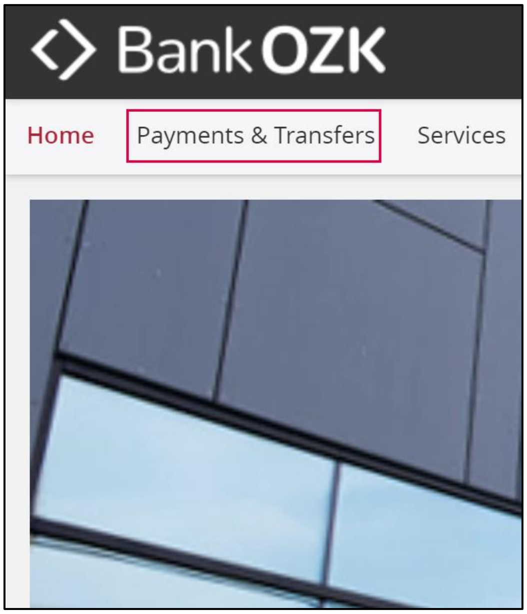
ACH Collections

This guide is designed to assist users with setting up ACH Collections.

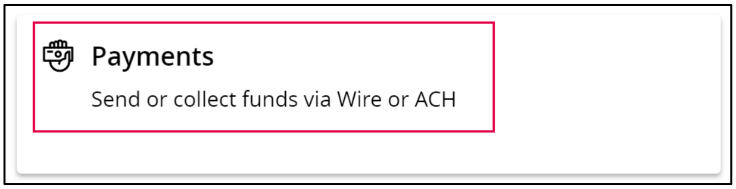
Questions beyond this information should be directed to the Customer Care Center (CCC) at 501-319-6138.

Navigating to the Payments Hub

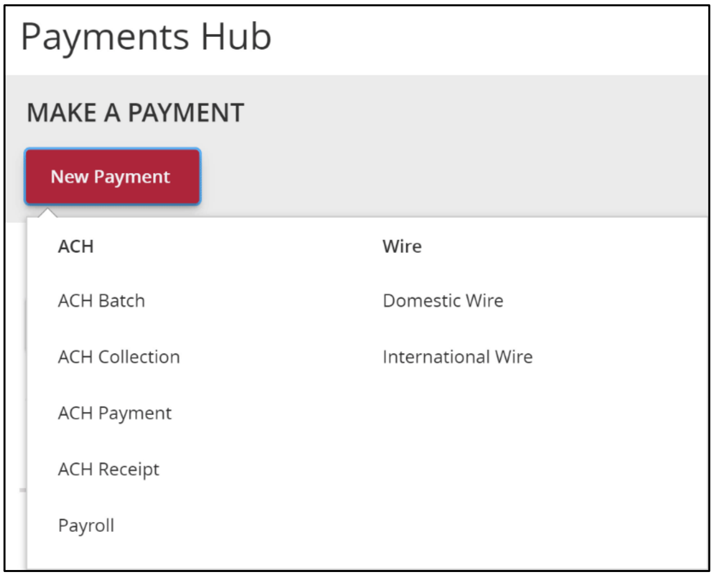
1. From the Home page, select **Payments and Transfers**.



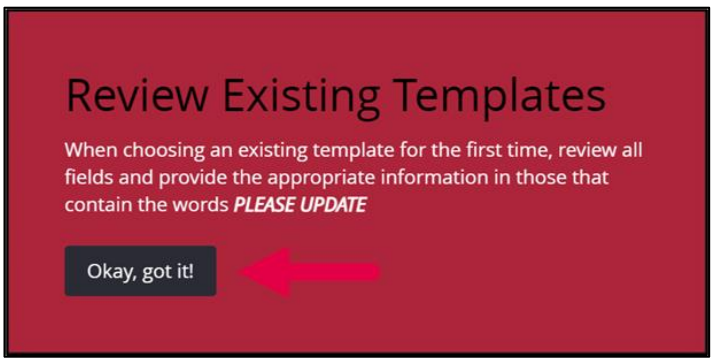
2. Select **Payments**.



The **Payments Hub** displays.

