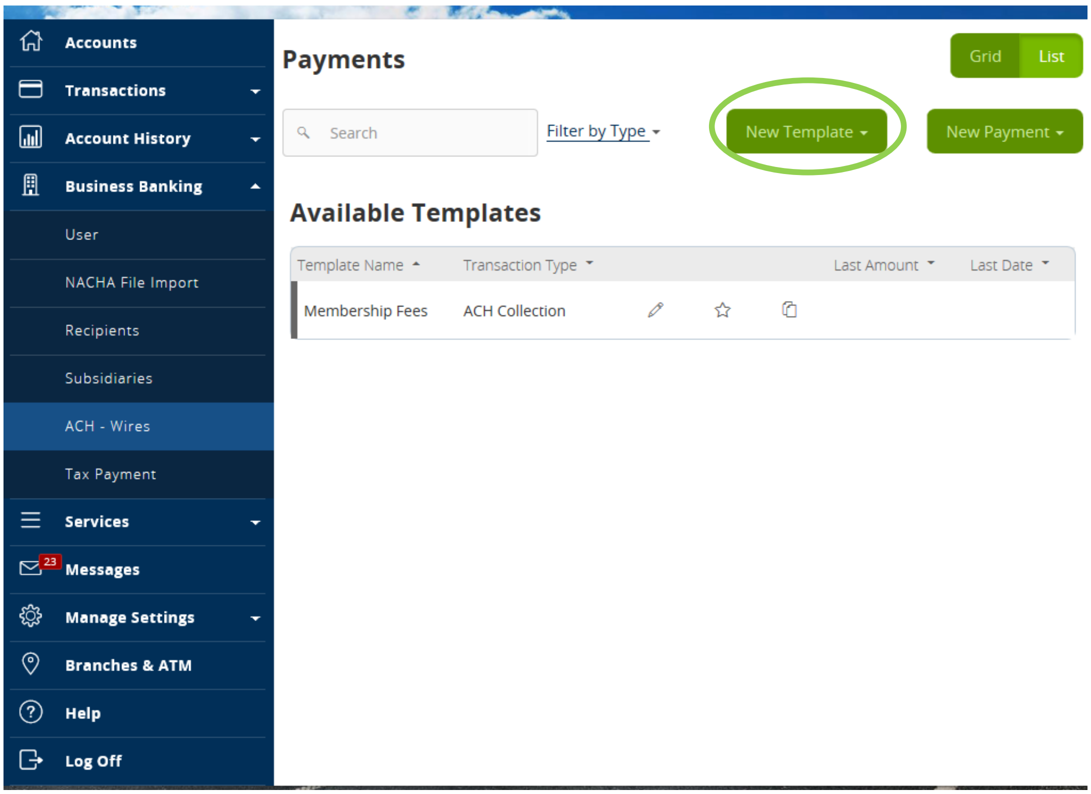
HOME FEDERAL

How to Create a new ACH or Wire Template

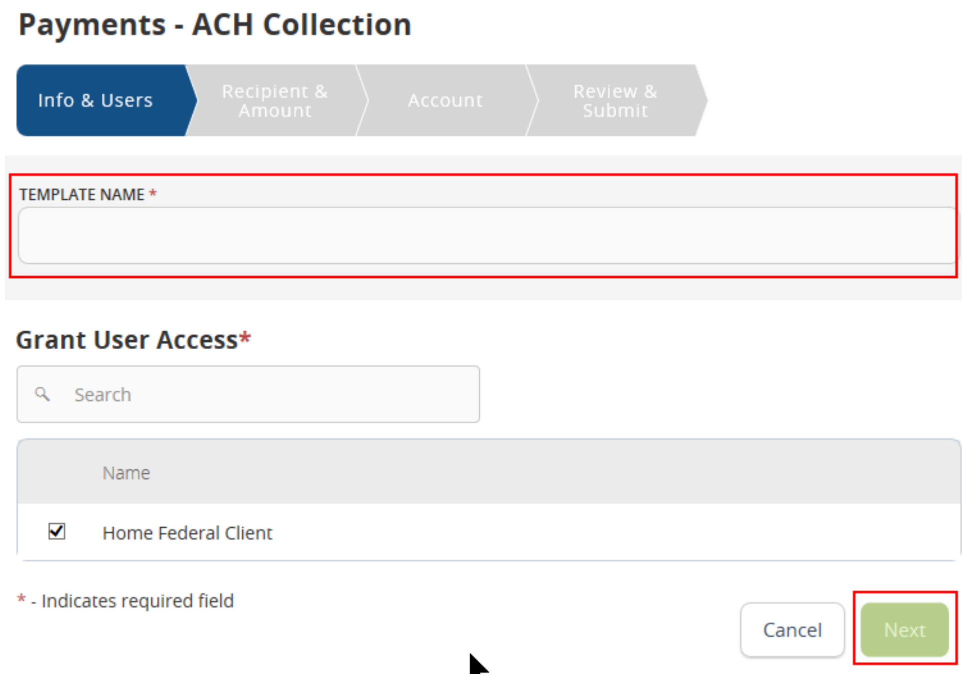
1. Log in into Online Banking
2. Navigate to **Business Banking** > **ACH – Wires**



