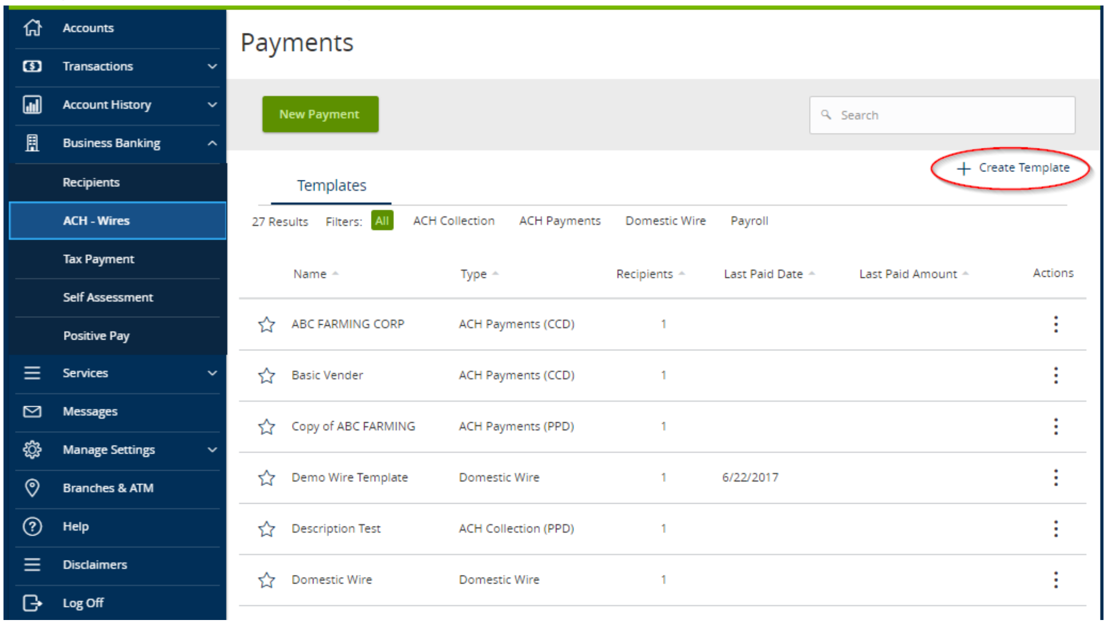
HOME FEDERAL

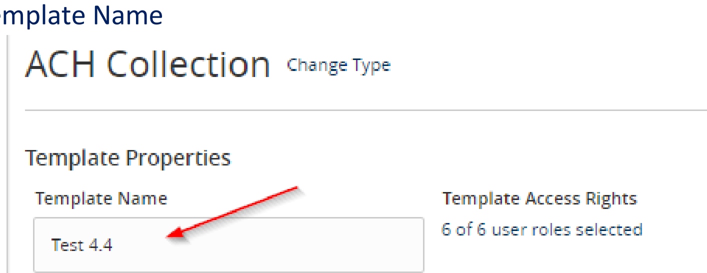
How to Create a new ACH or Wire Template

1. Log in into Online Banking
2. Navigate to **Business Banking** > **ACH – Wires**



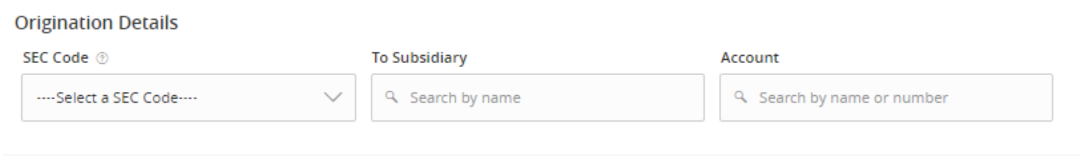
3.
4. Select Create Template
   a. ACH Payment – crediting a recipient
   b. ACH Collection – debiting a recipient
   c. Payroll – crediting a recipient
   d. Domestic Wire – wire sent to a recipient within the US
   e. International Wire – wire sent to a recipient outside of the US

