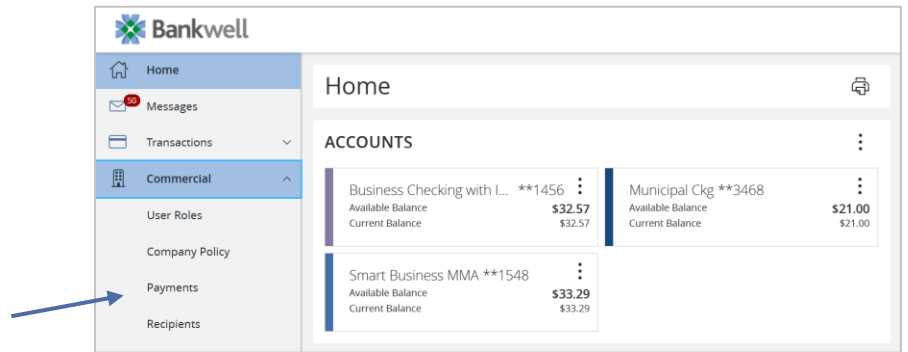


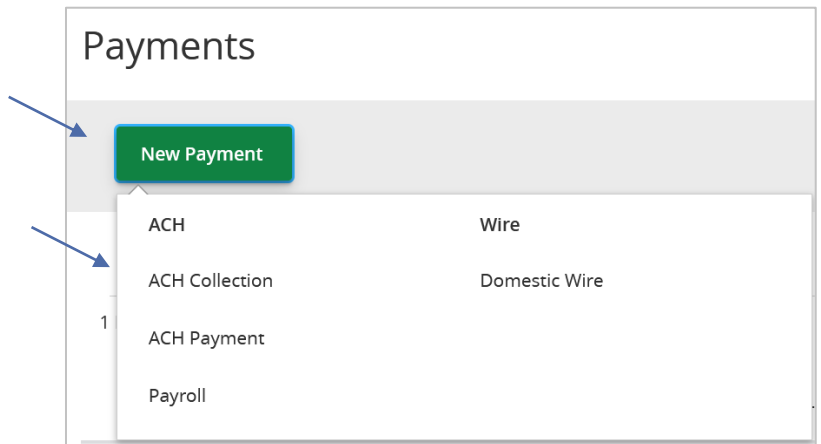
NOTE: Supported file types include the following:

- Single-batch NACHA formatted file containing an SEC Class Code of either PPD (Prearranged Payment and Deposit to or from a consumer account) or CCD (Cash Concentration and Disbursement to or from a business account).
- 5-Column CSV File

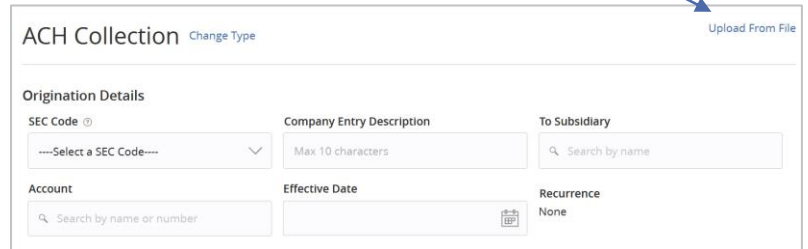
1. Select the 'Commercial' menu and then select 'Payments'.



2. Select 'New Payment' and then 'ACH Collection.'



3. Select 'Upload from file' in the top right corner.



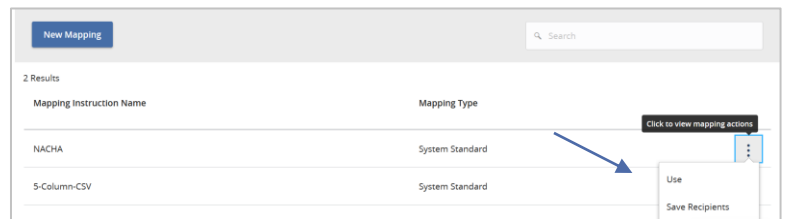
ACH Collection [Change Type](#) Upload From File

Origination Details

SEC Code [Ⓜ] Company Entry Description To Subsidiary

Account Effective Date Recurrence

4. Click the icon to view mapping actions and chose 'Use.'
5. Browse your computer for the file you'd like to upload.
6. Select 'Upload File' to upload the selected file into Online Banking for processing.



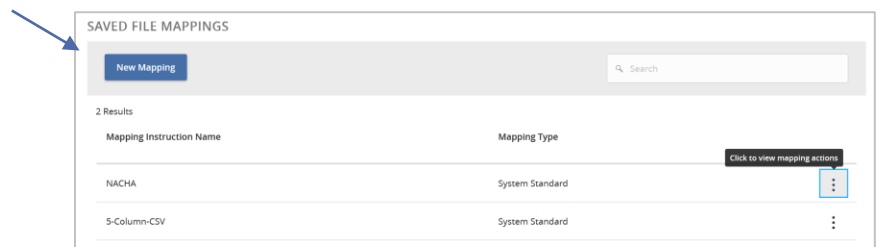
[New Mapping](#)

2 Results

Mapping Instruction Name	Mapping Type	
NACHA	System Standard	Click to view mapping actions Use Save Recipients
5-Column-CSV	System Standard	

NOTE: If the imported file is a 5-Column CSV, a second screen will be presented as part of the process. This screen requests additional information so a complete ACH file can be generated for processing based on the information designated.

