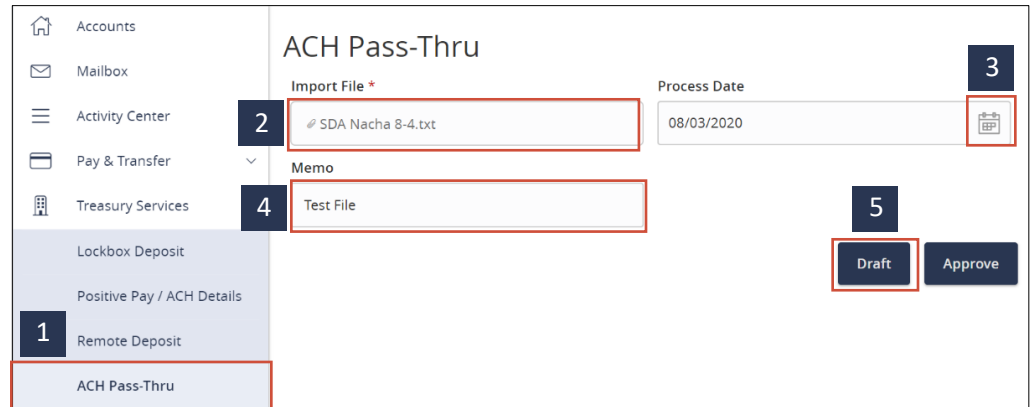


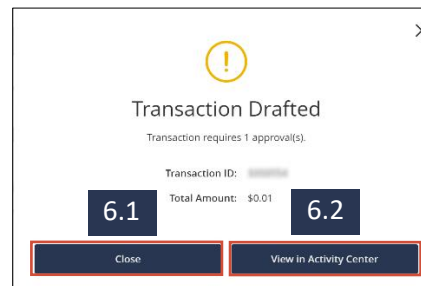
## FILE UPLOADING

1. On the left menu, select **ACH Pass-Thru** under **Treasury Services**.
2. Click in the **Import File** field box. You will then be prompted to locate the NACHA file on your computer. Locate and select the correct file to upload.
3. Click the **Calendar icon** to select the effective date for the ACH.
4. The **Memo** field box is an optional text box to complete.
5. Click **Draft** to submit the transaction for approval.
  - Note: Click **Approve** if you do not require dual approval.

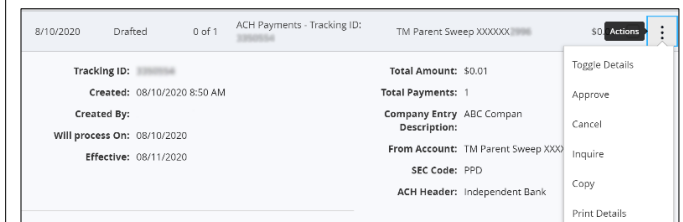


The screenshot shows the 'ACH Pass-Thru' form interface. On the left is a navigation menu with 'ACH Pass-Thru' highlighted (1). The main form has an 'Import File' field containing 'SDA Nacha 8-4.txt' (2), a 'Process Date' field with '08/03/2020' and a calendar icon (3), and a 'Memo' field containing 'Test File' (4). At the bottom right are 'Draft' and 'Approve' buttons (5).

6. A **Transaction Drafted** pop-up will appear on screen.
  - (6.1) Click **Close** to finish the process
  - (6.2) Click **View in Activity Center** to go to the Activity Center, where the transaction is stored.



The screenshot shows a 'Transaction Drafted' pop-up dialog. It contains a warning icon, the text 'Transaction requires 1 approval(s)', and fields for 'Transaction ID' and 'Total Amount: \$0.01'. At the bottom are 'Close' (6.1) and 'View in Activity Center' (6.2) buttons.



The screenshot shows the transaction details view. It includes a header with '8/10/2020', 'Drafted', '0 of 1', 'ACH Payments - Tracking ID: TM Parent Sweep XXXXXX', and '\$0.01 Actions'. The main content area displays:
 

- Tracking ID: [redacted]
- Created: 08/10/2020 8:50 AM
- Created By: [redacted]
- Will process On: 08/10/2020
- Effective: 08/11/2020
- Total Amount: \$0.01
- Total Payments: 1
- Company Entry: ABC Compan
- Description: [redacted]
- From Account: TM Parent Sweep XXXX
- SEC Code: PPD
- ACH Header: Independent Bank

 An 'Actions' menu is open on the right, showing options: Toggle Details, Approve, Cancel, Inquire, Copy, and Print Details.