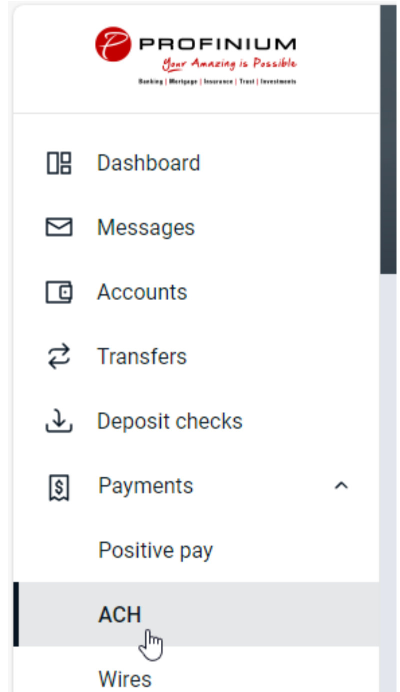
AUTOMATIC CLEARING HOUSE (ACH)

PROFINIUM

Your Amazing is Possible

Automatic Clearing House (ACH)

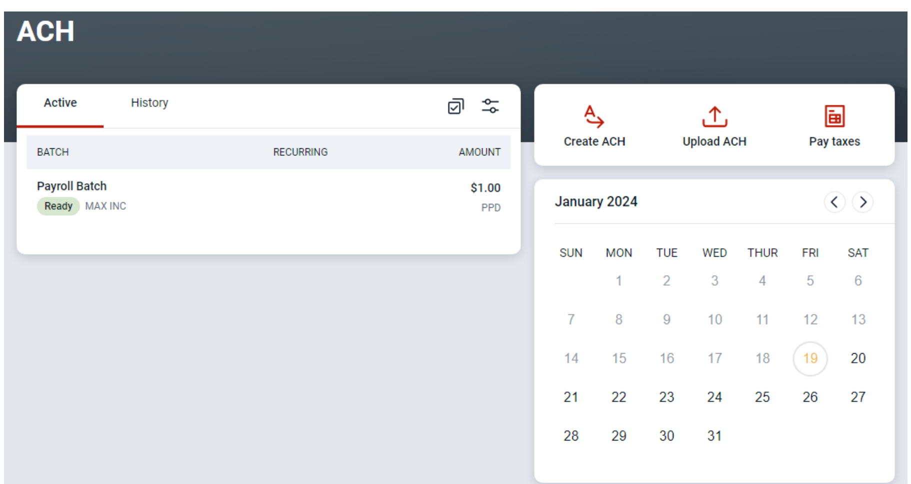
To access the ACH Dashboard, click on Payments in the menu, and then click on ACH.



The ACH Dashboard shows current ACH batches.

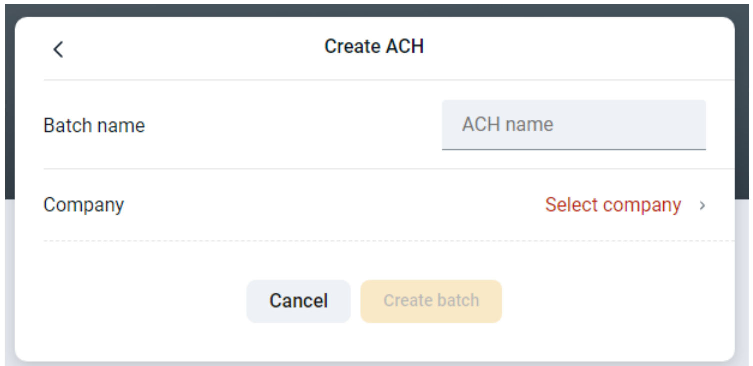
You can also view a History of ACH transactions as well as a calendar showing upcoming events.

There are buttons for creating or uploading new ACH files.

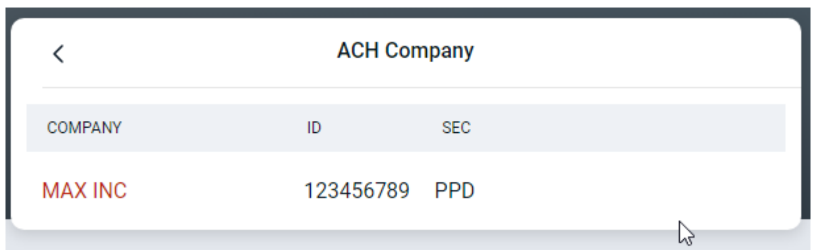


Create a Manual ACH Batch

Click the Create ACH button on the ACH dashboard. Enter a Batch name – i.e. date, payroll, or the person you are paying. Click on Select company.



