



Approve ACH Requests

Your roles and entitlements determine the tasks you can perform, such as approving requests. Contact your administrator if you require changes to your roles or entitlements.

1. Click **Approvals**.
2. Click **Transactions**.
3. Scroll to the **ACH Transactions** section.
4. Select the transactions you want to approve and then click **Approve Selected**.
5. Verify the requests as needed and then click **Approve**, **Transmit**, or **Approve/Transmit**.
6. If additional authentication is required, you may be prompted to validate your identity through a one-time security code. If you are prompted to complete additional validation, do the following:
 1. On the dialog box, select **Phone** or **Text** message (if applicable).
 2. Click **Continue**.
 3. Do one of the following:
 - If you chose to receive a phone call, speak or enter the displayed one-time security code into your phone. After completing the phone call, click **Phone Call Completed**.
 - If you chose to receive an SMS message, select the appropriate **Country/region**, enter a **Mobile phone number** and then click **Send Text Message**. If the mobile phone number matches a number on record, a text message containing a one-time security code is sent to your phone.
 4. For SMS text messages, enter one-time security code displayed on your mobile device into the **One-time security code** field and then click **Submit**.
7. If your company requires token authentication for transaction approval, type your passcode and then click **Continue**.

Approve an ACH Template Request

1. Click **Approvals**.
2. Click **Templates**.
3. Scroll to the **ACH Templates** section.
4. Select the templates to approve and then click **Approve Selected**.

The changes to the template become effective once all required approvals are received



Edit an ACH Transaction

Editing an ACH transaction removes all previously applied approvals.

1. Click **Money Movement > Approvals**.
2. Click **Transactions**.
3. Scroll to the **ACH Transactions** section
4. Click the link in the **Account** column for the transaction you want to edit.
5. Click the edit request icon beside the **Request Summary Information** heading.
6. Click **Edit ACH transaction**.
7. Modify the transaction information as needed and then click **Continue**.
8. Review the ACH transaction as needed and do one of the following:
 - o Click **submit for approval** link to schedule the ACH transaction without approving.
 - o Click **Approve** to approve and schedule the ACH transaction.
 - o Click **Transmit** to approve and transmit the ACH transaction.
9. If additional authentication is required, you may be prompted to validate your identity through a one-time security code. If you are prompted to complete additional validation, do the following:
 1. On the dialog box, select **Phone** or **Text** message (if applicable).
 2. Click **Continue**.
 3. Do one of the following:
 - If you chose to receive a phone call, speak or enter the displayed one-time security code into your phone. After completing the phone call, click **Phone Call Completed**.
 - If you chose to receive an SMS message, select the appropriate **Country/region**, enter a **Mobile phone number** and then click **Send Text Message**. If the mobile phone number matches a number on record, a text message containing a one-time security code is sent to your phone.
 4. For SMS text messages, enter one-time security code displayed on your mobile device into the **One-time security code** field and then click **Submit**.
10. If your company requires token authentication for transaction approval, type your passcode and then click **Continue**.



Transmit an ACH File

Your roles and entitlements determine the tasks you can perform, such as approving requests. Contact your administrator if you require changes to your roles or entitlements.

1. Click **Approvals**.
2. Click **Files**.
3. Scroll to the **ACH Files** section.
4. Select the files to approve/transmit and then click **Continue**.
5. Verify the files as needed and then do one of the following:

Approve	Approve all transactions in the file now; more approvals are required.
Transmit	Apply final approval. The transactions are transmitted or scheduled, depending on their effective dates.

6. If additional authentication is required, you may be prompted to validate your identity through a one-time security code. If you are prompted to complete additional validation, do the following:
 1. On the dialog box, select **Phone** or **Text** message (if applicable).
 2. Click **Continue**.
 3. Do one of the following:
 - If you chose to receive a phone call, speak or enter the displayed one-time security code into your phone. After completing the phone call, click **Phone Call Completed**.
 - If you chose to receive an SMS message, select the appropriate **Country/region**, enter a **Mobile phone number** and then click **Send Text Message**. If the mobile phone number matches a number on record, a text message containing a one-time security code is sent to your phone.
 4. For SMS text messages, enter one-time security code displayed on your mobile device into the **One-time security code** field and then click **Submit**.
7. If your company requires token authentication for transaction approval, type your passcode and then click **Continue**.