Guide to Authorize an ACH Submission

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

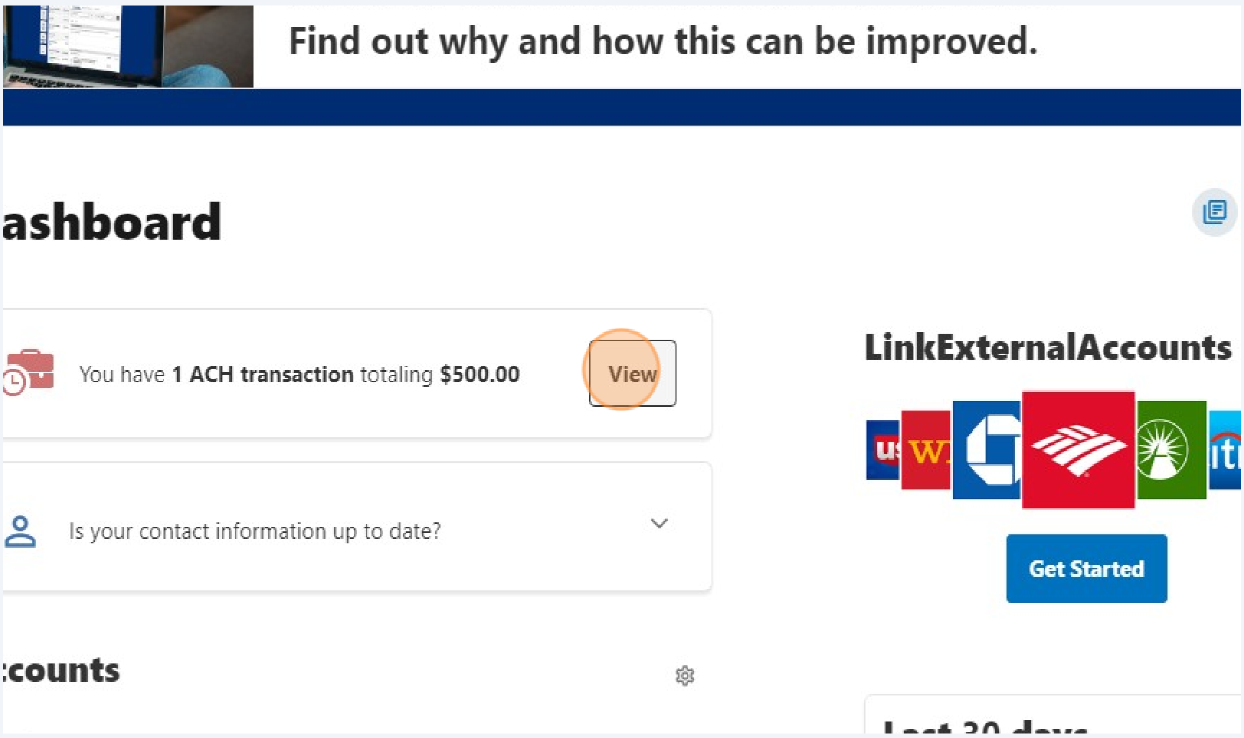
Required Permissions

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.

