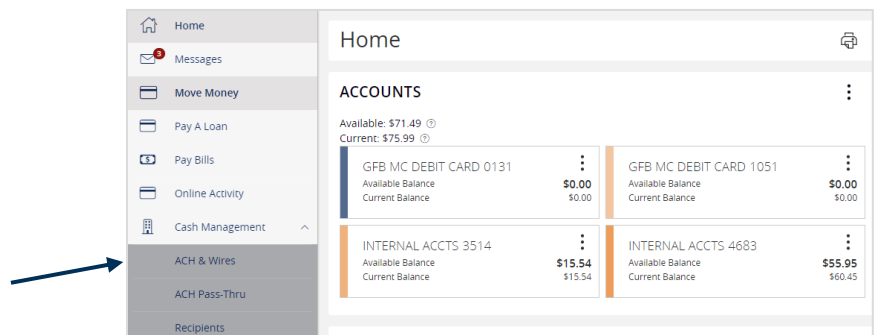


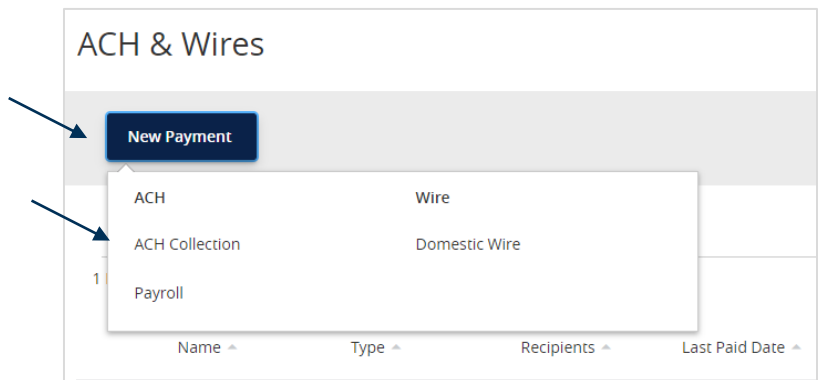
NOTE: Supported file types include the following:

- 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

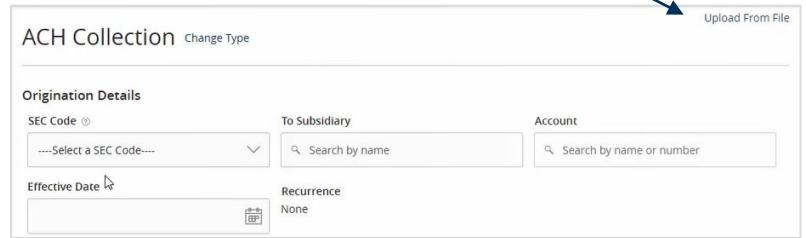
1. Select the 'Cash Management' menu and then select 'ACH & Wires'.



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



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



ACH Collection Change Type

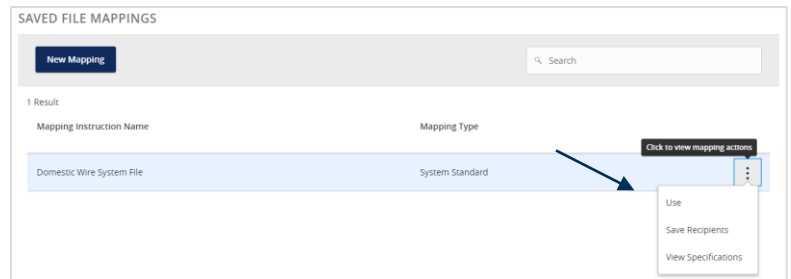
Upload From File

Origination Details

SEC Code ⓘ 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.



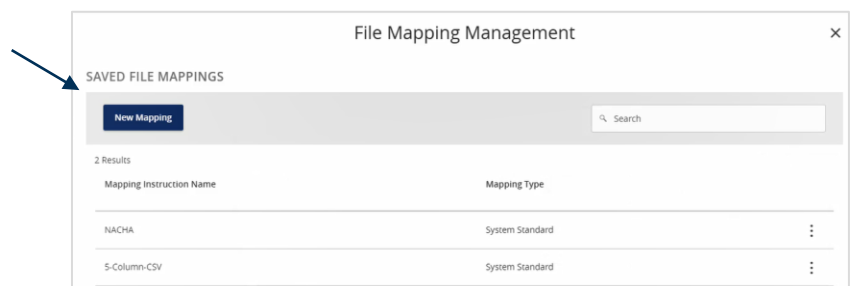
SAVED FILE MAPPINGS

1 Result

Mapping Instruction Name	Mapping Type	
Domestic Wire System File	System Standard	<div>Click to view mapping actions</div> <ul style="list-style-type: none"> Use Save Recipients View Specifications

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.



