

ACH MANAGER IMPORT GUIDE

1. Log in to Business Online Banking.
2. Go to “Payments & Transfers” and select “ACH”.
3. Select “Import file”.

Pending ACH Pass-Thru

☐ Override Past Effective Dates

☐ Skip Invalid Effective Dates

☐ Skip Duplicate Check

Maximum file size: 500 KB

CHOOSE FILE

No file chosen

UPLOAD

Created By ↑ Created ↑ Status ↑

4. Select “Upload”.

MAXIMUM FILE SIZE: 500 KB

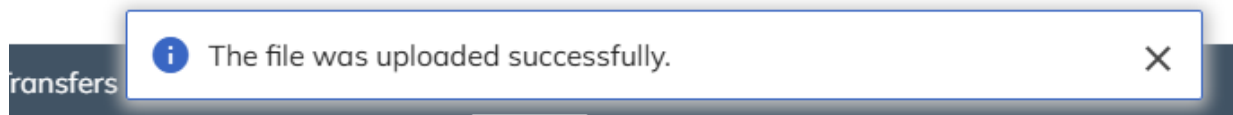
CHOOSE FILE

TEST FOR BANK FIRST 2.5.25.txt

UPLOAD

Created By ↑ Created ↑

5. If there were no errors in the file you should receive the message below.



6. To verify the details of the file (totals, effective date, participants, etc.) select the file name under “Pending ACH Pass-Thru”.

Pending ACH Pass-Thru

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Maximum file size: 500 KB

CHOOSE FILE

No file chosen

UPLOAD

Created By	Created	Status	File Name	
Rachel Scherer	05/27/2025	Pending Approval(s): 1	P_ACH100924-01.txt	

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 “Import ACH File”.
- Under “Pending ACH Pass-Thru” check the box next to the file you wish to approve and select the “Approve” button.

Pending ACH Pass-Thru

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CHOOSE FILE

No file chosen

UPLOAD

	Created By	Created	Status	File Name	
☒	Rachel Scherer	05/27/2025	Pending Approval(s): 1	P_ACH100924-01.txt	

APPROVE



8. Once your file has been submitted and approved (if applicable) a notification email will be sent to all users with ACH access.

9. If no email was received or the status of the file is NOT Pending Download/Processed, please contact Bank First's Treasury Management Support at: **920-652-3515 OR treasurymanagement@bankfirst.com**.

Questions? Please contact Bank First's Treasury Management Support Team:
(920) 652-3515 | treasurymanagement@bankfirst.com

