FIRST MERCHANTS BUSINESS Online Banking

ACH Quick Start Guide

This ACH Quick Start Guide provides instructions for the tasks most frequently used to initiate ACH transactions.

General Information about ACH

- ACH transactions can be initiated via a One Time Request, using a Template, or by uploading a file of transactions in the NACHA Format.

- If multiple approvals are required, the final approver of the transaction will be prompted for Out of Band Authentication to release the ACH transactions for processing.

- Cut-off time for same day processing: 5:00 pm ET.

- Future dated or recurring transactions must be initiated with a Template.

Create Template to Send or Collect Money

1. Rollover Transfers and Payments, under ACH, select **Make ACH payment/Manage** templates or **Collect money Via ACH/Manage templates**
2. Click Create a template at top of page
    - Input **Template name** to save for future use
    - Select **Request Type** (type of transaction)
    - Select **Company name/ID**
    - Input **Template Description** *(Description that will post to recipients account statement)*

Create Template to Send or Collect Money continued

- Select **Debit account** *(Send money)* or
- **Credit Account** *(Collect money)*
- **Input Maximum transfer amount** *(Per account maximum)*

3. Click **Continue**
4. Input the following information
5. Input **Credit/Destination** *(Send money)* or **Debit/Source Accounts** *(Collect money)*
    - Input **ABA/TRC** – routing number
    - Input **Account**
    - Select **Account Type**
    - Input **Name**
    - Input **Detail ID (optional)** – i.e. an employee ID number
    - Input **Default Amount**
    - Click Add additional detail row, to add additional recipients.
6. Click **Save template**
7. Confirmation page is displayed.

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Send or Collect Money using a Template

1. Rollover Transfers and Payments, under ACH, select **Make ACH payment/Manage templates** or **Collect money Via ACH/Manage templates**
2. Select **Template Name**, click **Continue**
   - Input the **Effective Date**
   - Input **Control amount (optional)**
     (assists in balancing the transactions)
   - Input **Amount(s)**
   - Input **Additional Information (optional)**
3. Click **Continue**
4. Verification page is displayed, click **Transmit**
5. Out of Band Authentication screen will appear
   Select Phone, click Continue, input Code, then click Phone Call Completed
   OR
   Select Send Text Message, enter Mobile phone number
   Input Code received via text click Submit.
6. Confirmation screen is displayed

Upload NACHA File - (file is created in third party software)

1. Rollover **Transfers and Payments** tab, under ACH, click **Upload ACH transactions**
2. Click **Browse** to select file to upload
3. Click **Upload File**
4. Verification page is displayed, click **Transmit**
5. Out of Band Authentication screen will appear
   Select Phone, click Continue, input Code, then click Phone Call Completed
   OR
   Select Send Text Message, enter Mobile phone number
   Input Code received via text click Submit.
6. Confirmation screen is displayed

View ACH History

1. Rollover **Transfers and Payments** tab, under ACH, select **View completed ACH transactions**
2. Select:
   - Account(s)
   - Date type
   - Service
   - Date range

   Click **Generate report**

For additional instructions and help, click "*How do I....*" or "*Terms*" at the bottom left of the screen or click "FAQs" for frequently asked questions. Please call Business Solutions at 1.866.833.0050 for assistance.