

# New ACH Transfer using Existing Transfer

1. Log in to Business Online Banking



Online Banking  PERSONAL  BUSINESS

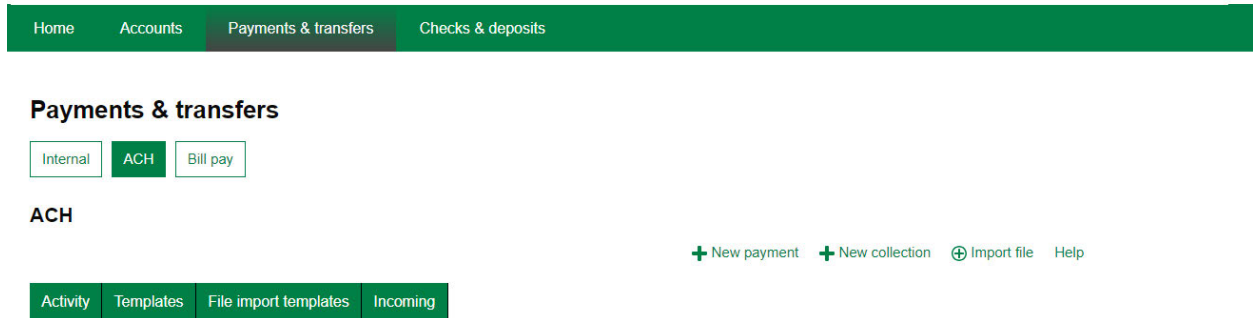
Username  Password  **LOGIN**

[Enroll](#) | [Demo](#) | [Forgot password or PIN?](#)

2. Select Payments & transfers



3. Select ACH



4. Locate the ACH transfer that you would like to Copy, and select the Copy button

The screenshot shows the 'Payments & transfers' section with the 'ACH' tab selected. Below the navigation tabs, there are links for '+ New payment', '+ New collection', 'Import file', and 'Help'. A table displays activity with columns: Date, Description, Status, Withdrawal, Deposit, Type, and Report. A single row is visible with the following data: Date: Jun 21, 2023 (Same day), Description: Example, Status: Pending Origination, Withdrawal: 1.00, Deposit: 1.00, Type: Payment. Action buttons 'Copy', 'Edit', and 'Delete' are present for this row. A search bar on the right is set to 'All activity'.

5. The information you previously entered will display. Make the necessary changes to the previously entered information and click Complete ACH.
6. After you click the Complete ACH button, you will be taken to the Security Challenge screen. Enter the One Time Password from the token and click Complete Challenge.

## Security challenge

A one-time password security challenge is required to complete this transaction.

[One-time password instructions](#) Show ▾

**One-time password \***

\* Indicates required field

Complete Challenge
Cancel

7. To ensure the transfer was submitted, you may click the Return to ACH activity link/button if available, or go to Activity Payments & Transfers for ACH. You will see the new transfer in the list, and the status will say Pending Origination.

This screenshot is similar to the first one but shows an updated activity table. The row now has a 'Return to ACH' link in the 'Type' column. The data in the table is: Date: Jun 21, 2023 (Same day), Description: Example, Status: Pending Origination, Withdrawal: 5.00, Deposit: 5.00, Type: Payment. The 'Report' button is now disabled. The search bar remains set to 'All activity'.