5. Enter a Template Name



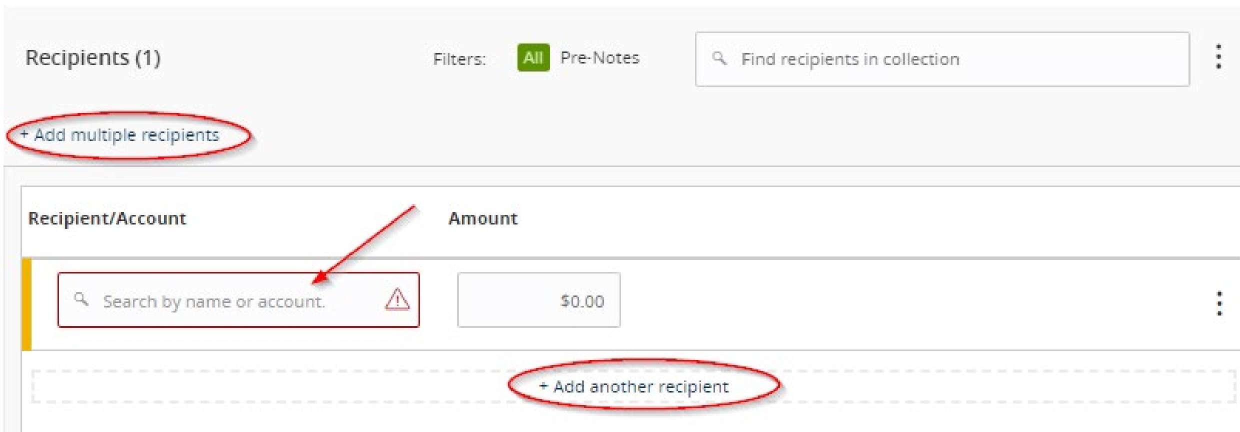
   a. Users that should have access to the template, not including yourself, will show under the “Template Access Rights” heading.

6. Enter Origination Details

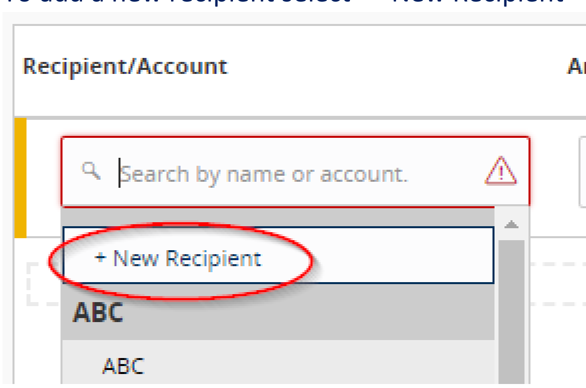


   a. SEC Code (applicable for some ACH files)
   b. Subsidiary (if applicable)
   c. Account

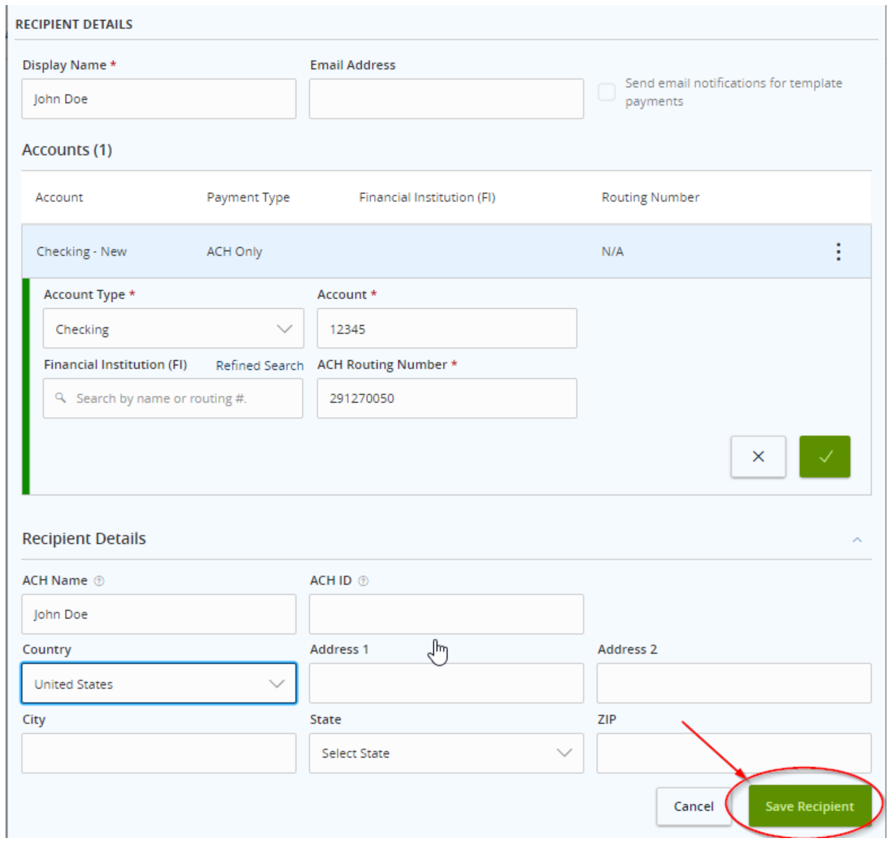
7. Select the recipients of the ACH or Wire by using the Search field under RECIPIENT/ACCOUNT
   a. Multiple recipients may be added by selecting "Add multiple recipients" or by selecting "Add another recipient"