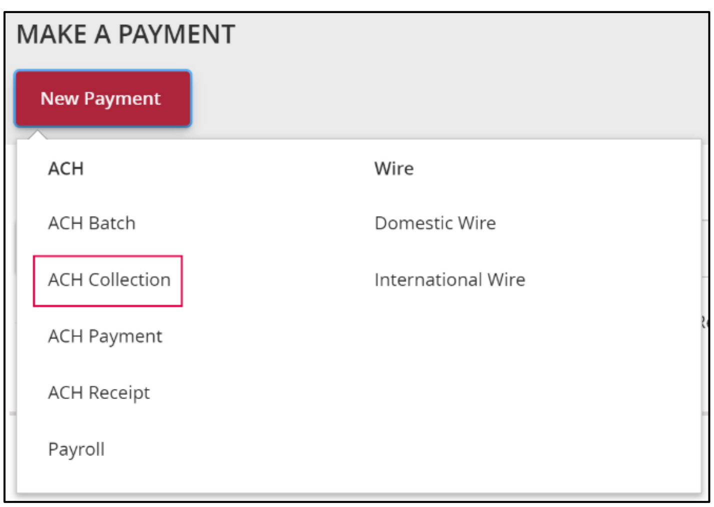


3. Read the pop-up reminder and click **Okay, got it!**

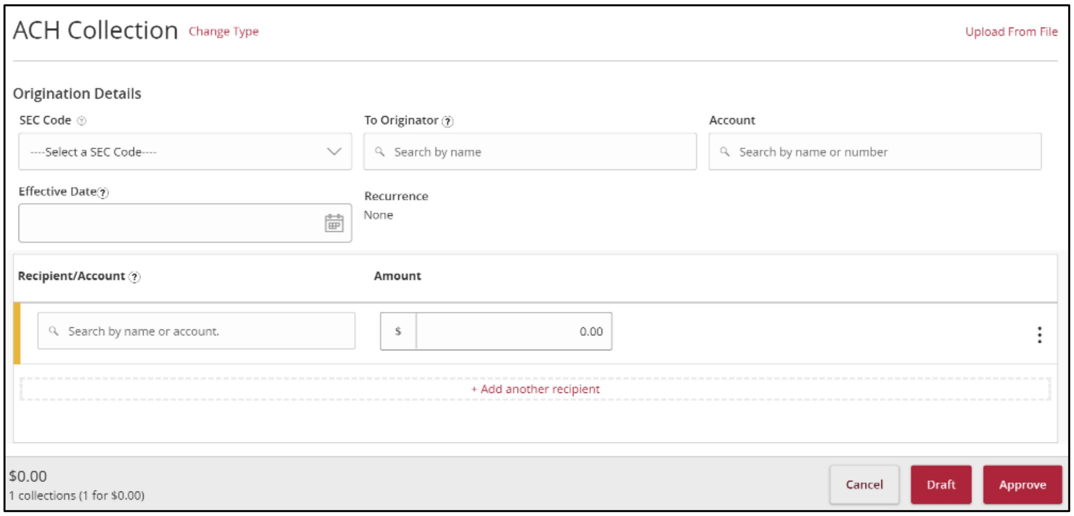


Setting up a New ACH Collection Payment

1. Click **New Payment** and select **ACH Collection**.

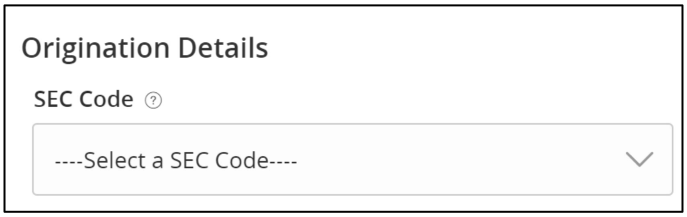


The **ACH Collection** page displays.

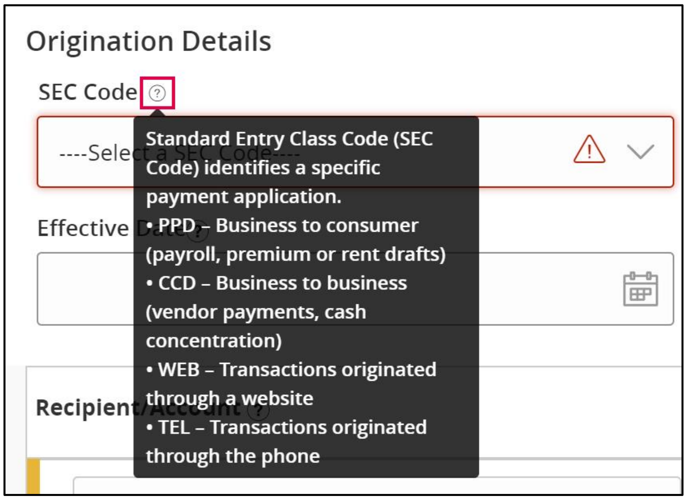


2. Select the SEC code from the **SEC Code** drop-down menu.

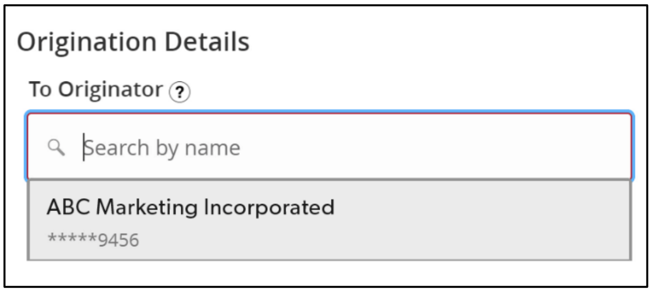
NOTE: All ACH transactions require you to enter an SEC code except for Payroll.



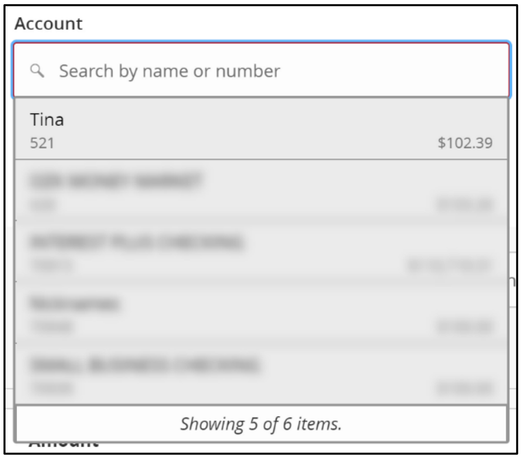
3. You can also hover over the question mark to reveal the acceptable SEC Code types.



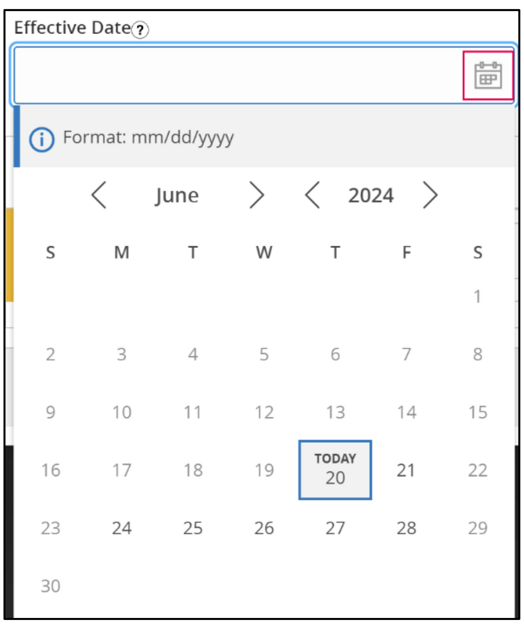
4. Select the **Originator** from the drop-down menu.



