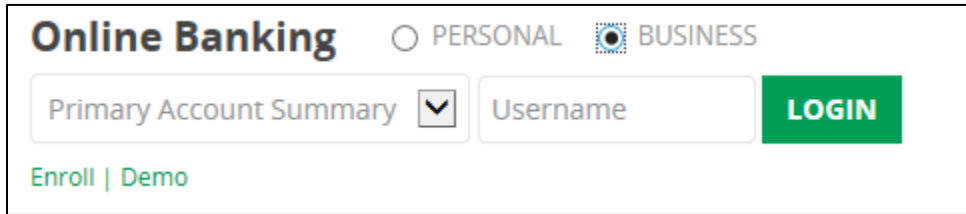


Change or Delete and ACH Transfer in ACH Manager

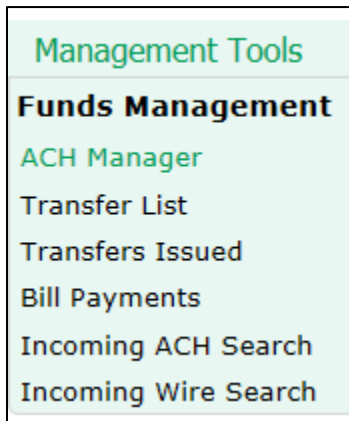
Change an ACH Transfer

1. Log in to Business Online Banking



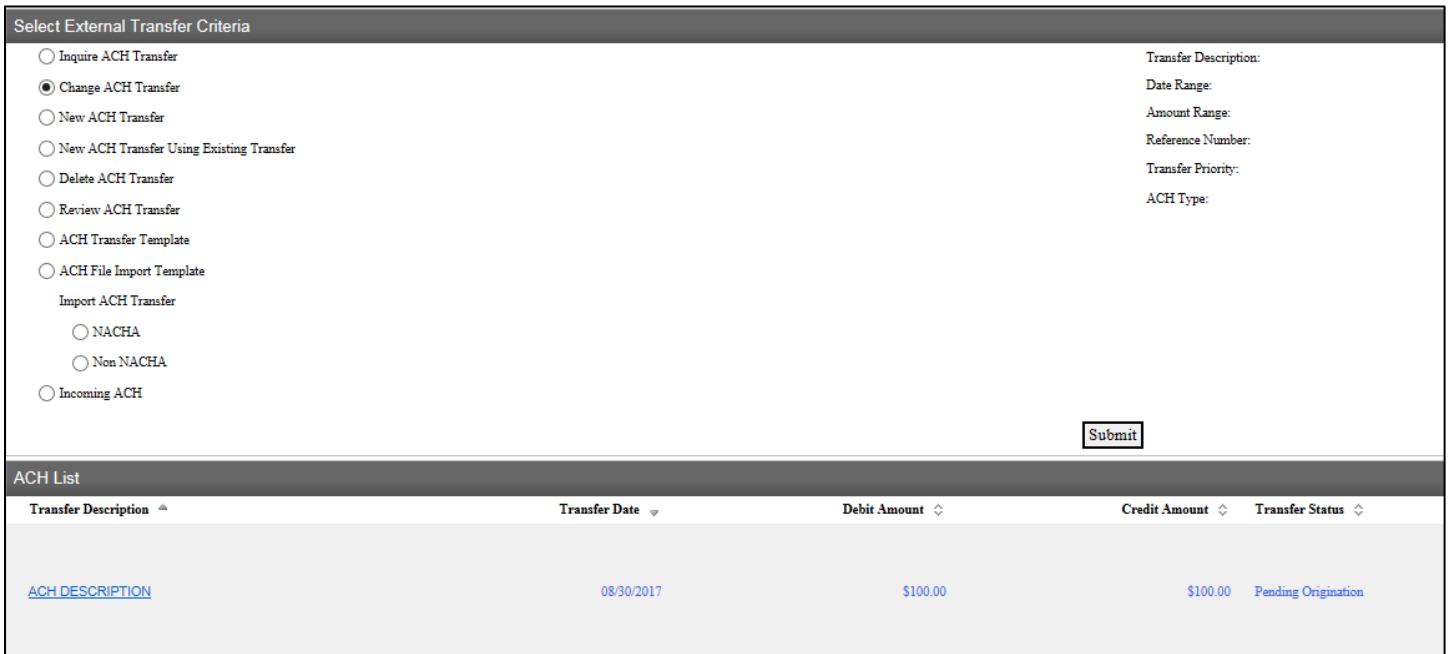
The screenshot shows the Online Banking login interface. At the top, there are two radio buttons: 'PERSONAL' (unselected) and 'BUSINESS' (selected). Below this is a navigation menu with 'Primary Account Summary' and a dropdown arrow. To the right is a 'Username' input field and a green 'LOGIN' button. At the bottom left, there are links for 'Enroll | Demo'.

2. Under Management Tools, select ACH Manager



The screenshot shows a 'Management Tools' menu. The menu items are: 'Funds Management', 'ACH Manager' (highlighted in green), 'Transfer List', 'Transfers Issued', 'Bill Payments', 'Incoming ACH Search', and 'Incoming Wire Search'.