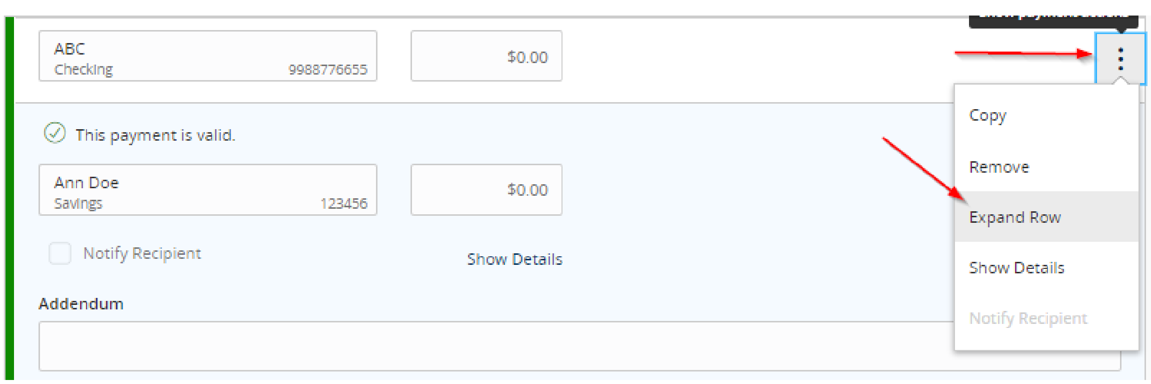
   b. To add a new recipient select "+ New Recipient"



      i. Enter the recipients information
      ii. Once the account information is entered, you can then select "Save Recipient"



