Guide to Submit ACH Template

The submit template feature allows permitted user to activate templates for authorization and/or processing.

Required Permissions

Before you can submit ACH templates, you must have a role with submit template permissions, permission to the ACH transaction type and the offset account used in the template.

You have the ability to edit the template “Details” and “Payees” prior to submission.

1 Click "Business ACH."
2. Select the template you want to submit for processing.

3. Click "Review and Submit."
4 Select a **Deliver By** date.

**Note:** The deliver by represents the date the template transactions are expected to settle. The system checks the institution's daily cut-off time, business processing days, holidays, effective entry date rules and future day limits to determine when you can schedule your template.

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5 Click "Submit Template" or click "Cancel" to close.

**Note:** A confirmation message is displayed indicating the template was submitted successfully or requires additional authorization.