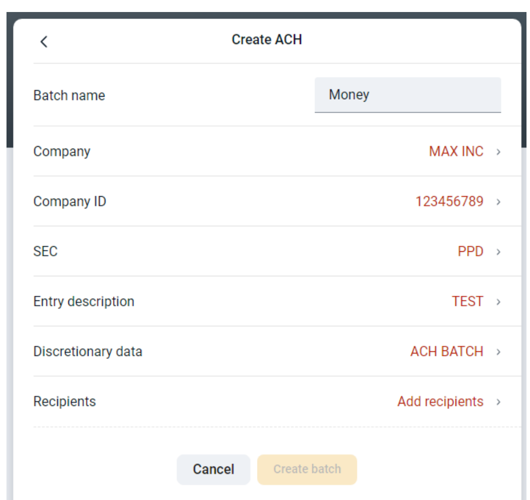
Select the Company you will be sending the ACH batch through.



Verify the Company and Company ID are correct.
Select the appropriate SEC code for the ACH file.

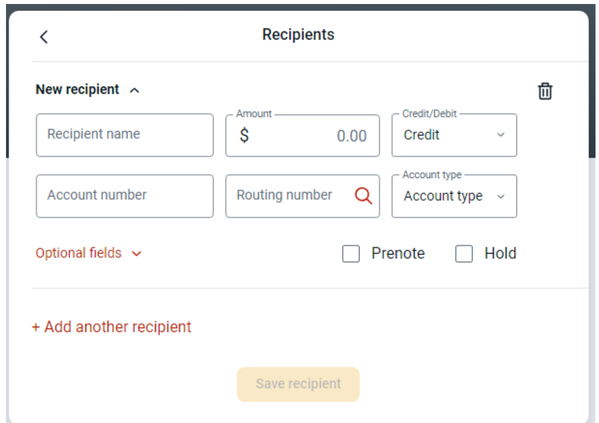
- PPD – Payments to a person or group of people (ex. Payroll)
- CCD – Business to business payments.

Click on Add recipients to continue creating the ACH batch.

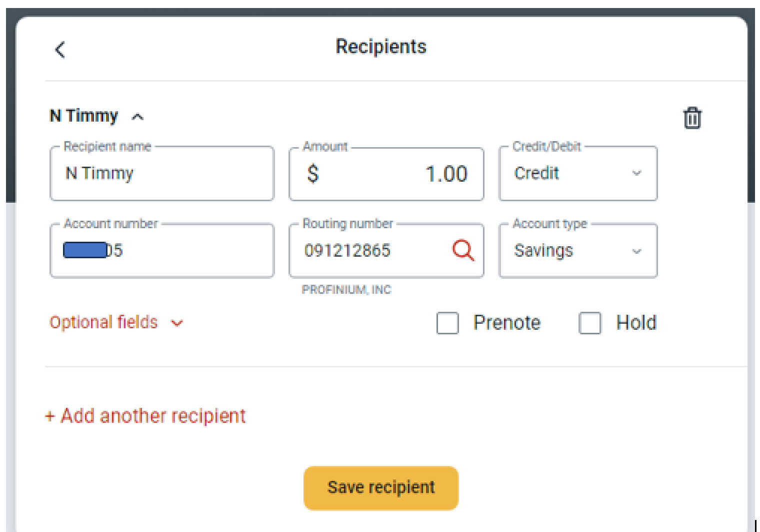


Recipients

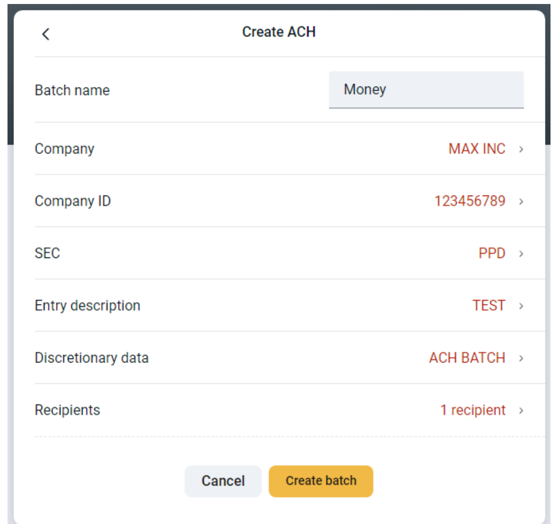
Enter the name, amount, account number and routing number for the recipient.
Select Credit if you are sending the amount to the recipient or debit if you will be receiving the amount from the recipient.



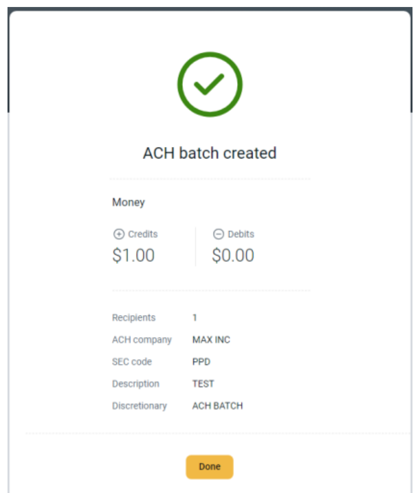
If you have multiple recipients, you can click Add another recipient to add any additional ones needed.
Click Save Recipient when done.



