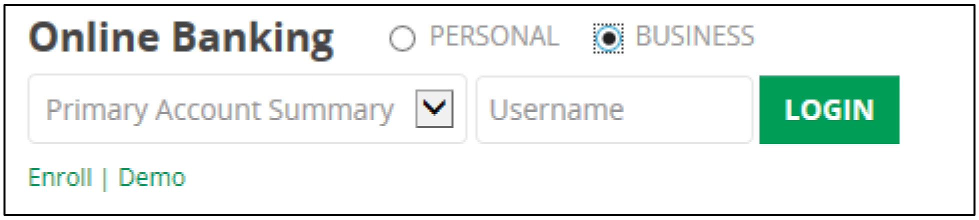
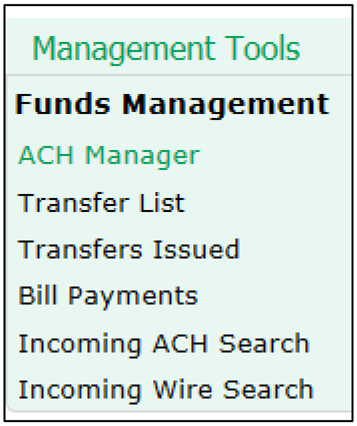
New ACH Transfer using Existing Transfer

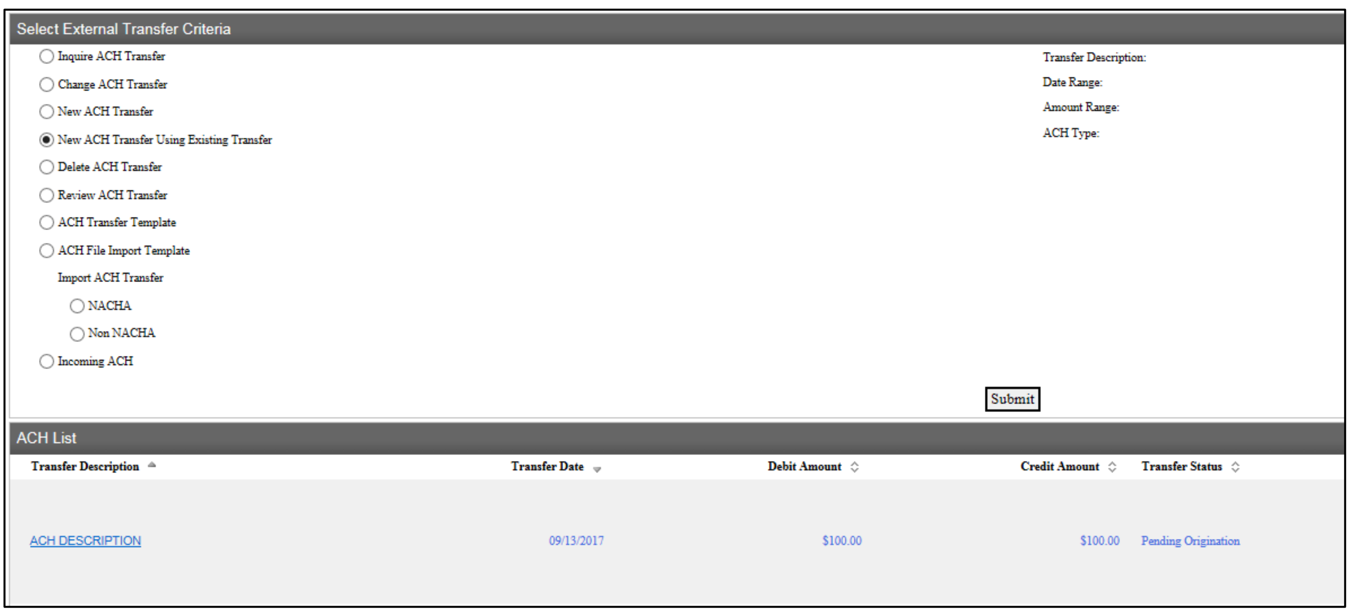
1. Log in to Business Online Banking



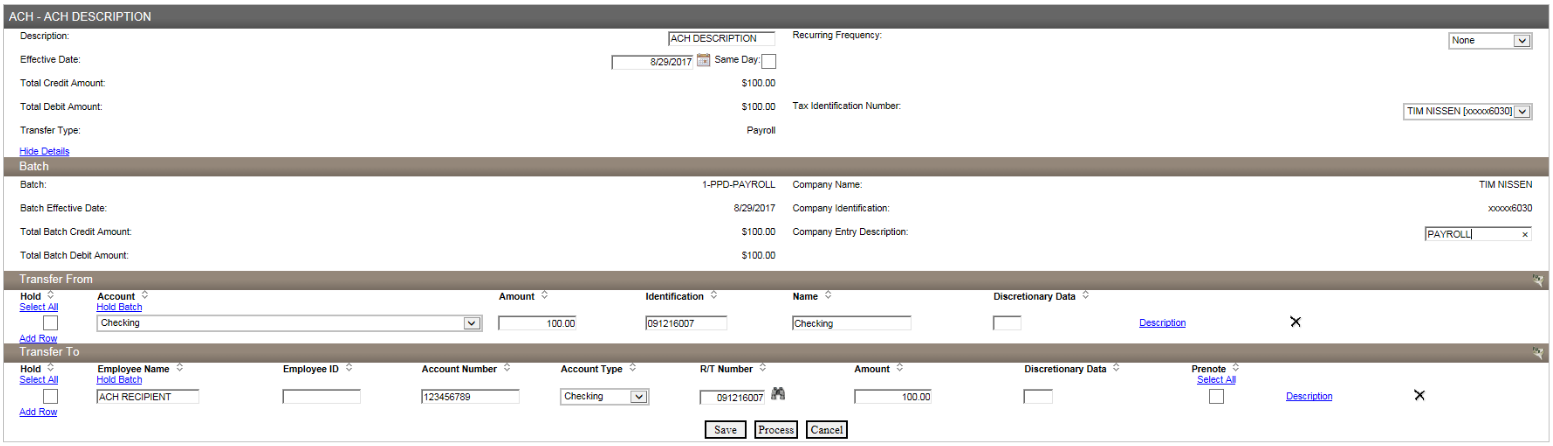
2. Under Management Tools, select ACH Manager



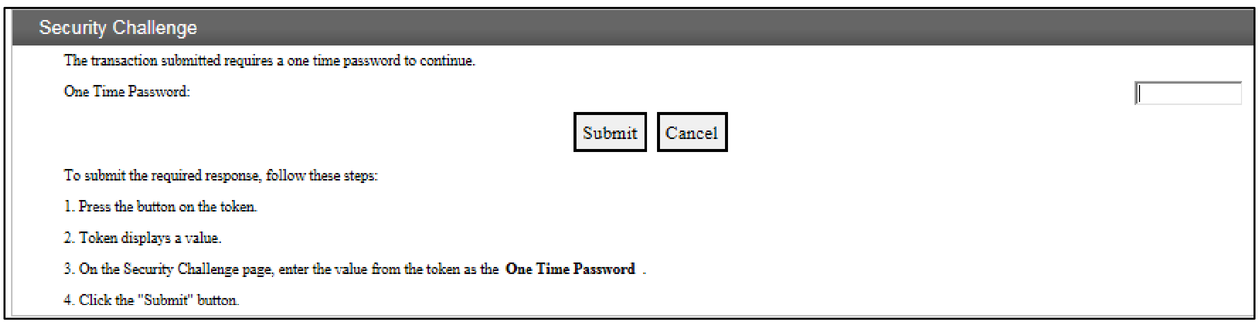
3. Select the radio button next to New ACH Transfer Using Existing Transfer and click submit. Click the hyperlink for the Transfer Description that you would like to use to create the new ACH transfer.



4. The information you previously entered will be displayed.



5. Modify any of the information you need to modify. Ensure you click the Display Details hyperlink to expand the Batch banner and enter a Company Entry Description. If you need to add more ACH recipients to the transfer, click the Add Row hyperlink.
6. After you have entered all of the information, click the Process button.
7. After you click the Process button you will be taken to the Security Challenge screen. Enter the One Time Password from the token and click Submit.



8. To ensure the transfer was submitted, select the radio button next to Inquire ACH Transfer and click submit. You will see the new transfer in the list and the status will say Pending Origination.