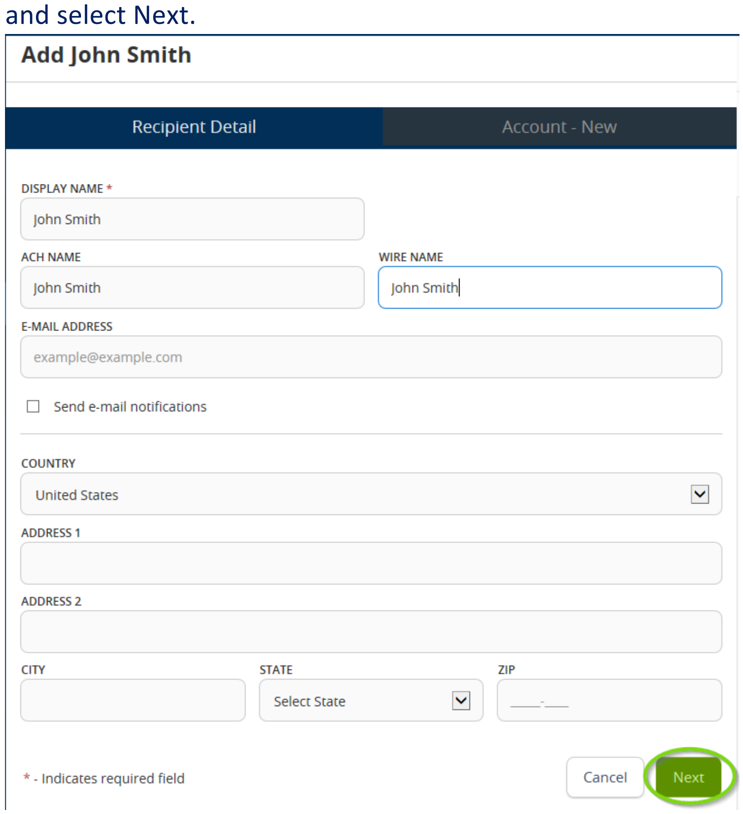
3. Select new template
   a. ACH Payment – crediting a recipient
   b. ACH Collection – debiting a recipient
   c. Payroll – crediting a recipient
   d. Domestic Wire – wire sent to a recipient within the US
   e. International Wire – wire sent to a recipient outside of the US

4. Create a Template Name
   a. Users that should have access to the template, not including yourself, will show under the “Grant User Access” heading.

