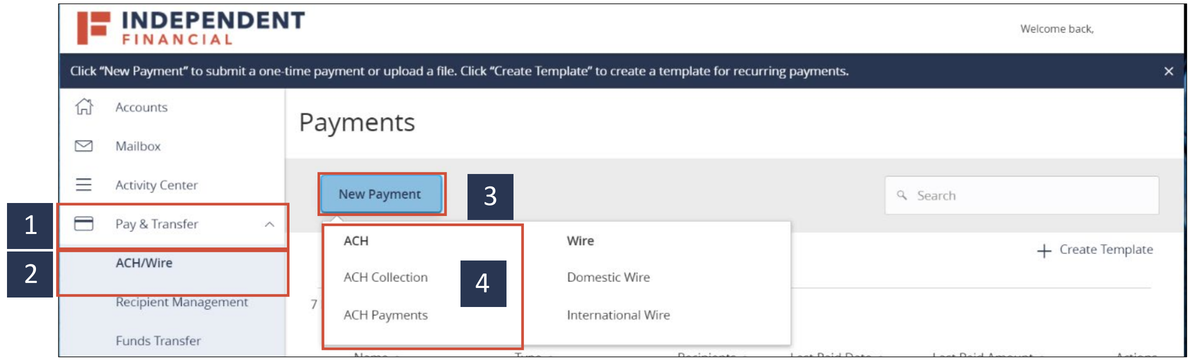
USER GUIDE: **SUBMITTING AN ACH – MANUAL ENTRY**

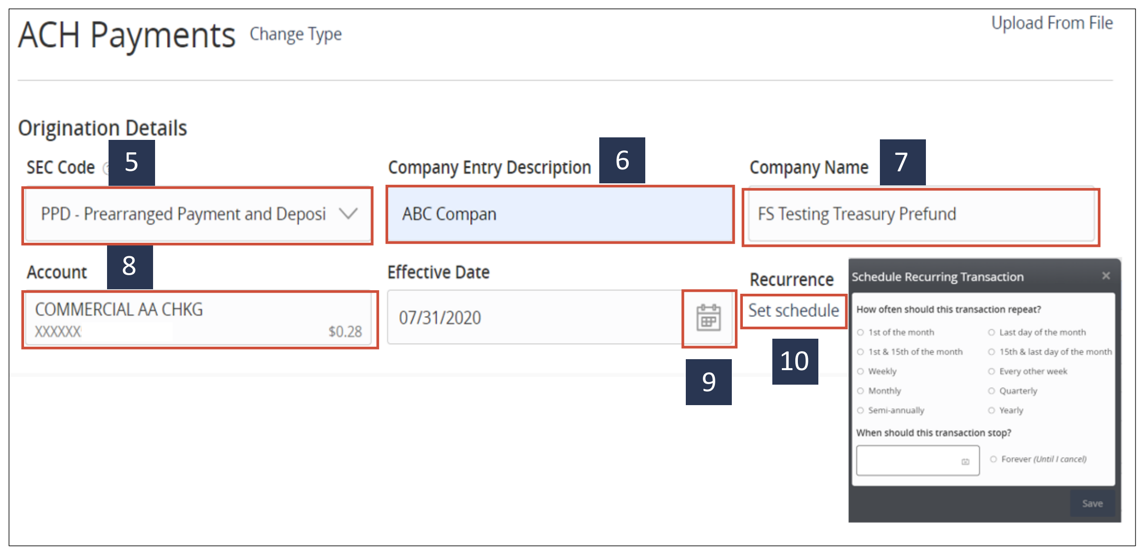
START A NEW PAYMENT

1. On the left menu, select **Pay & Transfer.**
2. Select **ACH/Wire** to initiate an ACH Payment.
3. Select **New Payment.**
4. Choose **Payment Type** from the drop down menu.



ORIGINATION INFORMATION

5. Select **SEC Code** as either CCD or PPD**.**
6. The **Company Entry Description** is used to enter the transaction description/purpose. If left blank, it will default to the Payment type chosen (ACH Payment/ACH Collection).
7. **Company Name** will auto-populate; however, it can be changed using the search function**.**
8. Select the **Account** from the drop-down menu.
9. Click the **Calendar icon** to select the effective date for the ACH.
10. The ability to set up a recurring payment will appear once an effective date is selected. Click **Set Schedule** and select the appropriate box.



RECIPIENT INFORMATION

Note: A recipient must be created under manage recipients in order to proceed. Please see **Adding a recipient** in order to add a recipient.

11. **Search by name or account** to enter recipient information.
12. Enter the **Amount.**
13. **Notify Recipient** to send an email confirmation to the recipient.
14. Enter any **Addendum** information (optional).
15. Click on **Add another recipient** to enter additional recipients as needed.
16. Click **Draft** to submit the transaction for approval.
    - Note: Click **Approve** if you do not require dual approval.
17. A Transaction Drafted pop-up will appear on screen.
    - (17.1) Click **Close** to finish the process.
    - (17.2) Click **View in Activity Center** to go to the Activity Center, where the transaction is stored.