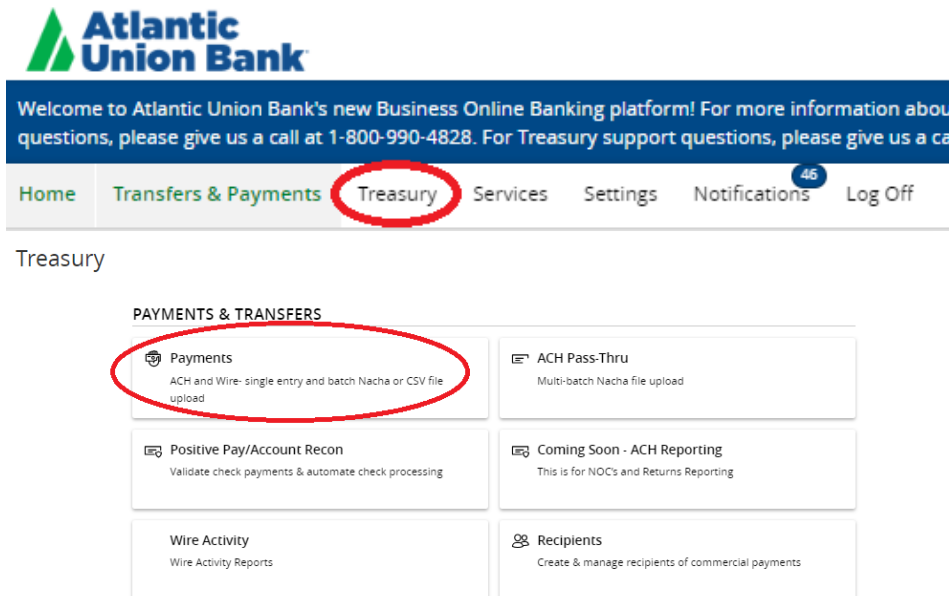
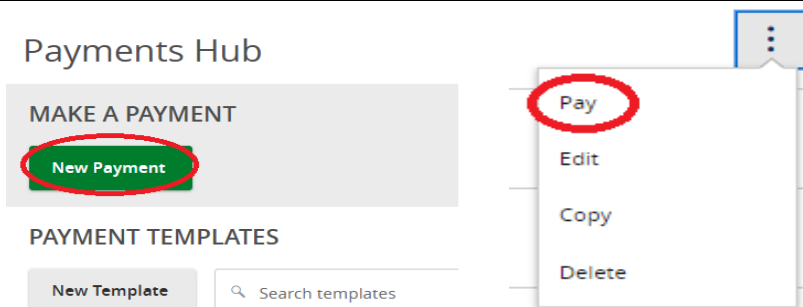


How to enter an ACH Transaction for Prefund customers & what to expect

1. Go to “Treasury” tab;
Select the “Payments”
tile



2. Select **New Payment**
OR
If you are using an
existing template, click
the **three dots** for that
template, Select **Pay** and
go to step 4



3. Select the ACH payment type.

MAKE A PAYMENT

New Payment

- ACH
- ACH Payments
- Payroll

4. Enter all payment information or upload from file.

Click **Draft** or **Approve**. If Drafted, transaction must be Approved by going to the "Online Activity" tile found under the "Service Center" tab.

ACH Payments [Change Type](#) [Upload From File](#)

Origination Details

SEC Code

Company Entry Description

From Subsidiary

Account \$0.00

Effective Date

Recurrence

Recipients 1 [+ Add multiple recipients](#) [Expand All](#)

Filters: [Pre-Notes](#)

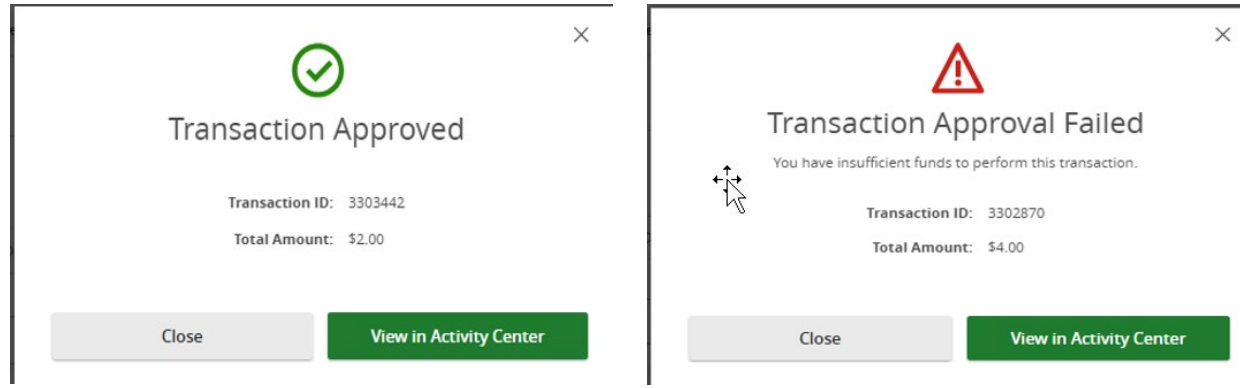
Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	<input type="text" value="\$ 0.00"/>

\$0.00
1 payments (1 for \$0.00)

[Cancel](#) [Draft](#) [Approve](#)

5. Approve transaction.

You will receive a **Transaction Approved** message or **Transaction Approval Failed**.



