



Upload an ACH File

Before you begin: Check with your administrator that the Standard Entry Class (SEC) codes included in your ACH file are supported for your company. If an ACH file includes an SEC code that is not supported, the file is rejected.

1. Click **Money Movement > ACH**.
2. Click **Upload Transactions**.
3. Click **Browse** and select the file to upload.
4. Click **Upload file**. The file format and integrity are verified to ensure compliance with NACHA standards.
5. If the verification is successful, select the file to approve/transmit and then click **Continue**.
6. Verify the file as needed and then click **Approve/Transmit**.
7. 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**.
8. If your company requires token authentication for transaction approval, type your passcode and then click **Continue**.