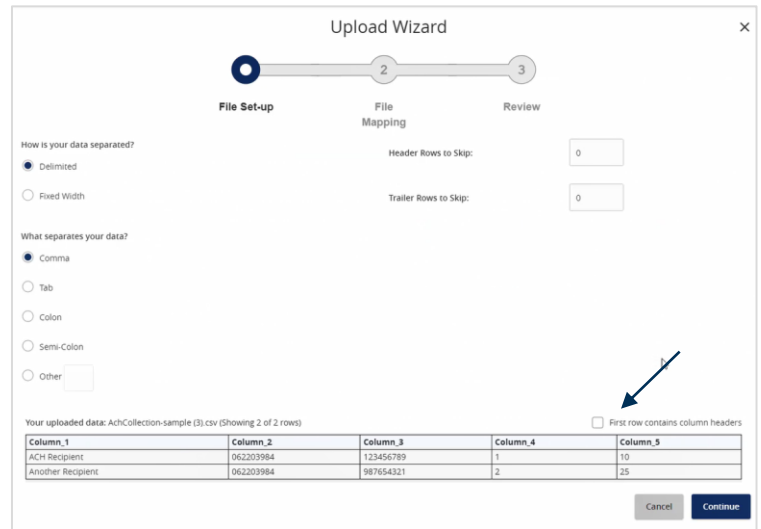
File Mapping Management

SAVED FILE MAPPINGS

2 Results

Mapping Instruction Name	Mapping Type	
NACHA	System Standard	...
5-Column-CSV	System Standard	...

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



Upload Wizard

File Set-up | **File Mapping** | Review

How is your data separated?

☒ Delimited

☐ Fixed Width

What separates your data?

☒ Comma

☐ Tab

☐ Colon

☐ Semi-Colon

☐ Other

Header Rows to Skip:

Trailer Rows to Skip:

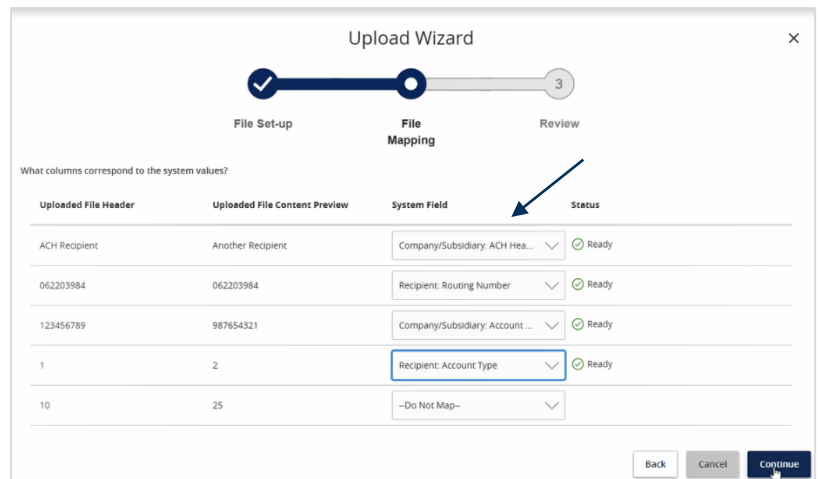
☒ First row contains column headers

Your uploaded data: AchCollection-sample (3).csv (Showing 2 of 2 rows)

Column_1	Column_2	Column_3	Column_4	Column_5
ACH Recipient	062203984	123456789	1	10
Another Recipient	062203984	987654321	2	25

Cancel Continue

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



Upload Wizard

File Set-up | **File Mapping** | Review

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
ACH Recipient	Another Recipient	Company/Subsidiary: ACH Hea...	Ready
062203984	062203984	Recipient: Routing Number	Ready
123456789	987654321	Company/Subsidiary: Account ...	Ready
1	2	Recipient: Account Type	Ready
10	25	--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
ACH Recipient	Company/Subsidiary: ACH Header
062203984	Recipient: Routing Number
123456789	Company/Subsidiary: Account Number
1	Recipient: Account Type

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