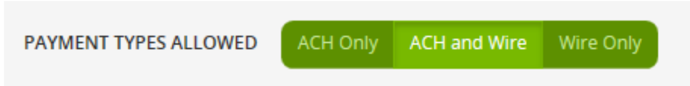
5. Select Next



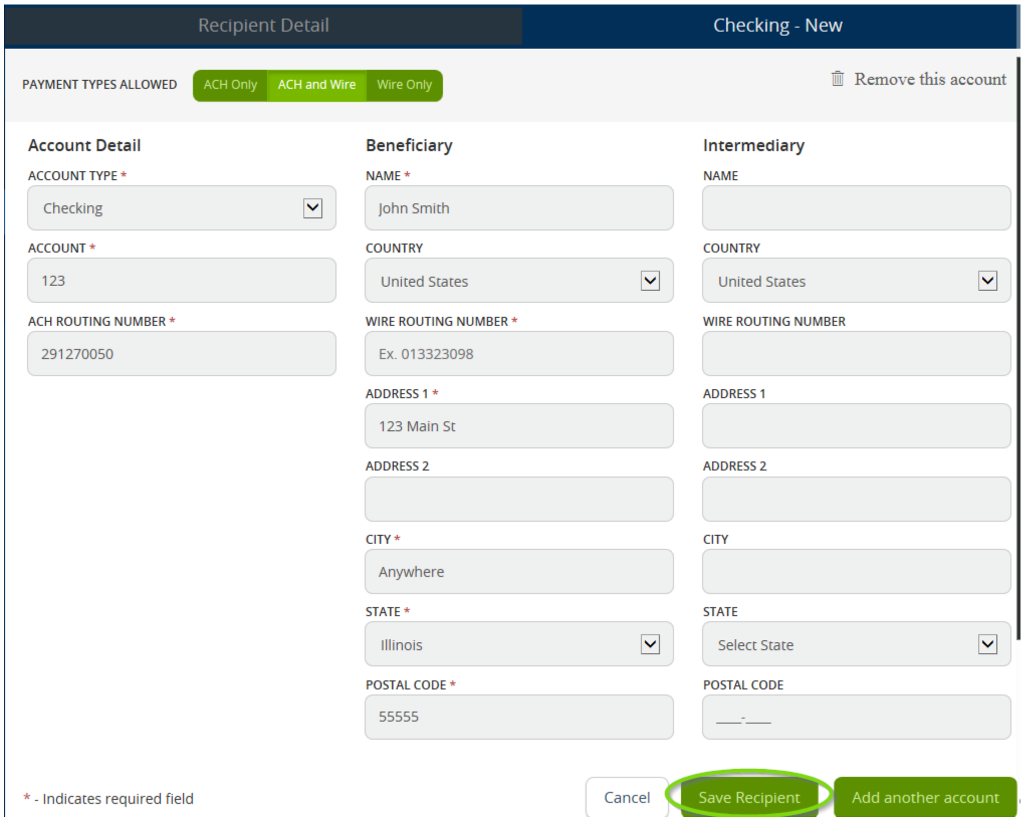
6. Select the recipients of the ACH or wire by checking the box next to the recipient name
   a. A new recipient can be added by selecting "New Recipient." Fill in the appropriate fields and select Next.



i. Select Payment Types Allowed for recipient.

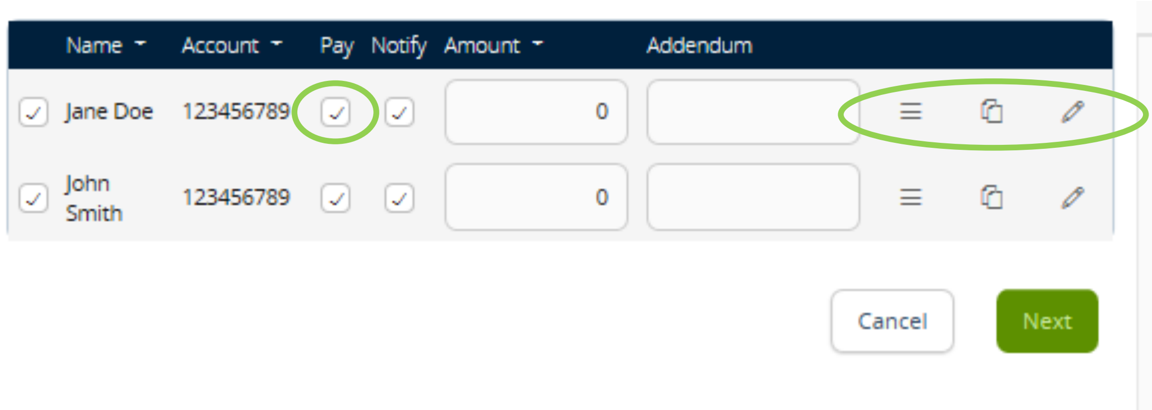


ii. Once the account information is entered, you can then either "Save Recipient" that can be used in the future or select "Add another account".

