. Enter Token