Guide to Authorize an ACH Submission

The authorizations feature allows users to review, authorize or reject ACH template requests.

Required Permissions

To authorize an ACH template, a user is required to have the following permissions:

- Allowed to authorize ACH role permission.
- Permission to the account used to fund the ACH template.
- Permission to the transaction type assigned to the template.
- Permission to access restricted templates, if applicable.

1. ACH transactions requiring authorization will appear on the Dashboard. Click **View**.

   **OR** proceed to step 2.

   Find out why and how this can be improved.

   **dashboards**

   - You have 1 ACH transaction totaling $500.00
   - Is your contact information up to date?

   **LinkExternalAccounts**

   Get Started

   last 30 days
To approve a template, click "Authorizations" within the "Business Admin" widget.

The authorization tab will display the number of transactions that require authorization in red.

Check the box next to the template(s) you wish to authorize.
4. Click the "Authorize" button to approve the template.

Test LLC

Business Savings — 2998

9/15/2023

Authorization Total (1): $500.00
ACH cut-off time: 4:00 PM
Expedited ACH cut-off time: 3:00 PM

You have no ACH authorization history.

5. The system displays a message confirming the template was successfully authorized or an error message is displayed.