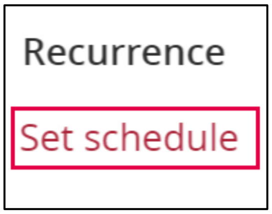
5. Select the **Account** from the list that populates in the search field.



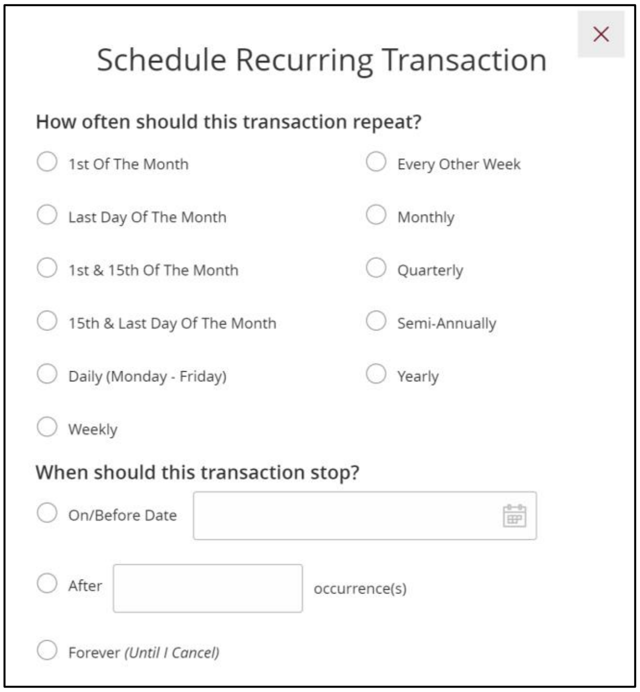
6. Select the **Effective Date** from the calendar.



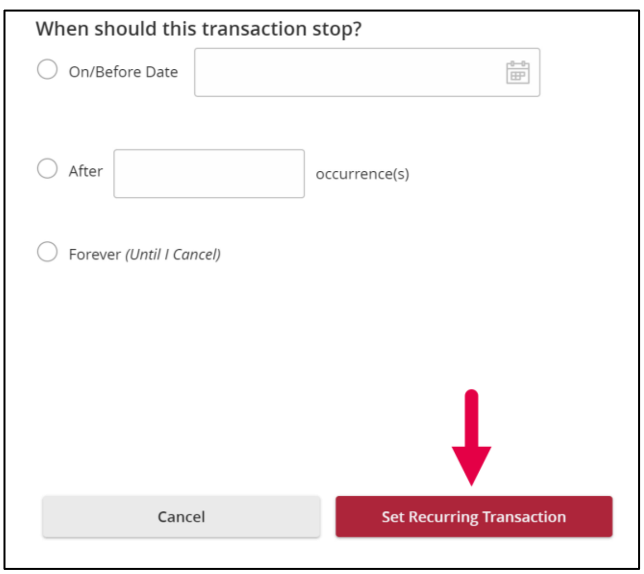
7. If the payment is recurring, select **Set Schedule**.



8. Complete the appropriate fields if **Set Schedule** was selected.



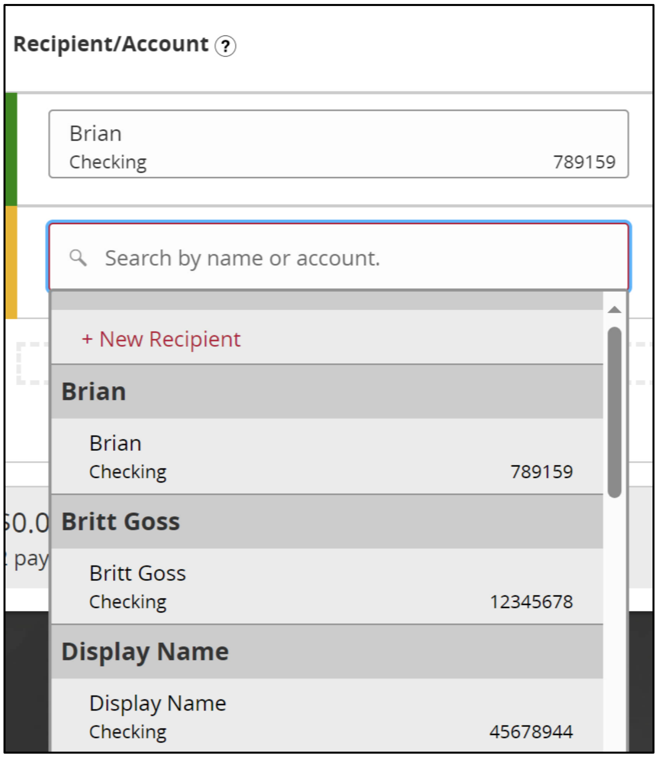
9. Select **Set Recurring Transaction**.