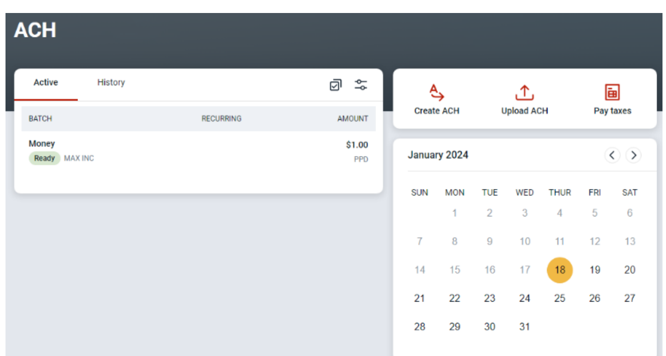
After all recipients have been completed you will return to a summary of the ACH batch. Click Create Batch to complete the back or change any options needed.



Verify the batch amounts and click Done.



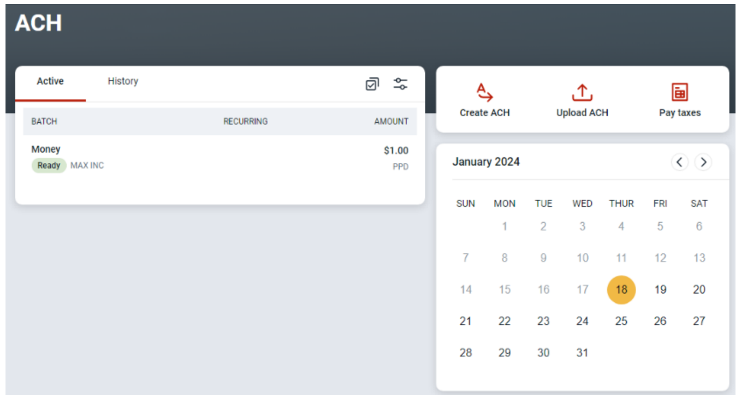
The ACH batch will now show in the ACH dashboard.



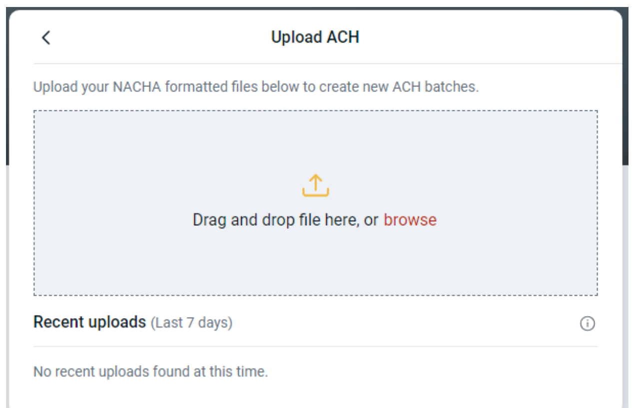
Upload an ACH Batch

If you have an ACH file that was generated by a third party software such as payroll software, that you want to send you can use the Upload ACH to import the file.

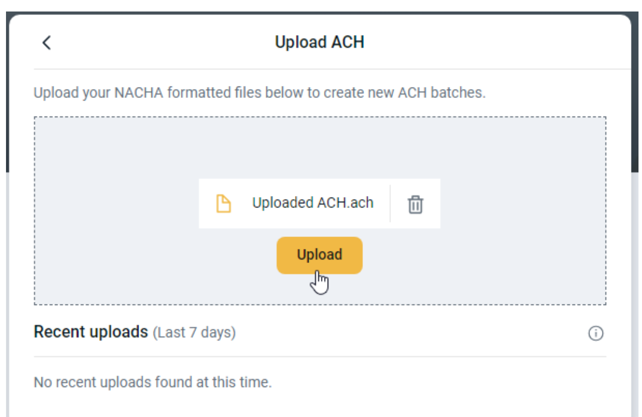
Click on the Upload ACH button in the ACH Dashboard.



Drag and drop the file into the upload section or click Browse to find the file manually.