7. If a new file map is needed, click the "New Mapping" button, and select the file to be imported.



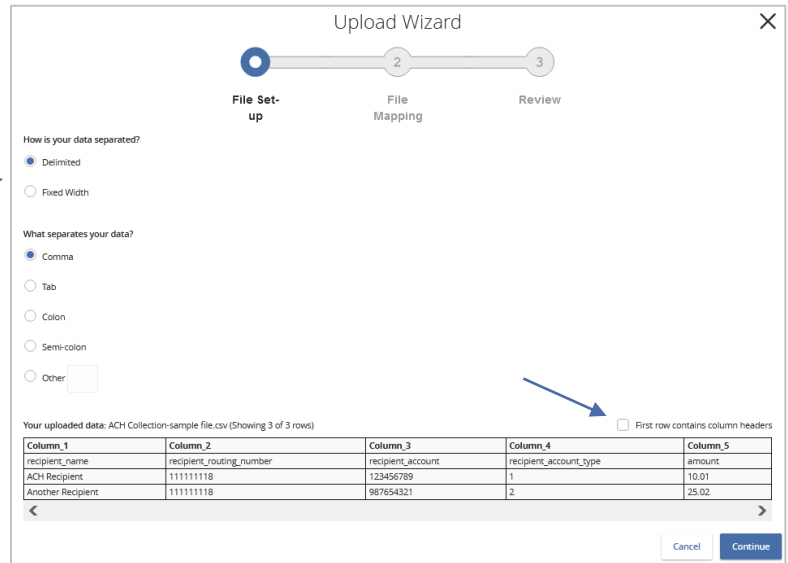
SAVED FILE MAPPINGS

[New Mapping](#)

2 Results

Mapping Instruction Name	Mapping Type	
NACHA	System Standard	Click to view mapping actions ...
5-Column-CSV	System Standard	...

- Confirm the file delimiter and indicate whether the file has column headers. Click continue.



Upload Wizard

1 File Set-up 2 File Mapping 3 Review

How is your data separated?

Delimited

Fixed Width

What separates your data?

Comma

Tab

Colon

Semi-colon

Other

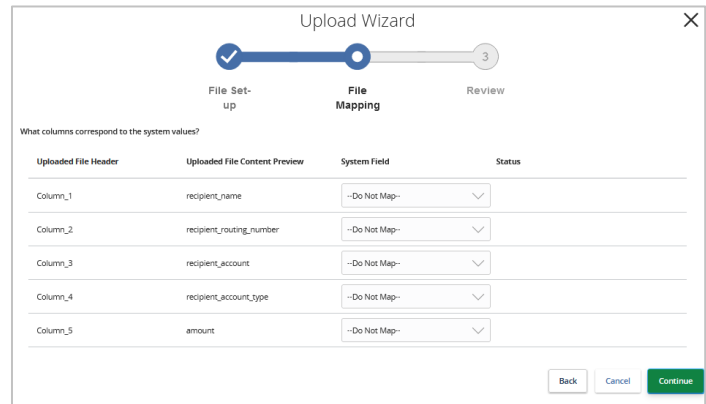
Your uploaded data: ACH Collection-sample file.csv (Showing 3 of 3 rows)

First row contains column headers

Column_1	Column_2	Column_3	Column_4	Column_5
recipient_name	recipient_routing_number	recipient_account	recipient_account_type	amount
ACH Recipient	111111118	123456789	1	10.01
Another Recipient	111111118	987654321	2	25.02

Cancel Continue

- Designate the system field for each column to be mapped. Then click continue.



Upload Wizard

1 File Set-up 2 File Mapping 3 Review

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
Column_1	recipient_name	-Do Not Map-	▼
Column_2	recipient_routing_number	-Do Not Map-	▼
Column_3	recipient_account	-Do Not Map-	▼
Column_4	recipient_account_type	-Do Not Map-	▼
Column_5	amount	-Do Not Map-	▼

Back Cancel Continue



10. Indicate if you would like to save the file mapping instructions. If yes, enter a mapping instruction name.
11. Indicate whether the file mapping will be private or shared.
12. Click Finish when done.

Upload Wizard

File Set-up File Mapping Review

Review Selected File Mappings

Uploaded File Header	System Field
Column_1	Recipient: Display Name
Column_3	Recipient: Account Number

Would you like to save these file mapping instructions?

No
 Yes

Mapping Instruction Name

Do you want this File Mapping to be Private or Shared?

Private
 Shared

Back Cancel Finish