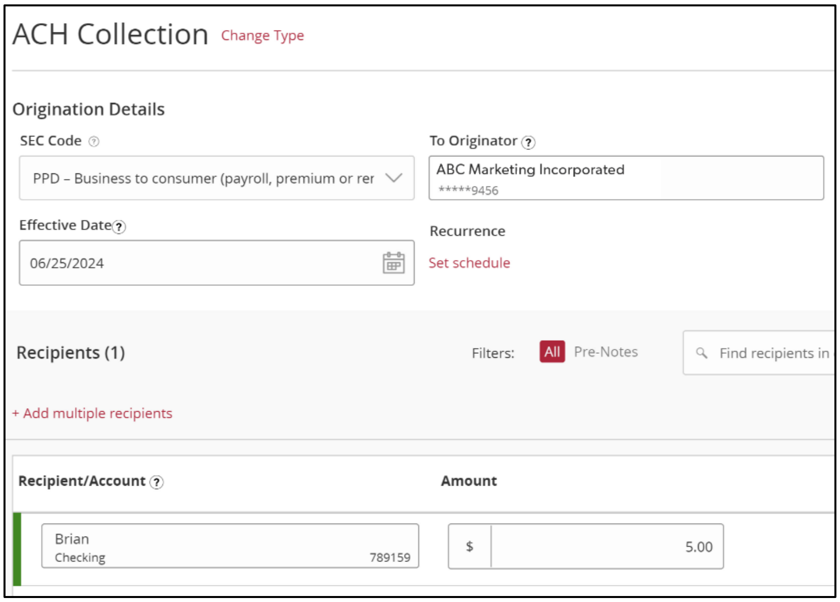
Adding Recipients

1. Select the **Recipient/Account**.

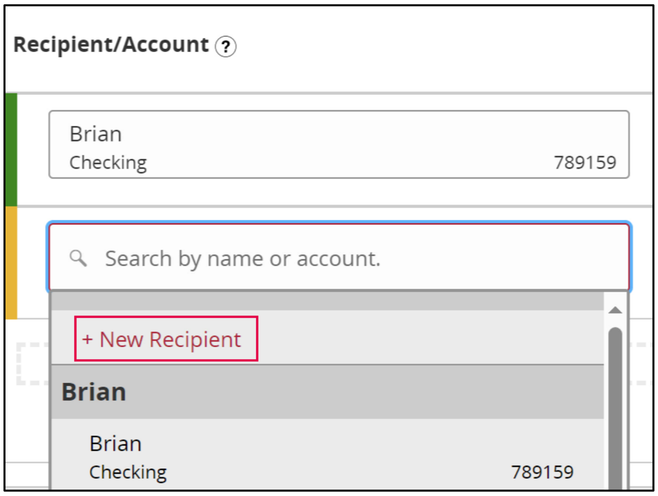
NOTE: For more information on adding multiple recipients, please see Adding Multiple Recipients.



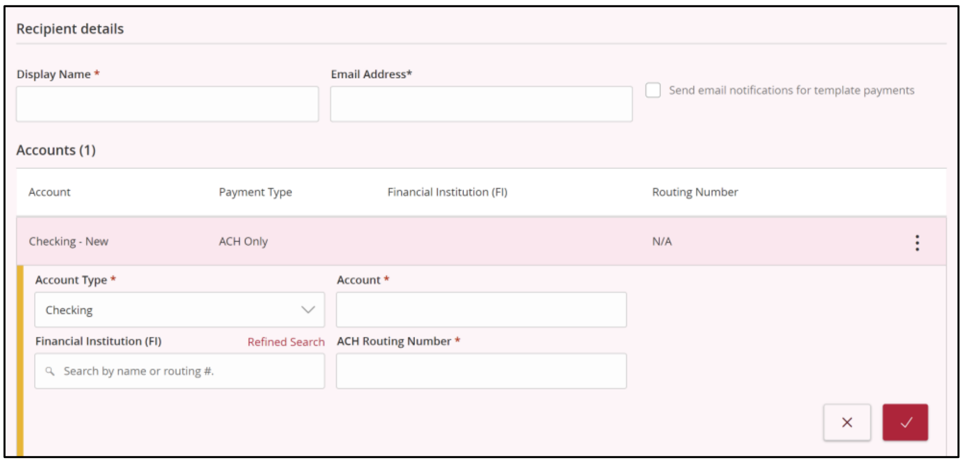
The recipient is added.



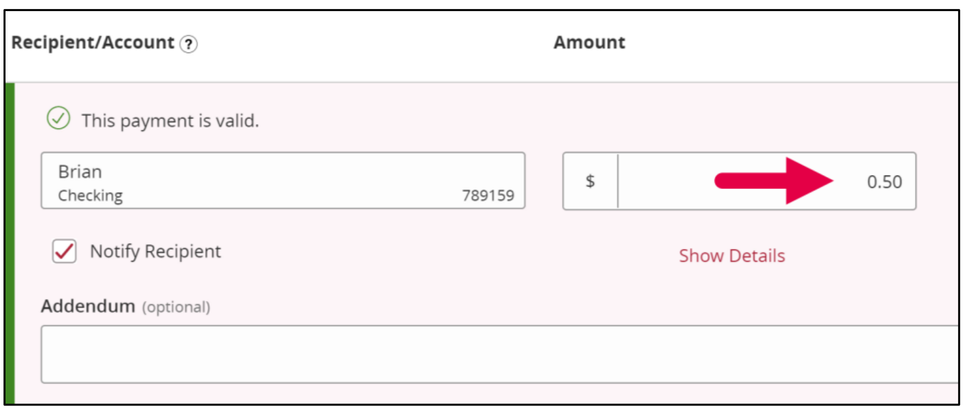
2. If the recipient is not already in the system, select **New Recipient**.



