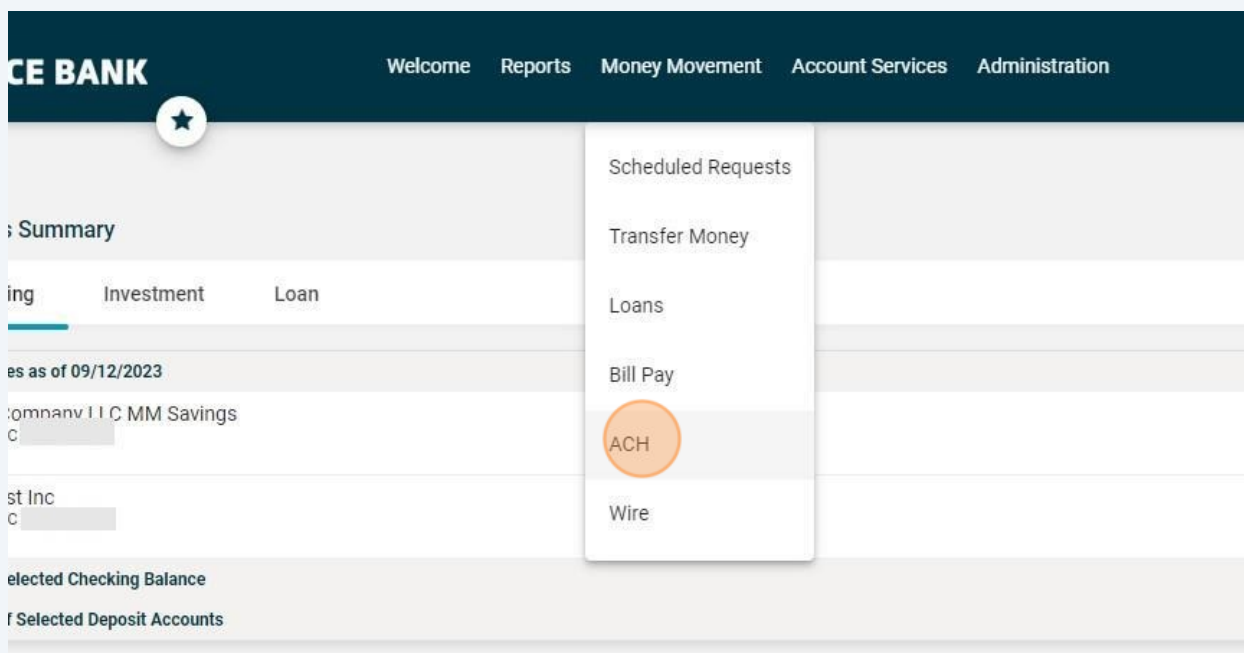


# How to Create a Scheduled ACH Request for Online Banking



1 Navigate to Choice Bank Business Online Banking and login.

2 Once logged in, hover over "Money Movement" and click "ACH"



3

Find the appropriate template you want to use for your scheduled transfer and click on it. In this example, we'll use the template "Scheduled Request".

<input type="radio"/>	<a href="#">CSV CCD Import</a>	CCD Payment	*1212 - CB Te
<input type="radio"/>	<a href="#">Freelancer &amp; Test</a>	CCD Payment	*1212 - CB Te
<input type="radio"/>	<a href="#">Innovative test</a>	IAT Payment	*1212 - CB Te
<input type="radio"/>	<a href="#">NACHA Template</a>	PPD Payment	*1212 - CB Te
<input type="radio"/>	<a href="#">Payroll Jam</a>	PPD Payment	*1212 - CB Te
<input type="radio"/>	<a href="#">Same Day TEST</a>	CCD Payment	*1212 - CB Te
<input type="radio"/>	<a href="#">Scheduled Request</a>	CCD Payment	*1212 - CB Te
<input type="radio"/>	<a href="#">SDA Test 2</a>	PPD Payment	*6701 - ABC L
<input type="radio"/>	<a href="#">Testing SDA Fee</a>	PPD Payment	*1212 - CB Te
<input type="radio"/>	<a href="#">Vendor Payment</a>	CCD Payment	*1212 - CB Te

4

Click "Use this Template" on the right hand side.

The screenshot shows a dark blue header bar with the text "Last Login: Aug 24, 2023, 1:40:30 PM ET". Below the header, there are two links: "Approvals" with a checkmark icon and "Exceptions" with a warning icon. A link "View your ACH limits" is also visible. The "Use this Template" button is highlighted with an orange circle. At the bottom right, there are two circular icons: a printer icon and a download icon.

5 Click "Schedule a request with this template"

The screenshot shows the ACH interface with a navigation bar containing 'Make Payment', 'Collect Money', 'History', 'Upload Transactions', 'File Status', and 'Uploaded Files'. The 'Make Payment' tab is active. Below the navigation bar, the heading 'Make ACH Payment' is followed by two links: 'Send money using an existing ACH template' and 'Schedule a request with this template'. The latter link is highlighted with an orange circle. Below the links, there are two columns of information. The left column lists: 'Template Name:', 'Request Type:', 'Company Name/ID:', 'Template Description:', 'Debit Account:', and 'Maximum Transfer Amount:'. The right column lists: 'Scheduled Request' with an edit icon, 'CCD Payment', 'Choice Bank / 2450117790', 'ACH', 'CB Test Inc - \*1212', and '\$1.00 (Per detail account)'. At the bottom left, there is a field for 'Effective Date' with the value '09/13/2023'.

6 In the dropdown, you can change the frequency of the transfer.

The screenshot shows the ACH interface with the 'Frequency' dropdown menu open. The dropdown menu lists the following options: 'Weekly', 'Every other week', 'Twice a month - the 15th and last day of the month', 'Monthly', 'Monthly - last day of the month', and 'Every three months'. The 'Weekly' option is currently selected. Below the dropdown menu, there are two radio button options: 'Use the next processing date if a scheduled request falls on a non-processing date.' (which is selected) and 'Use the previous processing date if a scheduled request falls on a non-processing date.'. At the bottom left, there is a blue 'Continue' button. The 'Frequency' dropdown menu is highlighted with an orange circle.

## 7 You can also choose when you want to the ACH transfer to start.

Template Name: Scheduled Request  
Request Type: CCD Payment  
Debit Account: CB Test Inc - \*1212  
Amount: \$0.25

Frequency  
Weekly

Next Send On:  
09/13/2023

SEP 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

cheduled request falls on a non-processing date.

cheduled request falls on a non-processing date.

## 8 Click "Continue"

Frequency  
Weekly

Next Send On:  
09/13/2023

### End on

- Continue indefinitely
- Continue until this date
- Continue for this many occurrences

### Processing Options:

- Use the next processing date if a scheduled request falls on a non-processing date.
- Use the previous processing date if a scheduled request falls on a non-processing date.

Continue

9

Verify that all of the information is correct and then click "Approve".

Template Name:	Scheduled Request
Request Type:	CCD Payment
Debit Account:	CB Test Inc - *1212
Amount:	\$0.25
Frequency:	Weekly
Send First Transfer On:	09/13/2023
End On:	Continue indefinitely
Processing Options:	The next processing date if a scheduled rec
Next Effective Date:	09/14/2023

Approve

Submit schedule

10

You will then be asked to go through the security code process to confirm it is you initiating the transfer. Once you've completed the security steps, you'll receive a green confirmation message saying it's set up.