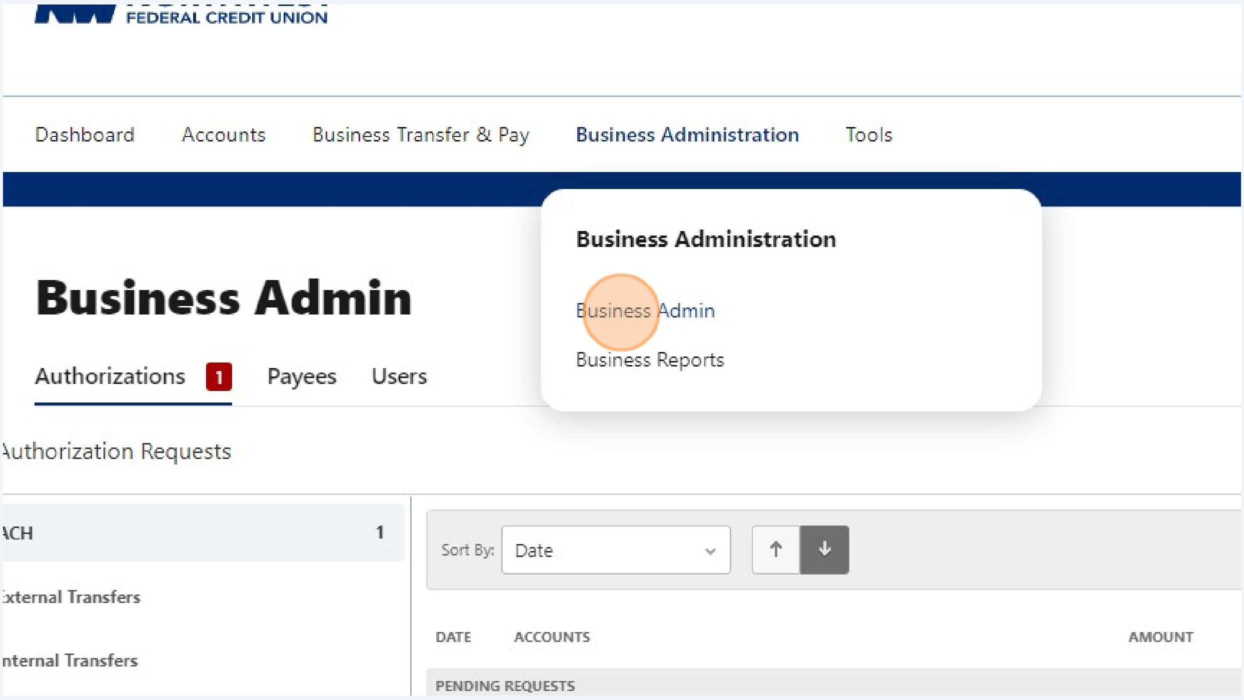
1 ACH transactions requiring authorization will appear on the Dashboard. Click **"View."**

OR proceed to step 2.