3. Complete the required fields.



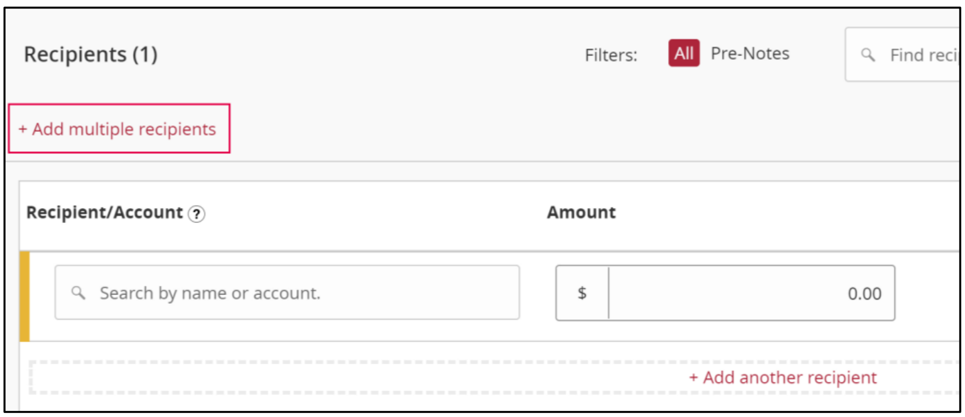
4. Enter the dollar amount.



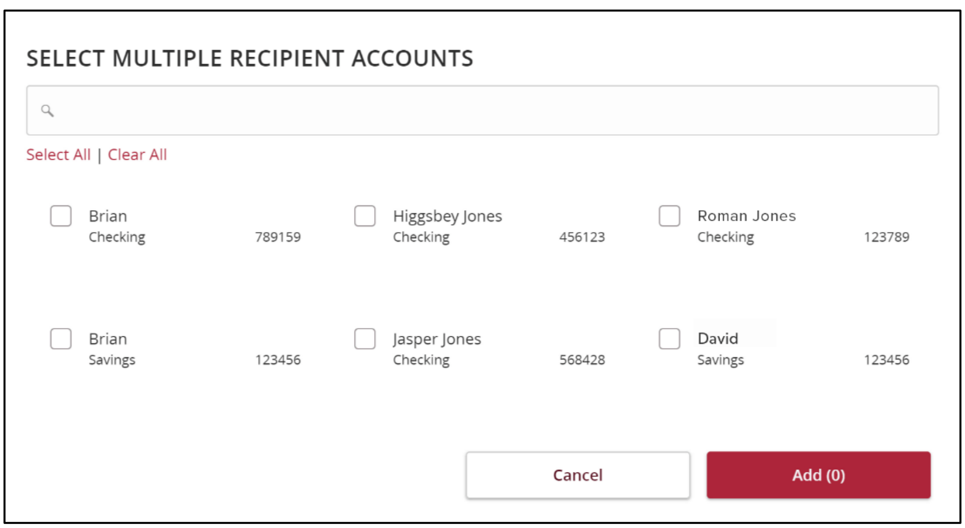
5. Click **Notify Recipient** if you wish to notify the recipient.

Adding Multiple Recipients

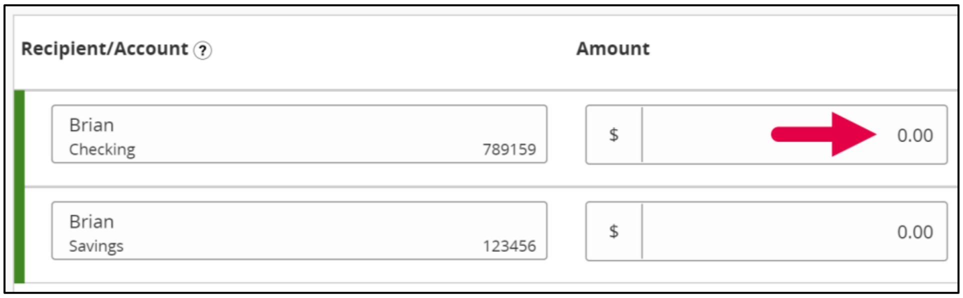
1. Select **Add multiple recipients**.



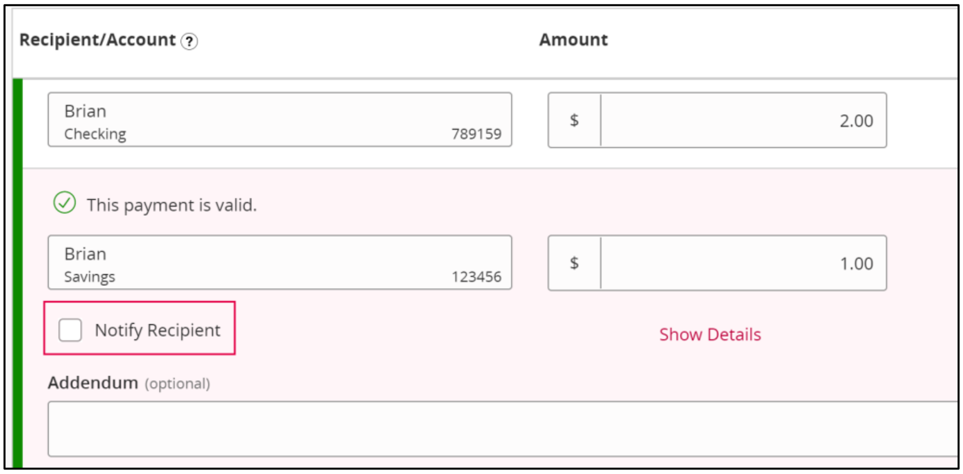
2. Select the recipients from the menu and click **Add**.