3. Select the radio button next to Change ACH Transfer and click submit. You will see a list of transfers that you can change. Click the hyperlink of the Transfer Description that you would like to change.



The screenshot shows the ACH Manager interface. It is divided into two main sections: 'Select External Transfer Criteria' and 'ACH List'.

Select External Transfer Criteria

- Inquire ACH Transfer
- Change ACH Transfer
- New ACH Transfer
- New ACH Transfer Using Existing Transfer
- Delete ACH Transfer
- Review ACH Transfer
- ACH Transfer Template
- ACH File Import Template
- Import ACH Transfer
 - NACHA
 - Non NACHA
- Incoming ACH

Transfer Description:
Date Range:
Amount Range:
Reference Number:
Transfer Priority:
ACH Type:

ACH List

| Transfer Description | Transfer Date | Debit Amount | Credit Amount | Transfer Status |
|---------------------------------|---------------|--------------|---------------|---------------------|
| ACH DESCRIPTION | 08/30/2017 | \$100.00 | \$100.00 | Pending Origination |

4. After you click the hyperlink, the information you had previously entered will be displayed.

The following warning(s) occurred:

Transfer status is Pending Origination. If you continue to change this transfer the Original transfer will be deleted and the modified transfer will be treated as new transfer.

ACH - ACH DESCRIPTION

Description: [ACH DESCRIPTION] Recurring Frequency: [None]

Effective Date: 8/30/2017 Same Day:

Total Credit Amount: \$100.00

Total Debit Amount: \$100.00 Tax Identification Number: TIM NISSEN [xxxxxx6030]

Transfer Type: Payroll

Transfer From

| Hold | Account | Amount | Description |
|--------------------------|----------|--------|-------------|
| <input type="checkbox"/> | Checking | 100.00 | |

Transfer To

| Hold | Employee Name | Employee ID | Account Number | Account Type | R/T Number | Amount | Prenote | Description |
|--------------------------|---------------|-------------|----------------|--------------|------------|--------|--------------------------|-------------|
| <input type="checkbox"/> | ACH RECIPIENT | | 123456789 | Checking | 091912330 | 100.00 | <input type="checkbox"/> | |

5. Make the necessary changes to the previously entered information and click Process.
6. 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.

Security Challenge

The transaction submitted requires a one time password to continue.

One Time Password:

To submit the required response, follow these steps:

1. Press the button on the token.
2. Token displays a value.
3. On the Security Challenge page, enter the value from the token as the **One Time Password**.
4. Click the "Submit" button.

7. 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.

Select External Transfer Criteria

Inquire ACH Transfer

Change ACH Transfer

New ACH Transfer

New ACH Transfer Using Existing Transfer

Delete ACH Transfer

Review ACH Transfer

ACH Transfer Template

ACH File Import Template

Import ACH Transfer

NACHA

Non NACHA

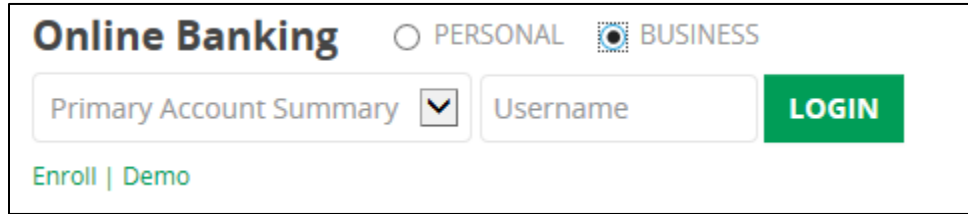
Incoming ACH

ACH List

| Transfer Description | Transfer Date | Debit Amount | Credit Amount | Transfer Status |
|---------------------------------|---------------|--------------|---------------|---------------------|
| ACH DESCRIPTION | 08/30/2017 | \$100.00 | \$100.00 | Pending Origination |