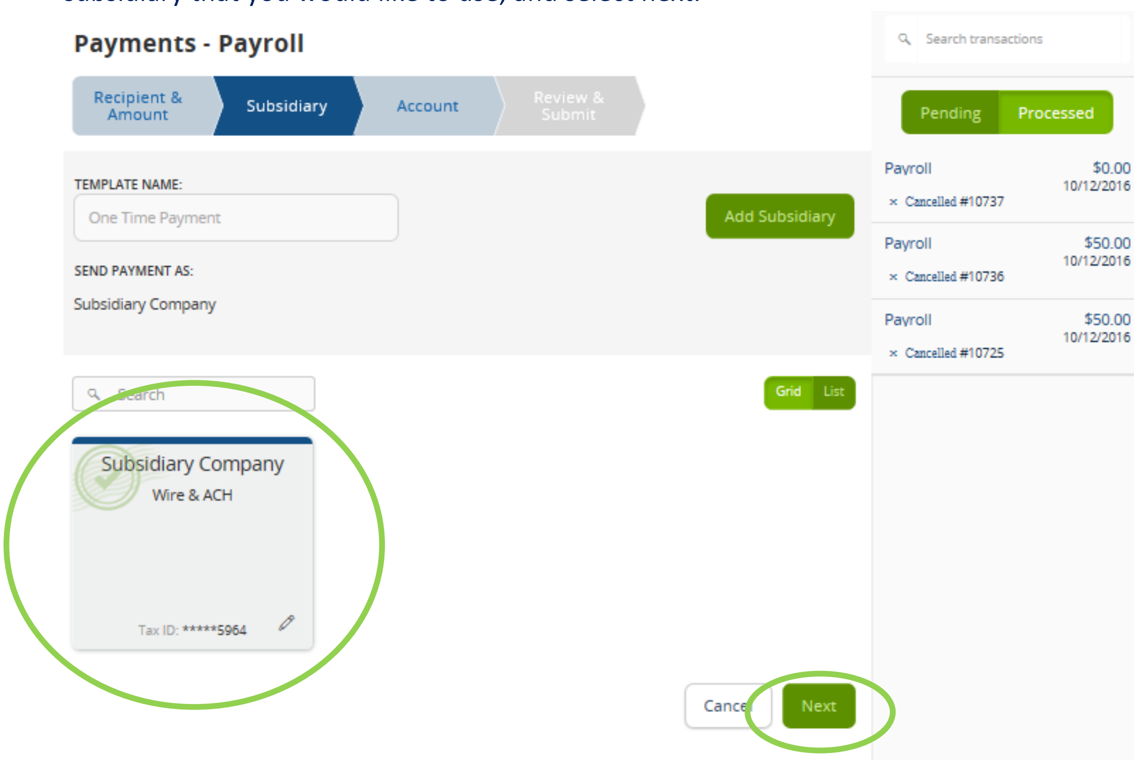


7. Once the recipients are selected you can enter the amount and description for each recipient.
   a. Unchecking the pay box will **withhold** that recipient from the file
   b. Checking the Notify box will send an email notification to the recipient when the file is processed.
   c. Selecting the 3 dashes icon will open a new screen that allows you to split payments for that recipient across multiple accounts.
   d. Selecting the pages icon will create a duplicate recipient in the file
   e. Selecting the pencil icon will allow you to edit the recipient's information.

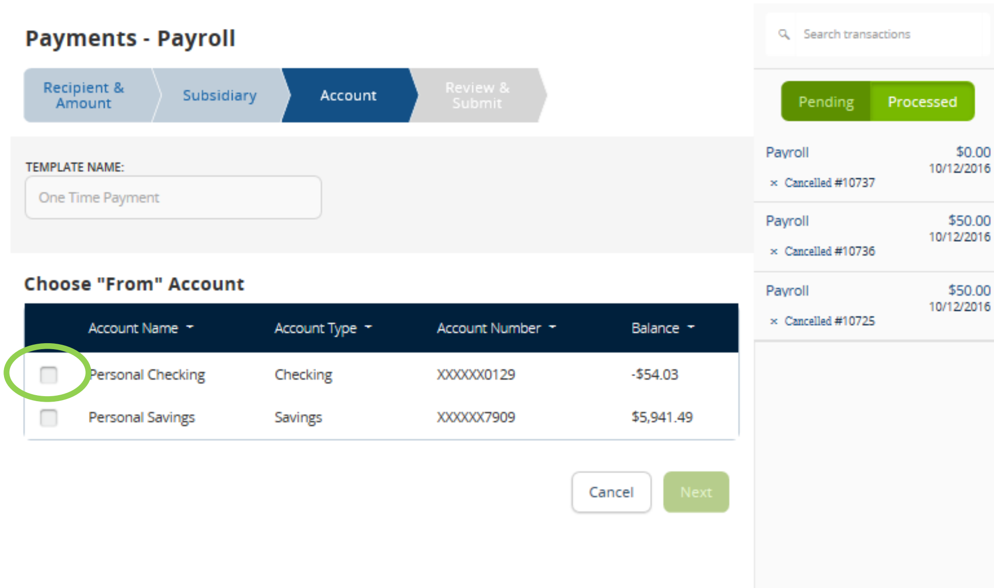
ACH Note: To send a prenote, a $0.00 amount can be entered.