3. Enter the dollar amount.

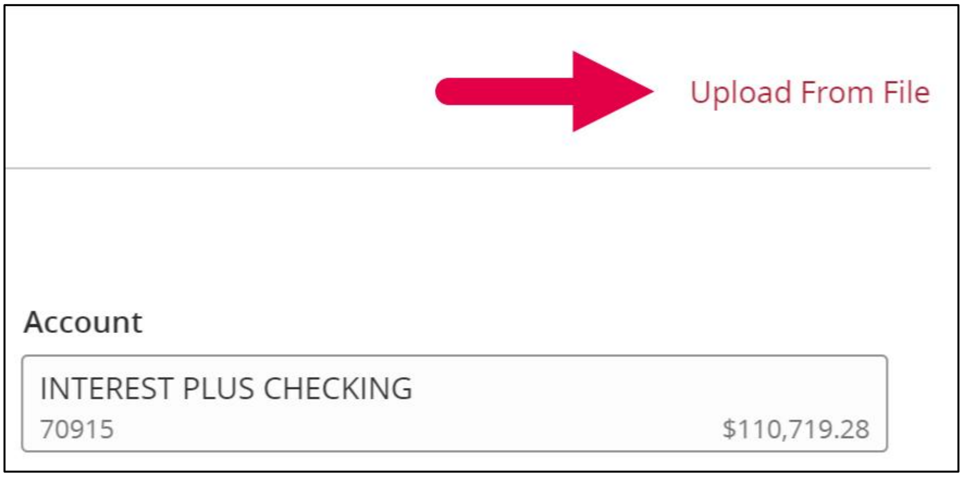


4. Check **Notify Recipient** if you wish to notify the recipient and add an addendum.



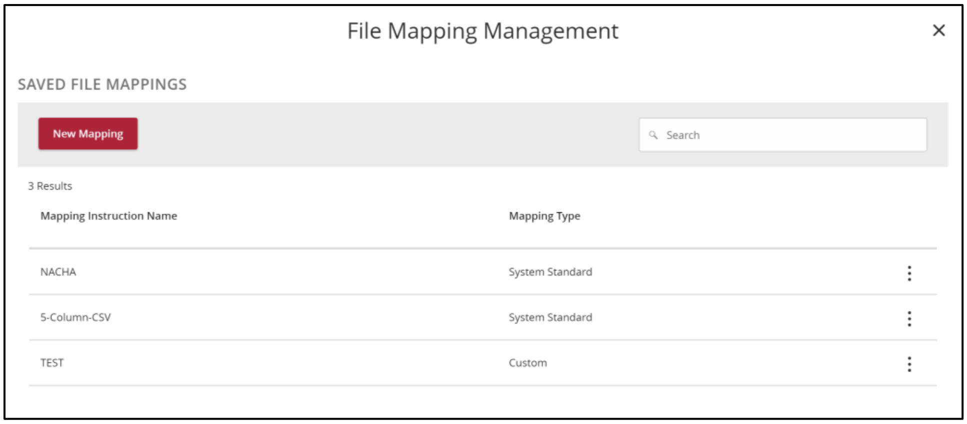
Uploading a List of Recipients

1. To upload a list of recipients, click **Upload From File**.

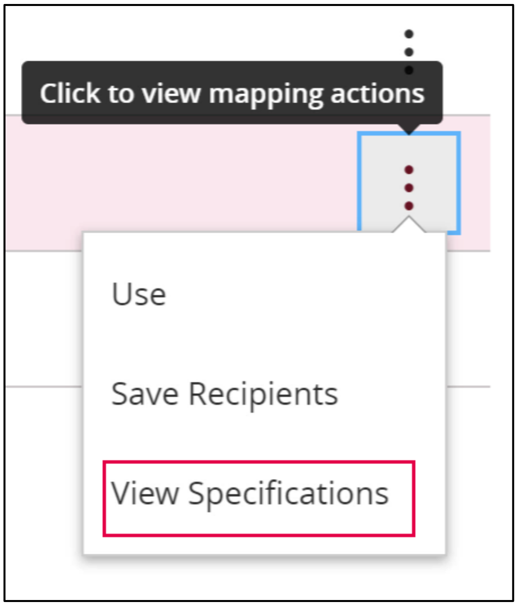


The **File Mapping Management** page displays.

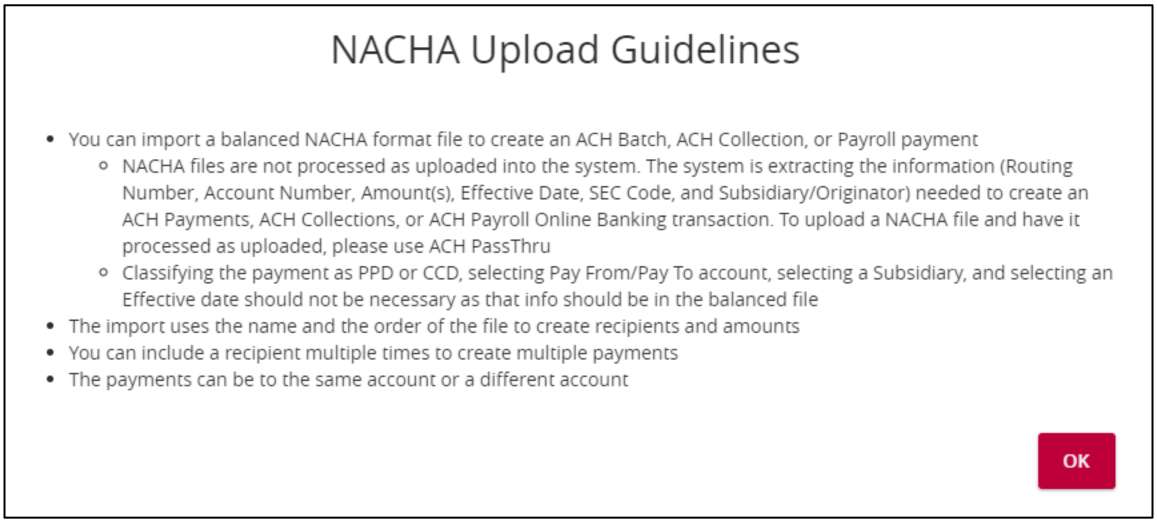
Compatible file types include NACHA and CSV.