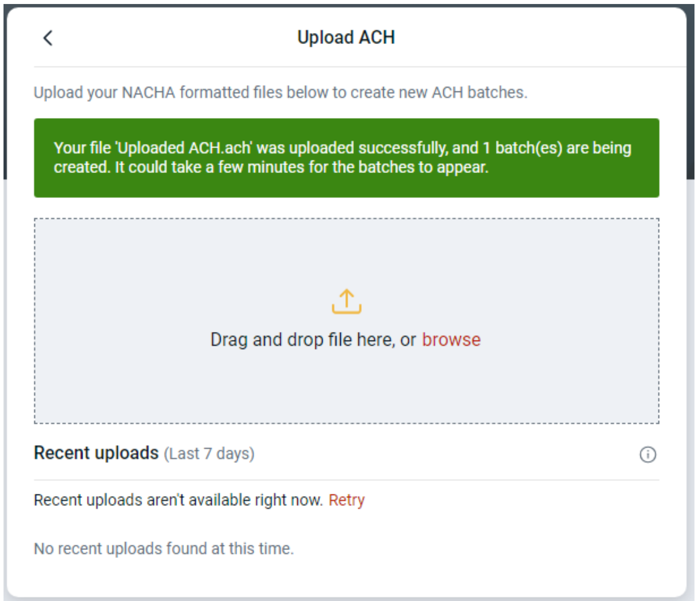
Click Upload once the file is selected.



You will see a message saying the upload was successful.

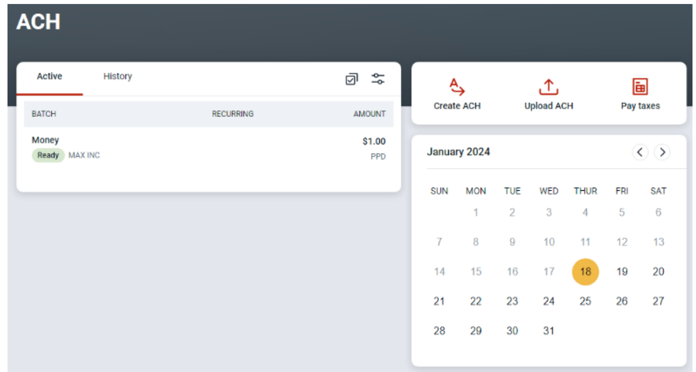
Click the arrow at the top to go back to the ACH Dashboard.

From here you can initiate the uploaded ACH file.

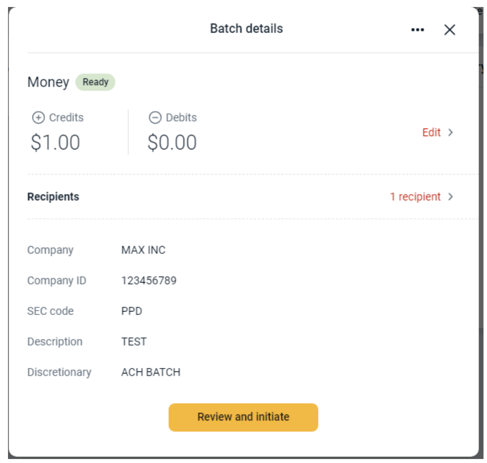


Initiate an ACH Batch

Click on the batch in the ACH dashboard.



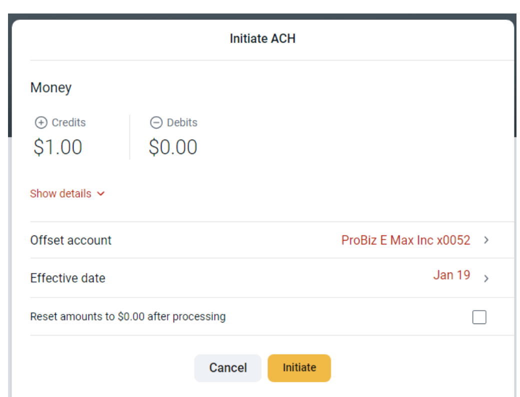
Review the batch details and edit as needed. If you are ready to send the ACH batch, click the Review and Initiate button.



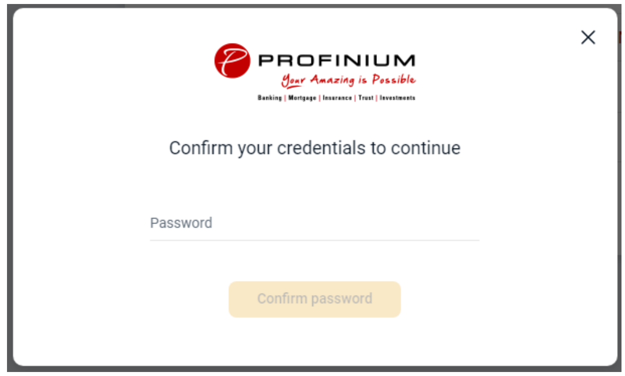
Click Select account to select the Offset account for the ACH file.

Click Select date to set the Effective date for the ACH file.

Once the Offset account and Effective date have been completed, click Initiate to send the ACH file.



You will be prompted to enter your password to verify.



You will then see a confirmation that the batch was initiated.