6. Status of transaction will update in Online Activity.

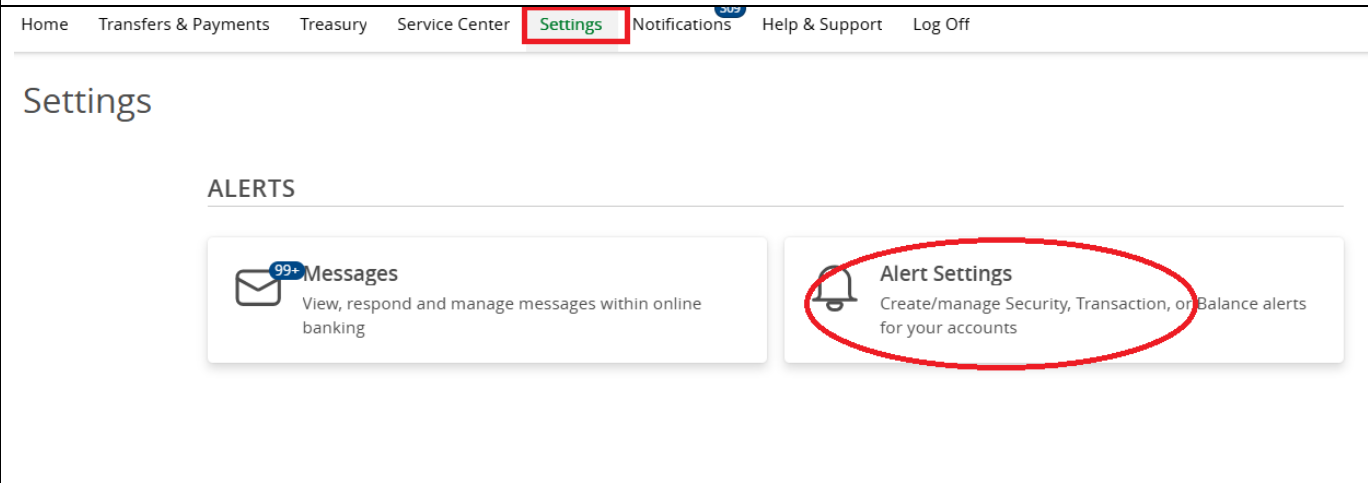


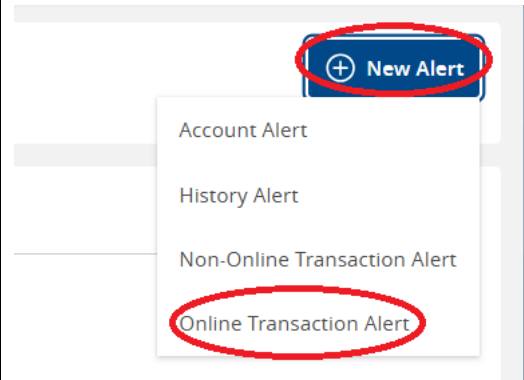
Transaction Approved:
If showing a **Drafted** status, the transaction will need **Approval**.

Transaction will show as **Authorized** if fully Approved and ready to Process

Approval Failed:
Cancelled or **Failed** status, you will need to re-create when funds are available (can use the three dots and select **Copy** to re-create)

The screenshot shows the 'Online Activity' page with a table of transactions. The 'Status' column highlights 'Cancelled', 'Drafted', and 'Authorized' for three different transactions. The table includes columns for Created date, Status, Approvals, Transaction Type, Account, and Amount.

Created date	Status	Approvals	Transaction Type	Account	Amount
9/12/2025 3:41 PM	Cancelled	N/A	ACH Batch Tracking ID: 3317083	Test Checking XX0107	\$5.00
9/12/2025 3:39 PM	Drafted	0 of 1	ACH Batch Tracking ID: 3317061	Test Checking XX0107	\$3.50
9/11/2025 10:16 PM	Authorized	1 of 1	ACH Batch Tracking ID: 3303442	Test Checking XX0107	\$2.00

	<h2 style="text-align: center;">Additional Information</h2>
<p>1. How to set an Alert to be notified if a file fails.</p> <p>Select “Settings” tab and then “Alert Settings” tile.</p>	 <p>Home Transfers & Payments Treasury Service Center Settings Notifications Help & Support Log Off</p> <h3>Settings</h3> <h4>ALERTS</h4> <div> <div>  <p>99+ Messages View, respond and manage messages within online banking</p> </div> <div>  <p>Alert Settings Create/manage Security, Transaction, or Balance alerts for your accounts</p> </div> </div>
<p>2. Click New Alert icon in upper right corner of the screen and then Select Online Transaction Alert from drop down menu.</p>	 <p>+ New Alert</p> <ul style="list-style-type: none"> Account Alert History Alert Non-Online Transaction Alert Online Transaction Alert

3. From the drop-down menus,
- Select a Transaction type
 - Select the Account
 - Select Status
 - Select how you would prefer to receive the alert (Email or SMS Text Message) and enter Email address or cell number as applicable.
 - Click **Create Alert**.

Repeat for each transaction type and status combination.

New Online Transaction Alert

Transaction

ACH Payments

Domestic Wire

EFTPS

Funds Transfer

International Wire

Payroll

Stop Payment

a.

New Online Transaction Alert

Transaction

ACH Payments

Account

Status

Alert Delivery Method

b.

New Online Transaction Alert

Transaction

Status

Authorized

Cancelled

Drafted

Failed

Processed

c.

New Online Transaction Alert

Transaction

Email

SMS Text Message

Secure Message Only

d.

Alert Delivery Method

SMS Text Message

Country

United States

Email Address

SMS Text Number

Terms and Conditions

☐ Agree To Terms

Go back

Create Alert

e.