2. Select the ellipsis ⋮ icon to view specifications for the file type.

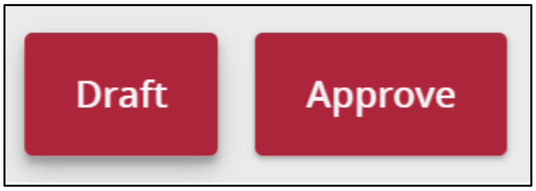


The **Upload Guidelines** displays.

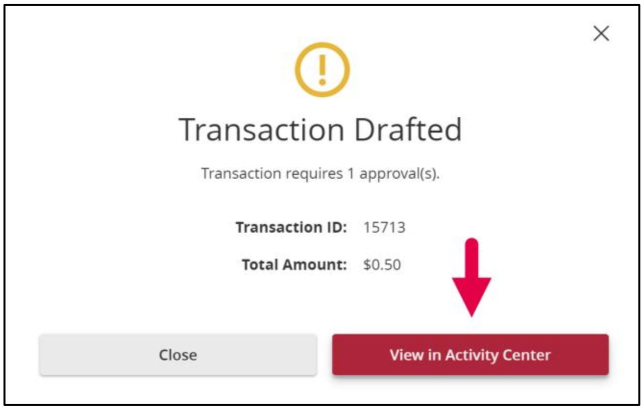


3. Upload the ACH Collection file and select **Upload File**.

4. Select **Draft** or **Approve** to continue. In this example, we selected **Draft**.

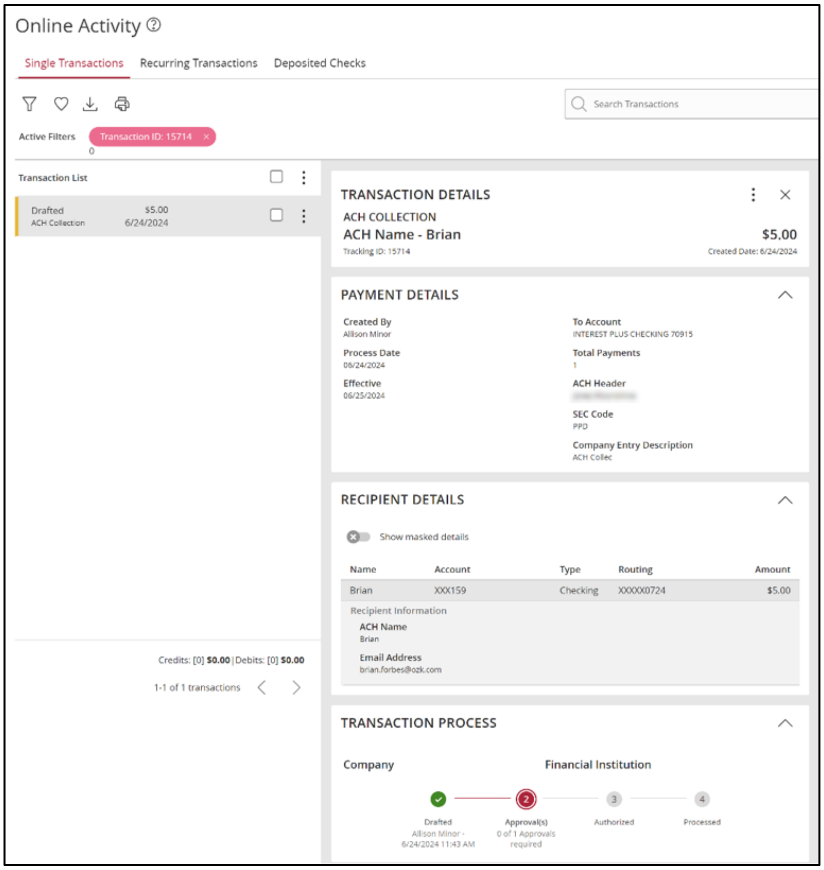


5. A notification window displays.



6. Select **View in Activity Center**.

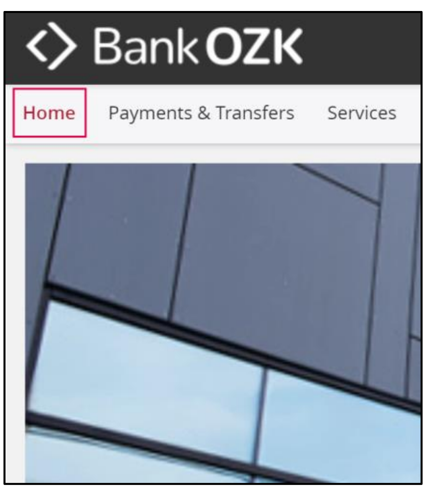
   A list of transactions and details display as well as the transaction process.



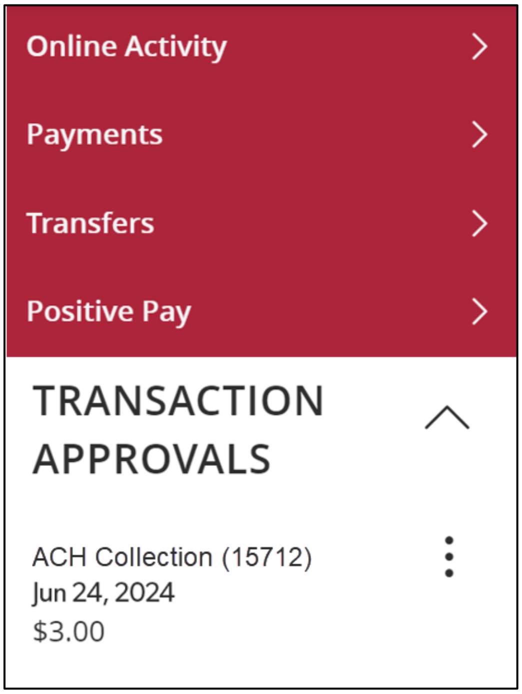
Accessing Approvals from the Home Page

A team member with approval permissions can access their approvals from the home page.