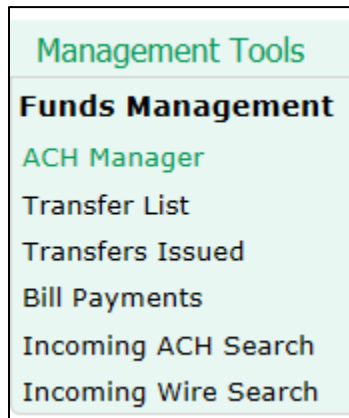
Delete an ACH Transfer

1. Log in to Business Online Banking



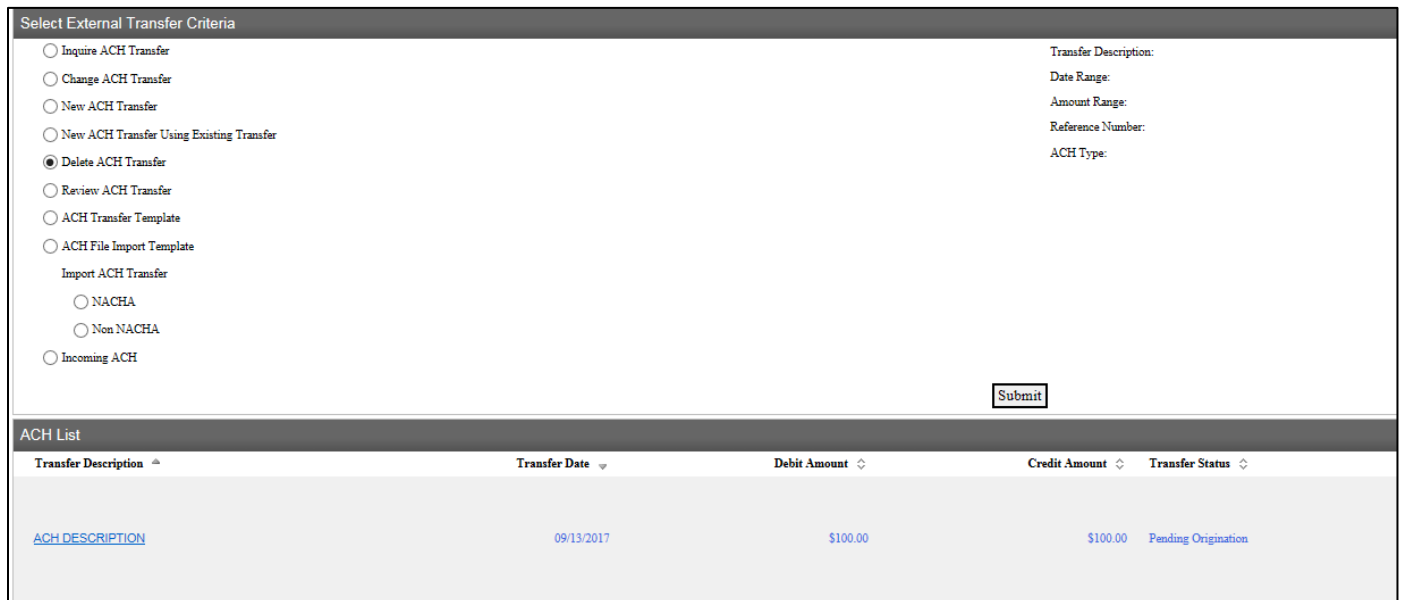
The screenshot shows the Online Banking login interface. At the top, there are two radio buttons: 'PERSONAL' (unselected) and 'BUSINESS' (selected). Below this is a dropdown menu for 'Primary Account Summary' with a downward arrow. To the right is a 'Username' input field and a green 'LOGIN' button. At the bottom left, there are links for 'Enroll | Demo'.

2. Under Management Tools, select ACH Manager



The screenshot shows a 'Management Tools' menu. The menu items are: 'Funds Management', 'ACH Manager' (highlighted in green), 'Transfer List', 'Transfers Issued', 'Bill Payments', 'Incoming ACH Search', and 'Incoming Wire Search'.

3. Select the radio button next to Delete ACH Transfer and hit Submit. Click the hyperlink for the Transfer Description you would like to delete.



The screenshot shows the 'Select External Transfer Criteria' section with a list of radio buttons. The 'Delete ACH Transfer' option is selected. To the right, there are labels for 'Transfer Description:', 'Date Range:', 'Amount Range:', 'Reference Number:', and 'ACH Type:'. A 'Submit' button is located at the bottom right of this section.

Below this is the 'ACH List' section, which contains a table with the following data:

| Transfer Description | Transfer Date | Debit Amount | Credit Amount | Transfer Status |
|---------------------------------|---------------|--------------|---------------|---------------------|
| ACH DESCRIPTION | 09/13/2017 | \$100.00 | \$100.00 | Pending Origination |

4. The information you previously entered will display. Click the Delete button and the bottom of the screen to delete the transfer.

ACH - ACH DESCRIPTION

| | | |
|----------------------|-----------------|----------------------------|
| Description: | ACH DESCRIPTION | Recurring Frequency: |
| Effective Date: | 9/13/2017 | |
| Total Credit Amount: | \$100.00 | |
| Total Debit Amount: | \$100.00 | Tax Identification Number: |
| Transfer Type: | Payroll | Transfer Status: |

[Display Details](#)

| Transfer From | |
|-------------------------------|------------------------------|
| Hold <input type="checkbox"/> | Account <input type="text"/> |
| | Checking |
| | Amount <input type="text"/> |
| | \$100.00 |

| Transfer To | | | | | | |
|-------------------------------|------------------------------------|----------------------------------|-------------------------------------|-----------------------------------|---------------------------------------|---------------------------------------|
| Hold <input type="checkbox"/> | Employee Name <input type="text"/> | Employee ID <input type="text"/> | Account Number <input type="text"/> | Account Type <input type="text"/> | R/T Number <input type="text"/> | Amount <input type="text"/> |
| | ACH RECIPIENT | | 123456789 | Checking | 091216007 | \$100.00 |
| | | | | | <input type="button" value="Delete"/> | <input type="button" value="Cancel"/> |