

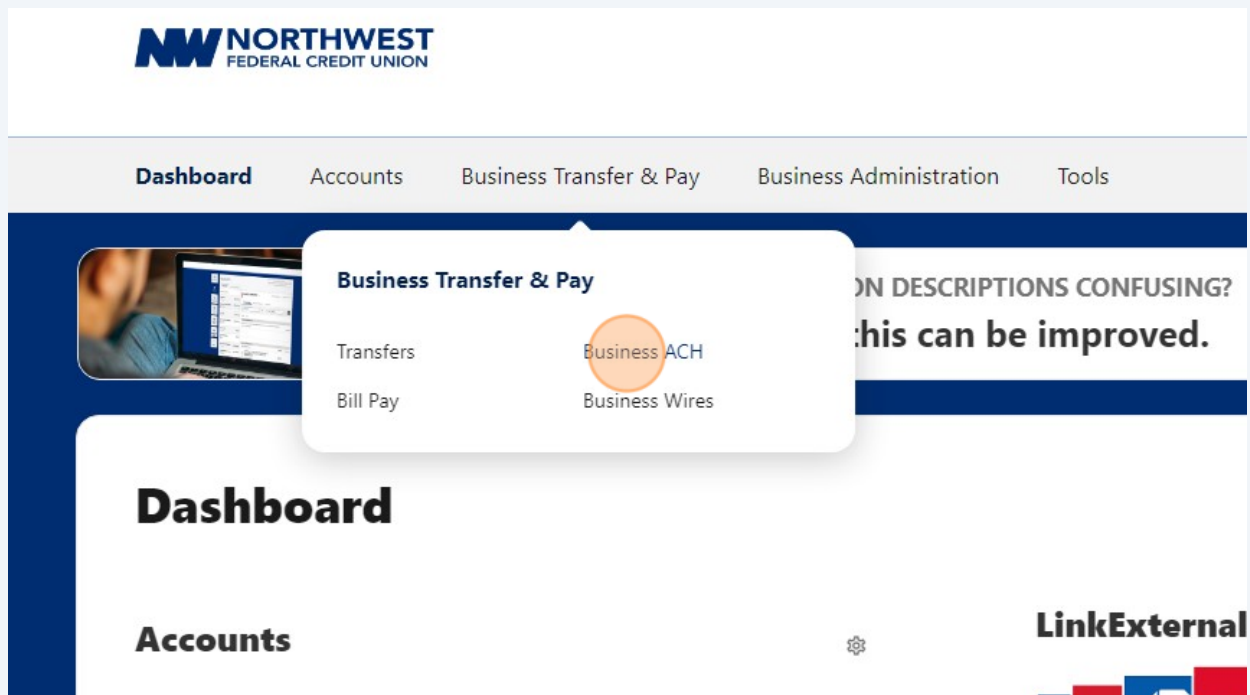
Guide to Create Quick ACH

The **Quick ACH** feature enables entitled users to create new one-time transfers.

Required Permissions

Before you can create Quick ACH transfers, you must be assigned to a role with the ability to submit ACH Batches. This can be located under "Account Access" when setting up sub-users' profile.

- 1 Under the **Business Transfer and Pay** menu, click "**Business ACH.**"



2 Click the dropdown menu and select **"Quick ACH."**

Note: This option can be used to make a one time payment to one payee.

The screenshot shows the 'Business ACH' interface. At the top right, there is a 'Create ACH' dropdown menu. A tooltip is visible over this menu, listing three options: 'Import File' (Create a Pass Thru submission or import a template and payees for future use.), 'ACH Template' (Create ACH template first and add the saved payees.), and 'Quick ACH' (Send ACH without creating ACH template. It's used to make a one time payment to one payee.). The 'Quick ACH' option is circled in orange. Below the menu, the interface shows a 'Test1' submission with one payee, 'Test LLC', and a 'PRENOTE' button. A 'Review and Submit' button is at the bottom right.

3 Select the **Offset Account.**

The screenshot shows the 'Quick ACH Submission' form. At the top, there is a link '< Back to Business ACH'. The title is 'Quick ACH Submission' with a subtitle 'Send ACH without creating ACH template. It's used for a one time payment to one payee.'. The form is titled 'Transaction' and contains several fields: 'Offset Account' (with a dropdown menu highlighted in orange), 'Payment Company' (with a dropdown menu), 'Transaction Type' (with a dropdown menu), and 'Entry Description' (with a text input field containing 'e.g. payroll, bonuses' and a character count of '10'). At the bottom, there are radio buttons for 'Access Level': 'Normal' (selected) and 'Restricted'.

4 Select the **Transaction Type**. This will apply the appropriate SEC code

Send ACH without creating ACH template. It's used for a one time payment to one payee.

Transaction

Offset Account ⓘ Payment Company

Transaction Type Entry Description ⓘ 10

Access Level

Normal (All users with ACH permissions can access)

Restricted (Only users with Restricted permissions can access)

Amount & Delivery

Amount Deliver By

5 Input an **Entry Description**.

Note: This provides a description of the transaction to the payee. For example Dir Deposit, Payroll, Invoice, etc. Most receiving Financial Institutions will display this information on its bank statements.

Send ACH without creating ACH template. It's used for a one time payment to one payee.

Transaction

Offset Account ⓘ Payment Company

Transaction Type Entry Description ⓘ 10

Access Level

Normal (All users with ACH permissions can access)

Restricted (Only users with Restricted permissions can access)

Amount & Delivery

Amount Deliver By

6 Enter an **Amount** for the transaction.

Access Level

Normal (All users with ACH permissions can access)

Restricted (Only users with Restricted permissions can access)

Amount & Delivery

Amount

Deliver By

Payee [+ Create New Payee](#)

7 Select the **"Deliver By"** date.

Amount & Delivery

Amount

Deliver By

Payee [+ Create New Payee](#)

August 2023

SU	MO	TU	WE	TH	FR	SA
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

8 Enter the **Payee** or **Create New Payee**.

A screenshot of a payment form. At the top, there are two input fields: one containing "\$100.00" and another containing "08/31/2023". Below these is a section labeled "Payee" with a blue plus icon and the text "+ Create New Payee". Underneath is a search bar with the placeholder text "Start Typing A Payee Name...". A large orange circle highlights the search bar. The background of the form is dark blue.

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9 Click "**Submit.**"

A screenshot of a payment form. At the top, there is a blue plus icon and the text "+ Add new payment method". Below this is a section titled "ACCOUNT INFORMATION". Underneath, there are two lines of text: "Routing number 256075025" with an "Edit" link to its right, and "Account number *****7744" with an eye icon to its right. At the bottom of the form, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a large orange circle. The background of the form is dark blue.

Routing number: **256075025**

10

A submission confirmation will display. On this confirmation you have the option to "View Submission Details."

Submission Confirmation

You have submitted

Test LLC Deliver By: 08/31/2023

Succeeded ✓

Entry	Addenda	Debits	Credits
1	0	\$0.00	\$100.00

[Submit Another ACH](#) [View Submission Details](#)

+ Add new payment method

BANK NORTHWEST FEDERAL CREDIT UNION

ACCOUNT INFORMATION Routing number 256075025 Edit
Account number *****7744