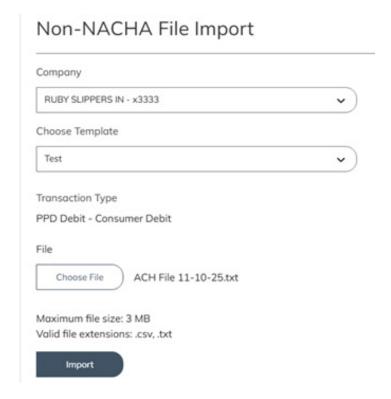
ACH MANAGER IMPORT GUIDE NON-NACHA

- 1. Log in to Digital Banking.
- 2. Go to "ACH", "Import ACH File", and "Non-NACHA".
- 3. Choose a Company from the drop-down menu.
- 4. Choose an import template.
- 5. Browse for the file.
- 6. Select "Import".



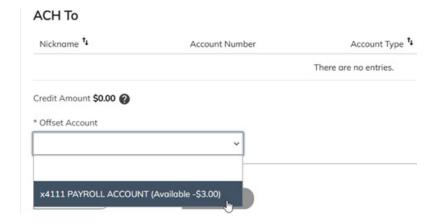
7. On the Import File page, scroll to the bottom and select "Import".



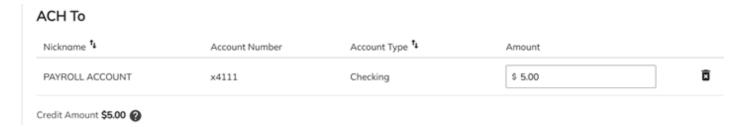
- 8. You may be brought to an Exceptions page if there are any invalid fields.
- Invalid Name: Names can be a maximum of 22 characters. Reduce the number of characters until the error is cleared.
- Invalid Routing Transit: Ensure that the routing number was entered correctly. Only valid US routing numbers are accepted.

Once all exceptions have been cleared, select "Continue".

9. On the Template Details page you may get a warning that the batch is unbalanced. Depending on the type of file you have, you will either need to add the offset to the ACH From or ACH To area. You can do this by selecting an account from the drop-down menu.

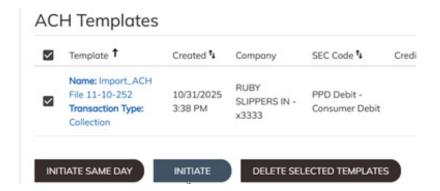


10. Once the offset account has been selected, enter the total offset amount in the Amount field.



- 11. Scroll to the top of the page and fill in the Company Entry Description field (ex. "Payroll", "Payment", etc.).
- 12. Select "Save and Close".

13. On the ACH Templates page you'll see a template that was created from your non-NACHA file. Select the checkbox next to the file, edit the Effective Date if needed, then select "Initiate" or "Initiate Same Day".



- 14. You should then see a message that the Batch was successfully initiated.
- 15. OPTIONAL: After your file has been submitted you may delete the ACH template that was created. A new template will be created each time a non-NACHA file is submitted.

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