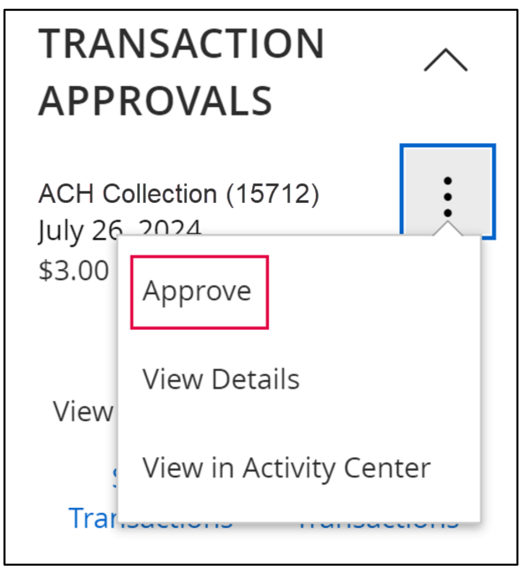
1. Select **Home** to go back to the Home page.
   The Home page displays.



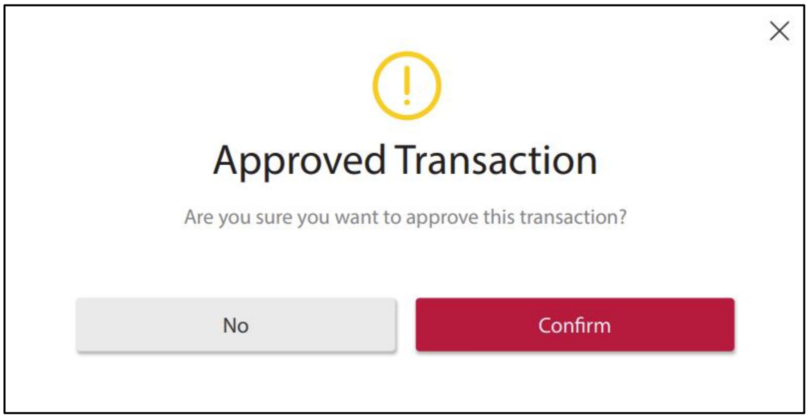
2. Navigate to the **Transaction Approvals** section in the right navigation menu.



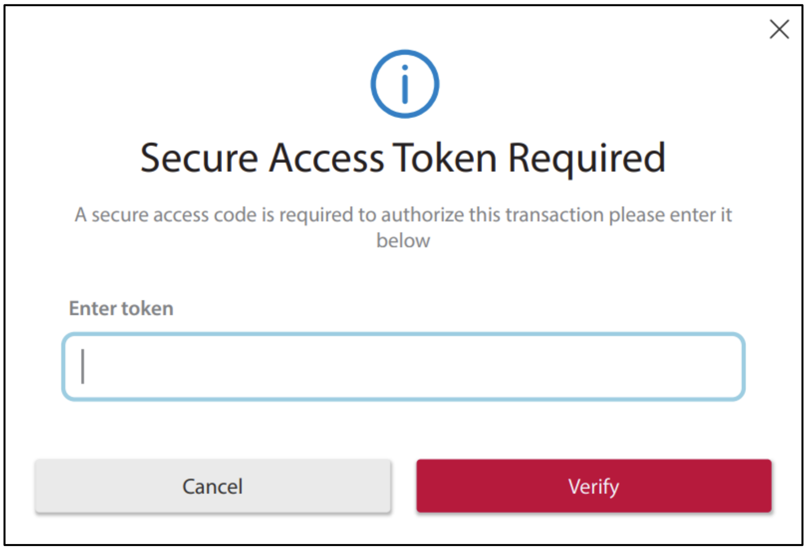
3. Select the ellipsis ⋮ icon and click **Approve**.



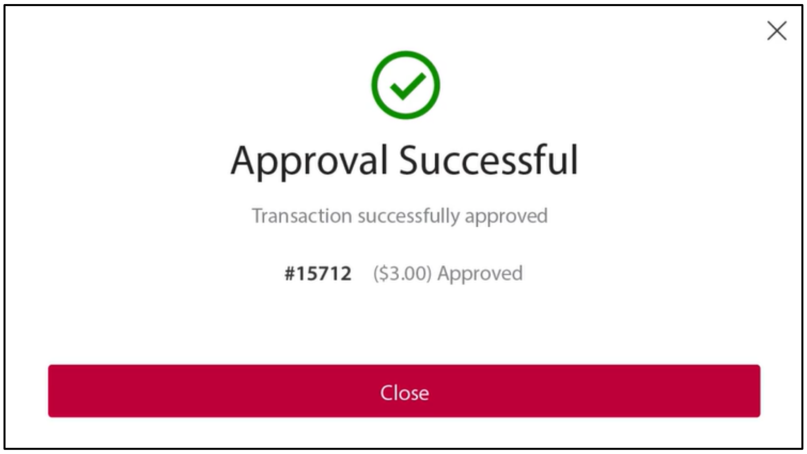
4. Select **Confirm**.



5. Enter your **Secure Access Token** and click **Verify**.



The approval is successful.



6. Select **Close**
   The transaction details are available for review.