



Create an ACH Payment Template

Templates are used to manage frequent payments. Template details associated with a prenote delay cannot be used to initiate payments until the delay days have elapsed.

1. Click **Money Movement > ACH > Make Payment**.
2. Click the **Create a template** link.
3. Complete the **Template Information** section:

Template Name (optional)	Type a name for the template (up to 20 alphanumeric characters).
Request Type	If applicable, select the relevant service.
Company Name/ID	Select the relevant ID.
Template Description	A description (up to 10 alphanumeric characters).
Debit Account	The account from which money is deducted.
Maximum Transfer Amount	The dollar amount that is applied to each detail account.

4. Click **Continue**.
5. Complete the **Credit/Destination Accounts** section:

ABA/TRC	Type the ABA or click the ABA search link to search for an ABA/TRC.
Account	The account number.
Account Type	The type of account. For example, checking.
Name	Type the name of the individual/company associated with the account.
Detail ID (Optional)	Any information that helps to identify the transaction.
Default Amount (Optional)	The amount of money to pay.
Additional information (Optional)	More information to accompany the transaction.

6. **Optional:** Click **Add additional detail row** to add another detail account.
7. Click **Save Template**.

If multiple approvals are required for template setup, the template is not available for use until the final approval is received.



Make an ACH Payment via Template

1. Click **Money Movement > ACH > Make Payment**.
2. **Optional:** Click the **Show Templates For** drop-down and select the relevant service.
3. Select a template and then click **Continue**. If you cannot locate a particular template contact your company's Administrator to verify that you have privileges for the template's source account.
4. Type an **Effective Date** or click the calendar icon and select a date.
5. **Optional:** Type a dollar amount in the **Control Amount** field.
6. If requested, select one of the following **Payment Instructions**:
 - o **Do not process details with amounts of \$0.00.** Used to process only details with a dollar amount.
 - o **Send details with amounts of \$0.00 as payments.** Used to process all details.
7. In the **Amount** fields, type the amount to pay. To make the dollar amount the same for all accounts, type the dollar amount in the **Set all amounts to** field and then click **Change**.
8. **Optional:** If applicable, in the **Additional information** fields, type text that will accompany the payment.
9. Click **Continue**.
10. Do one of the following:
 - o Click the **Submit for Approval** link to submit the transaction for approval by other users.
 - o Click **Approve** to approve the transaction.
 - o Click **Transmit** to approve and transmit the transaction.
11. 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**.
12. If your company requires token authentication for transaction approval, type your passcode and then click **Continue**.



Edit a Payment Template

Please note, changing a template affects any scheduled payment made with that template (excluding payments with a status of Transmit).

1. Click **Money Movement > ACH > Make Payment**.
2. **Optional:** Click the **Show Templates For** drop-down and select the relevant service.
3. Click the link in the **Template Name** column for the template you want to change.
4. Click the edit template icon beside the **Template Information** heading.
5. Change the template as needed and then click **Continue**.
6. Verify the changes as needed and then click **Save Changes**.

Delete a Payment Template

Please note, a template cannot be recovered after it has been deleted.

1. Click **Money Movement > ACH > Make Payment**.
2. **Optional:** Click the **Show Templates For** drop-down and select the relevant service name.
3. Click the link in the **Template Name** column for the template you want to delete.
4. Click the delete template icon beside the **Template Information** heading.
5. Verify the template and then click **Yes, Delete Template**.

If multiple approvals are required for template setup, the template is not removed until the final approval is received. Requests that are based on this template and in the transmit queue will not be deleted; however, future-dated (scheduled) requests are.