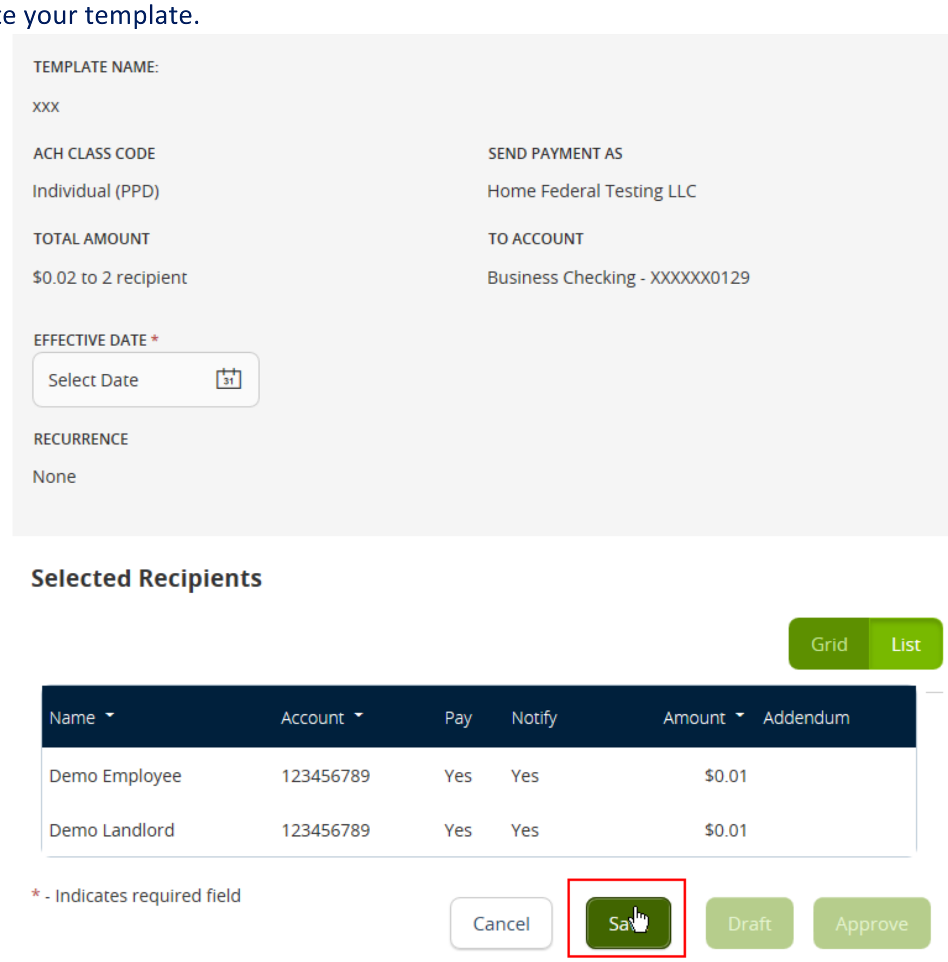
8. Selecting Next will move you to the next step in the process which, if your business has subsidiaries, will allow you to select the business that will be sending the file. Simply click on the subsidiary that you would like to use, and select next.



9. If your business does not have subsidiaries it will move you to the Account page. Select the account that the ACH will either be debiting or crediting and select next.



10. The Review and Submit Page allows you to review the data you have entered, then select “Save” to create your template.



11. A Confirmation screen will appear stating that your template was successfully saved.