

Manage ACH Payments

Send, schedule, and manage ACH payments all in one place.

NOTE: ACH origination must be submitted by **3:00 p.m.** for same-day processing.

Find ACH Limits and Cut-Off Times

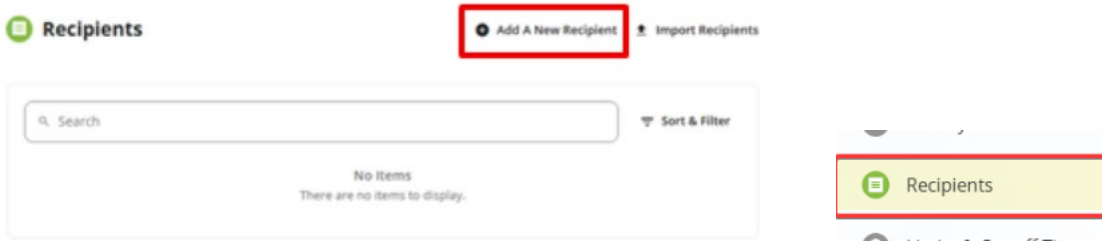
1. Go to **Manage ACH**
2. Select **Limits & Cut-Off Times**



Add a Recipient

1. Go to **Recipients** under **Manage ACH**
2. Select **Add a New Recipient**
3. Enter all required details and save

You can also import recipients using a **NACHA-formatted .CSV file**.



Note: Your existing recipients should appear automatically. If any are missing, you'll need to add them.

Edit a Recipient

1. Go to **Recipients**
2. Click the **arrow** next to the recipient
3. Select **Edit Recipient**
4. Update the information and click **Save**

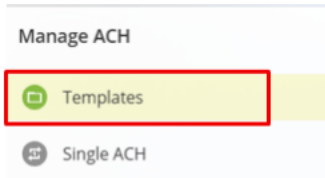


View Templates

1. Go to **Manage ACH**
2. Select the **Templates** tab

Your existing templates will be listed here. Use **Show More** if you have multiple.

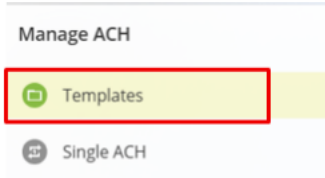
Heads up: Any templates created after Monday, April 27, 2026, will need to be set up again




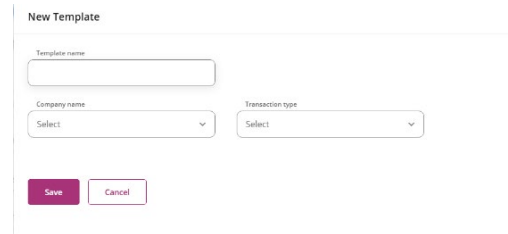
Create a Template

1. In the **Templates** tab, click **Create a New Template**
2. Complete all required fields
3. Click **Save**

Your template will appear in alphabetical order.



 **Create A New Template**



A screenshot of the 'New Template' form. It includes a 'Template name' text input field, a 'Company name' dropdown menu with 'Select' as the current value, and a 'Transaction type' dropdown menu with 'Select' as the current value. At the bottom, there are two buttons: a purple 'Save' button and a white 'Cancel' button.

Edit a Template

1. Select the template
2. Click **Details**
3. Make your updates and click **Save**

Changes take effect immediately.



Schedule a Template

1. Select your template and click **Schedule**
2. Choose **frequency** (under Occurs) or leave as a one-time payment
3. Select your **Deliver by Date**
4. (Optional) Update the amount or save changes to defaults
5. Click **Review**, then **Submit**

Your payment is scheduled.

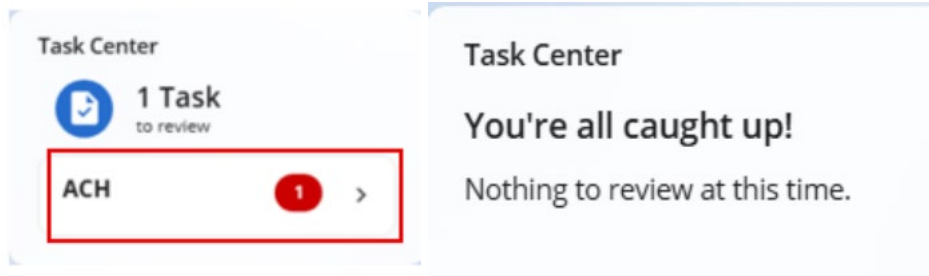
Save changes to template defaults

Occurs	Deliver by
One time	MM/DD/YYYY

Approve ACH Files

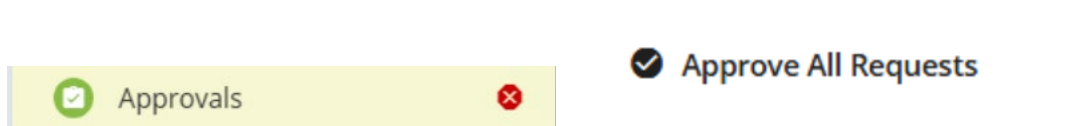
If approvals are required, you can review and approve in two places:

- **Task Center** (on your dashboard)
- **Approvals tab** under **Manage ACH**



To approve:

