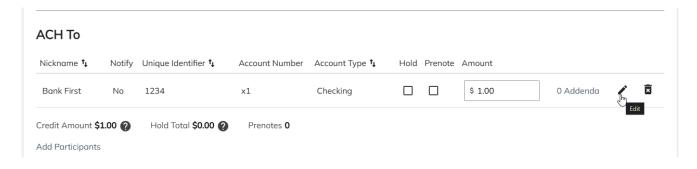
ACH MANAGER TRANSFER TEMPLATE GUIDE

- 1. Log in to Digital Banking.
- 2. Go to "ACH" and "ACH Templates".
- 3. Select "Templates".

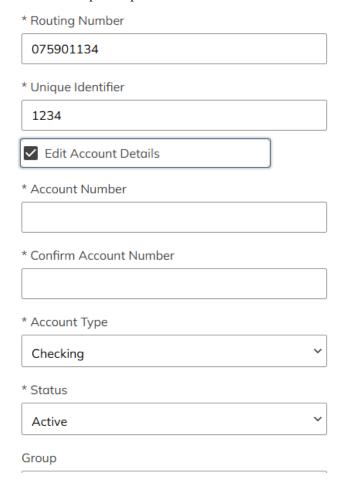
ACH Templates Show Search Options Credit Amount 1 Debit Amount 1 # 1 Effective Date Template 🕇 Created **↑** Company SEC Code 1 Name: Test Bank First PPD Credit -06/17/2025 05/05/2025 \$1.00 Transaction Type: Natio -Consumer \$1.00 1 Schedule This 3:02 PM Payment x1134 Credit Batch

- To edit the dollar amount for a participant simply edit the number in the Amount text box.
- To send a Prenote or place an item on Hold simply check the appropriate box next to the participant
 - o Hold: Stops the transaction from being submitted to the financial institution during processing but saves the participant for future use.
 - o Prenote: Sends a zero-dollar test transaction to the participant's financial institution. Prenotes should be originated at least three business days prior to first "live" transaction.
- To change the account information for an existing participant, choose the "Edit" button next to the participant you wish to change

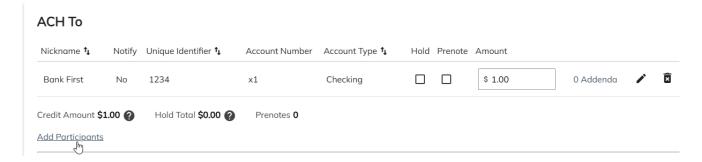




• Proceed with making any permanent changes on the Participant Details screen. If you need to change the Account Number for the participant select the "Edit Account Details" box.



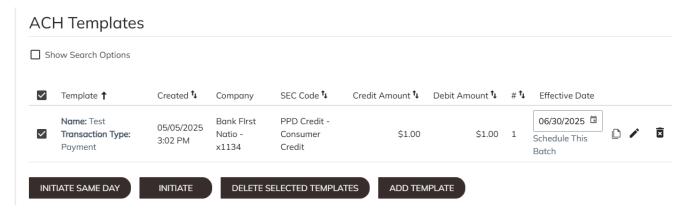
- · Select "Save"
- To add a new participant to the template, choose the "Add Participants" hyperlink.



You can either select from a list of existing participants or choose the "New Participant" button and complete the required fields. Select "Save" when template changes are complete.

| test_00005 | 03/25/2025 4:16 PM | ACH | x5987 | 075901 |
|--|-----------------------|-----------|-------|--------|
| TEST_00006 | 03/25/2025 4:16 PM | Null File | x1234 | 075901 |
| Test_00007 | 03/25/2025 4:16 PM | ACH | x3456 | 075901 |
| CANCEL NEW PARTICIPANT ADD SELECTED PARTICIPANTS | | | | |

4. Select the checkbox next to the template you wish to process. **IMPORTANT: please be sure you have adjusted** the dollar amounts for the participants within the template prior to proceeding. Go back to Step 3 if necessary.



- If your template is ready to process then choose the appropriate Effective Date and then select the "Initiate" button. Or if this is a same-day file select the "Initiate Same Day" button.
 - o Effective Date: This is the date the transactions will settle to the accounts. This date cannot be a weekend or federal holiday. Cutoff time is 3:00 PM for next-day processing and 12:00 PM for same- day processing.

5. You should see this message if your transfer was submitted successfully:

Batch Successfully Initiated

Reference Number: 462

Batch Name: **Test**Credit Amount: \$1.00

Debit Amount: \$1.00

Effective Date: 06/30/2025

INITIATE ANOTHER BATCH SEE BATCH ACTIVITY

Or this message if your transfer requires review by another user prior to processing. A notification email will be sent to all users with sufficient access to approve.

Batch Successfully Initiated

Your batch has been scheduled and is awaiting approval(s).

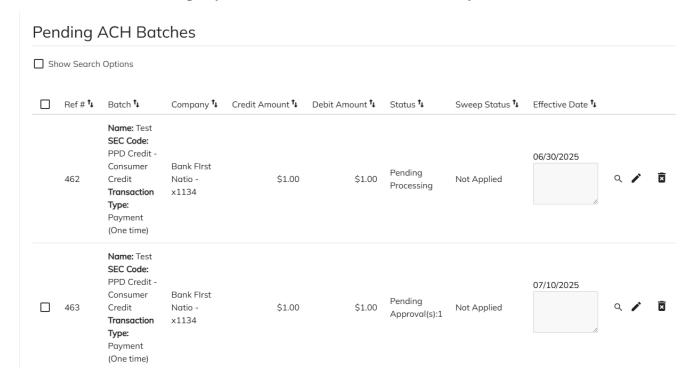
Reference Number: 463

Batch Name: Test
Credit Amount: \$1.00
Debit Amount: \$1.00

Effective Date: 07/10/2025

INITIATE ANOTHER BATCH SEE BATCH ACTIVITY

6. You should see this message if your transfer was submitted successfully:



- Pending Processing: the transfer is ready to be processed
- Pending Approval(s): the transfer is waiting for review by another user or by the bank if over the limit
- 7. To approve an ACH transfer an approver user will log into Digital Banking, choose "ACH" and "ACH Activity". Scroll down to the "Pending ACH Batches" area. Then either select the magnifying glass to view the transfer or select the checkbox next to the transfer and choose the "Approve" or "Reject" button.
- 8. Once your transfer 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 Processing/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