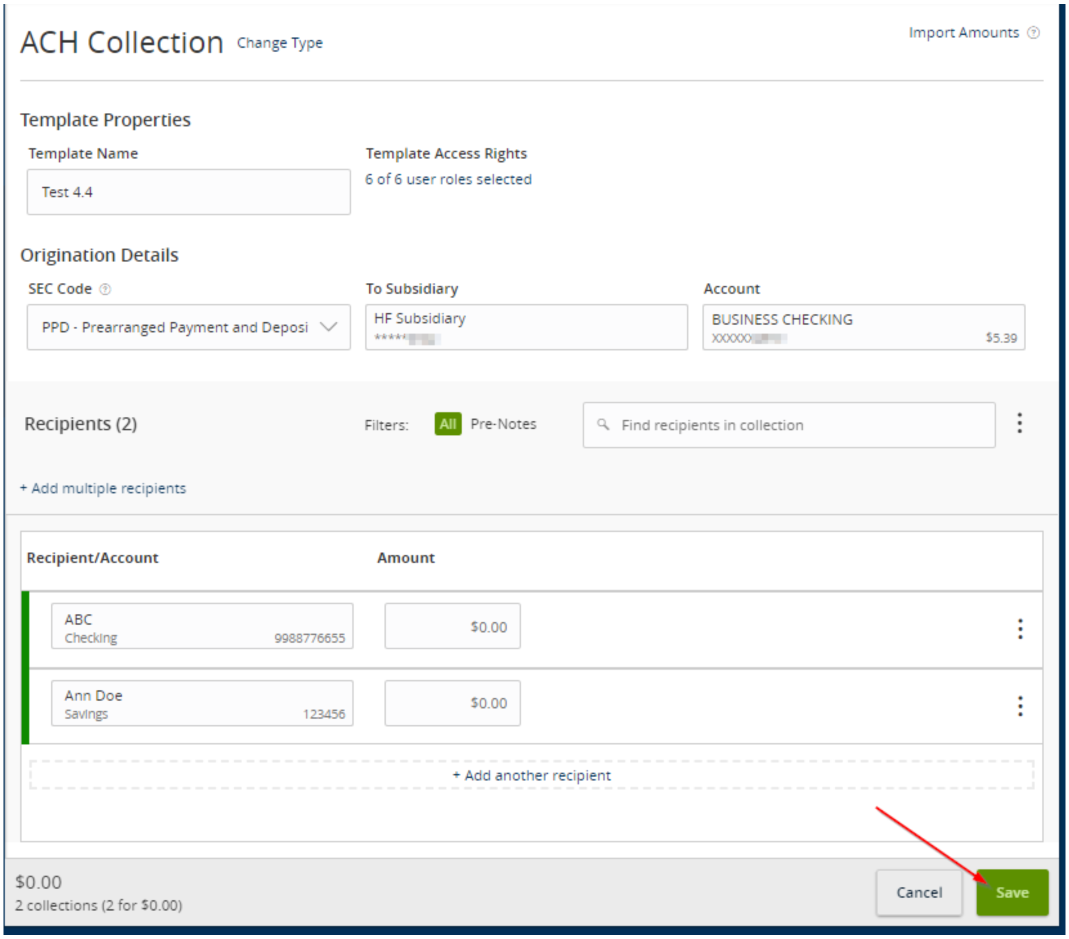
8. Once the recipients are selected you can enter the amount. To see more and add addendum information select the three dots at the end of the row and choose “expand row”



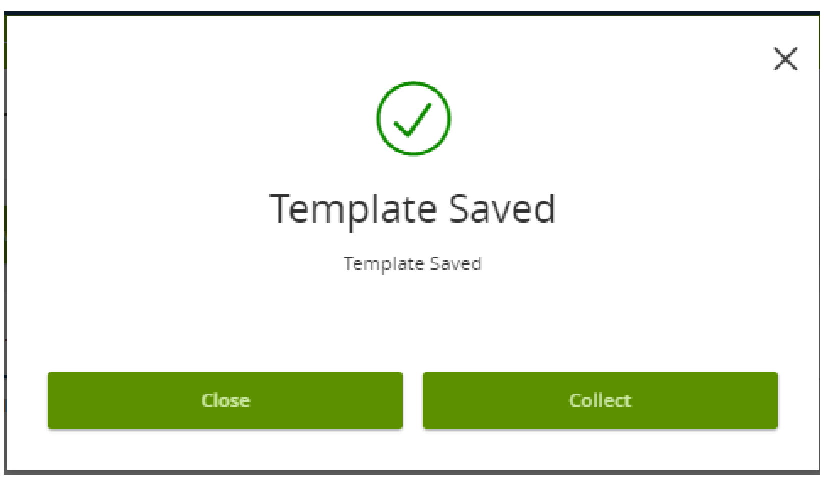
   a. Checking the Notify Recipient box will send an email notification to the recipient when the file is processed.

ACH Note: To send a Pre-Note, a $0.00 amount can be entered.

9. Once all of the template information is input select "Save"



10. A Confirmation screen will appear stating that your template was successfully saved.



11. To use your Template immediately after being created you may select the Option that appears next to close. Depending on the type of template it may say Collect or Pay.