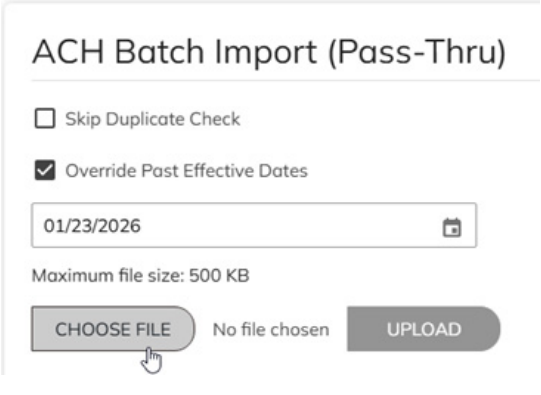
ACH MANAGER IMPORT GUIDE

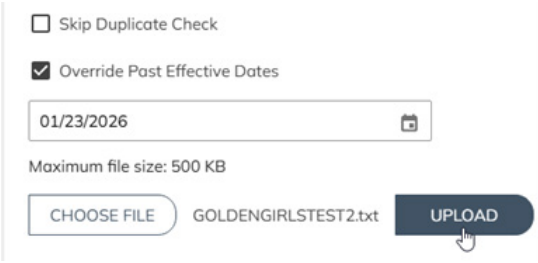
1. Log in to Digital Banking.

2. Go to “ACH”, “Import ACH File”, and “NACHA”.

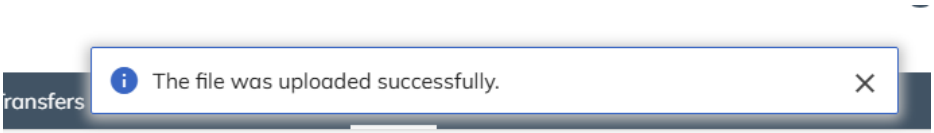
3. Select “Choose File” and browse to the folder where the file is saved on your computer.



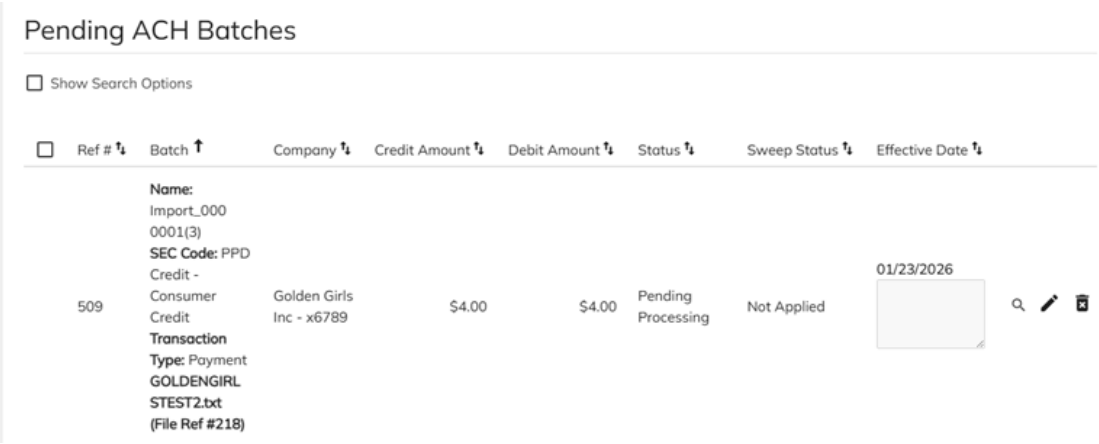
4. If the file contains a past effective date, enter the correct date in the field. If not, leave as is. Select “Upload”.



5. If the file was accepted you should receive the message below.

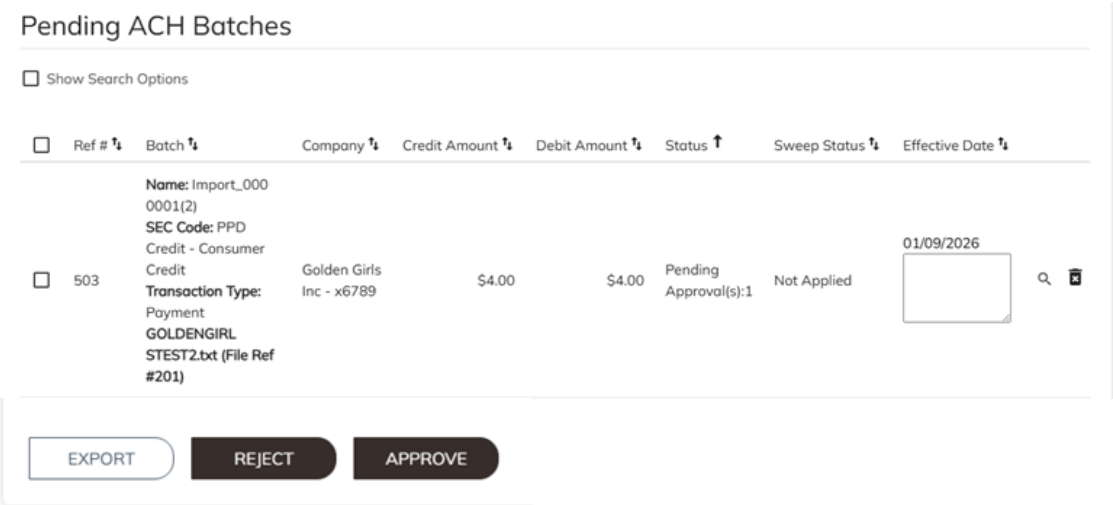


6. To verify the details of the file (totals, effective date, participants, etc.) go to “ACH” and “Pending ACH Activity”. Scroll down to Pending ACH Batches and select the magnifying glass icon next to the file.



7. If your ACH file requires review by another user prior to processing, the status will show as “Pending Approval(s): 1”. A notification email will be sent to all users with sufficient access to approve.

- To approve an ACH file an approver user will log into Digital Banking, choose “ACH” and “Pending ACH Activity”.
- Under “Pending ACH Batches” check the box next to the file you wish to approve and select the “Approve” button.



8. Once your file has been submitted and approved (if applicable) the status of the file will be “Pending Processing”.

Questions? Please contact Bank First’s Treasury Management Support Team:
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