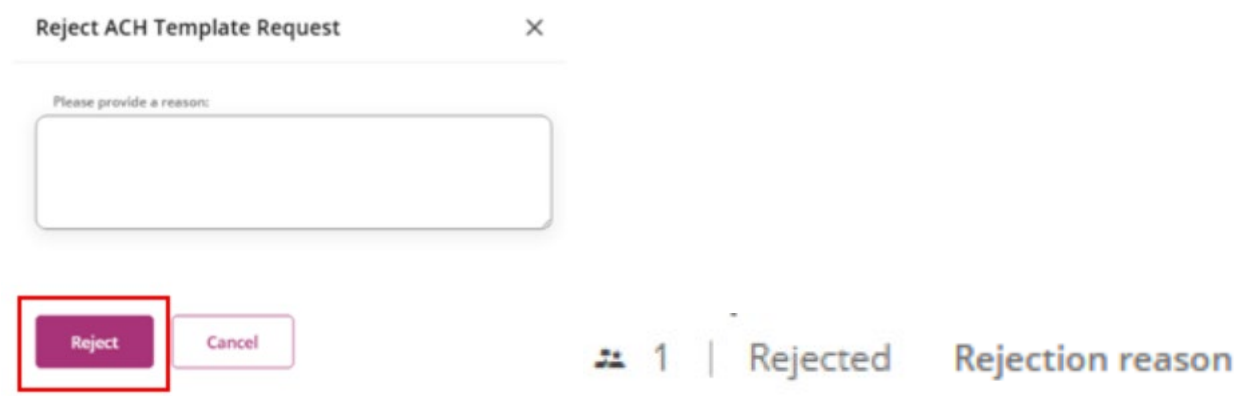
1. Select the item(s)
2. Click **Approve** or **Approve All**



To reject:

1. Select the item
2. Click **Reject**
3. Enter a reason and confirm

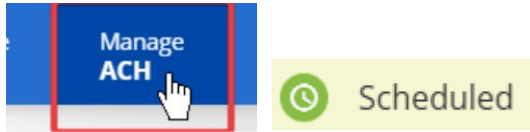
Rejected items can be found in the **History** tab.



View Scheduled ACH Payments

1. Go to **Manage ACH**
2. Select **Scheduled**

You'll see all upcoming ACH payments in one place.

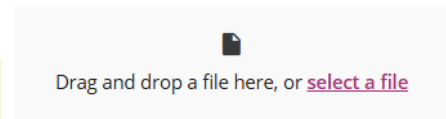
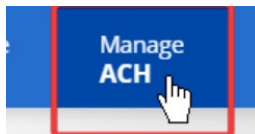


Upload a Pass-Through File

Quickly upload your NACHA-formatted files.

1. Go to **Manage ACH**
2. Select **Upload Pass-Thru**
3. Choose your file or drag and drop it into the upload area
4. Click **Upload and Submit**

Note: Files must be in **.ACH** or **.TXT** format

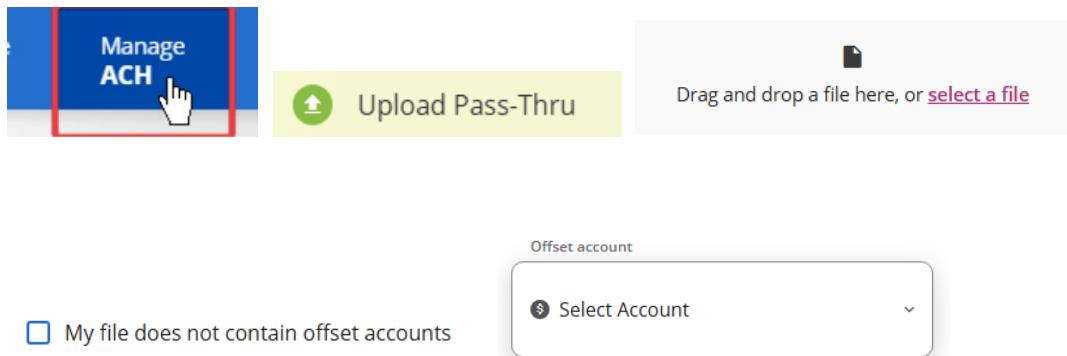


Multiple Suffixes with Pass-Thru

Easily upload Pass-Thru files when you have multiple suffixes under one account.

1. Go to **Manage ACH**
2. Select **Upload Pass-Thru**
3. Choose your file or drag and drop it into the upload area
4. Select **My File Contains an Offset Account**
5. Choose the correct **Offset Account and Suffix** from the dropdown
6. Click **Upload and Submit**

Please note: Files must be in **.ACH** or **.TXT** format



The image shows a screenshot of a web interface for managing ACH files. On the left, a blue button labeled "Manage ACH" is highlighted with a red border and a hand cursor. To its right is a yellow button labeled "Upload Pass-Thru" with a green upload icon. Further right is a grey area with a file icon and the text "Drag and drop a file here, or [select a file](#)". Below these elements, there is a checkbox labeled "My file does not contain offset accounts" which is currently unchecked. To the right of the checkbox is a dropdown menu titled "Offset account" with a single option "Select Account" and a downward arrow.