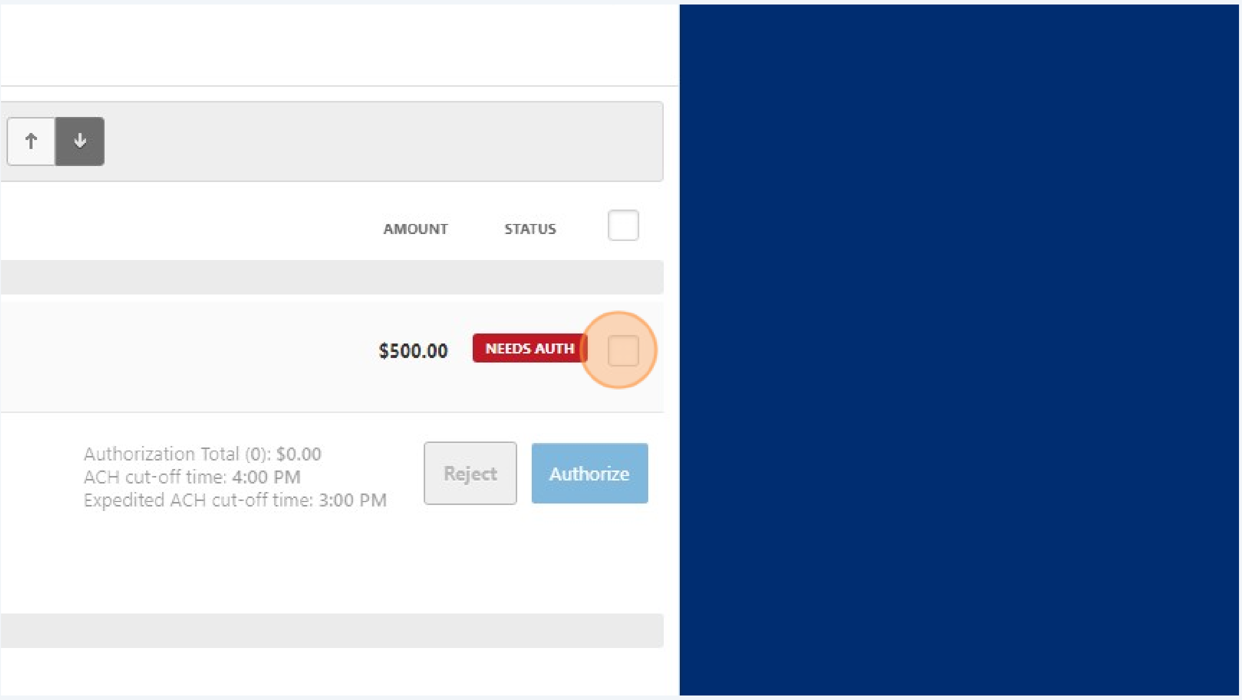


2 To approve a template, click **"Authorizations"** within the **"Business Admin"** widget.

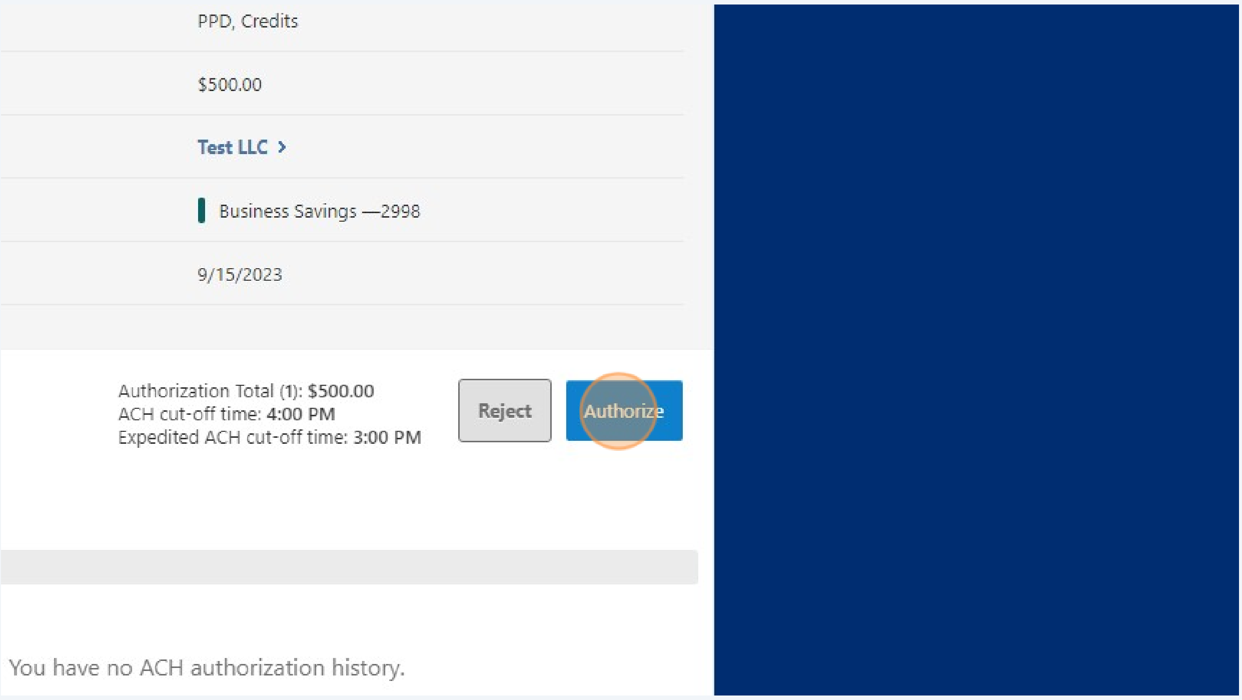
The authorization tab will display the number of transactions that require authorization in red.



3 Check the box next to the template(s) you wish to authorize.



4 Click the **"Authorize"** button to approve the template.



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