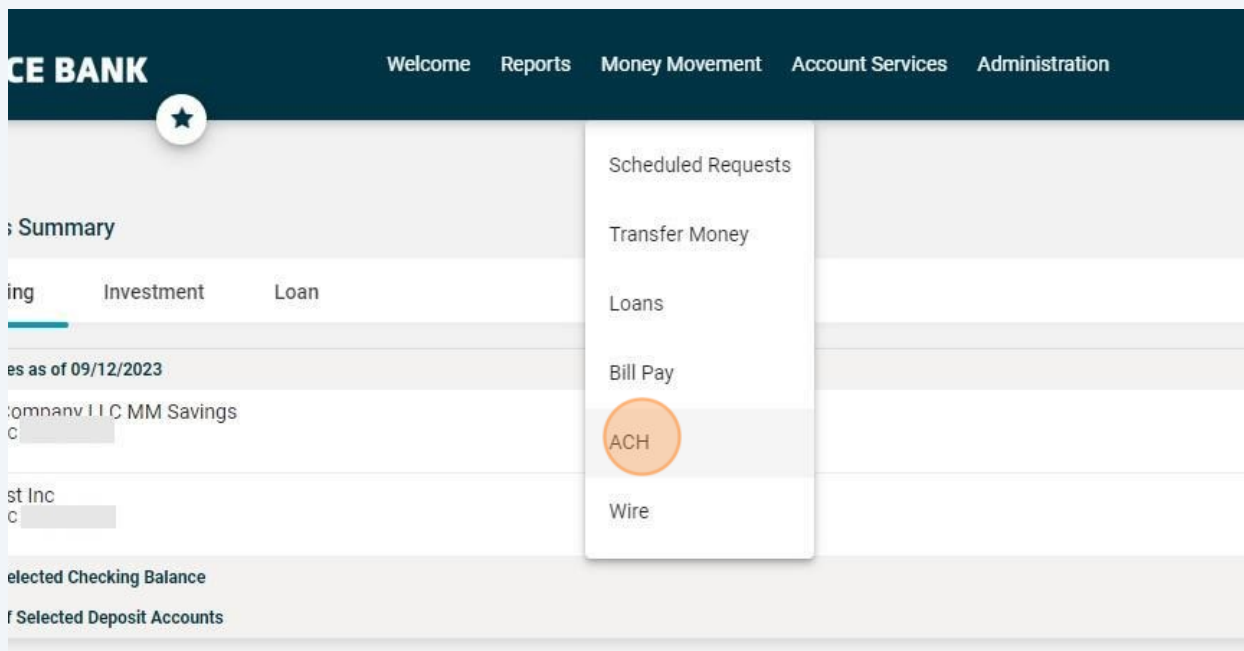


How to Create a Scheduled ACH Request for Online Banking



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

4

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

Last Login: Aug 24, 2023, 1:40:30 PM ET

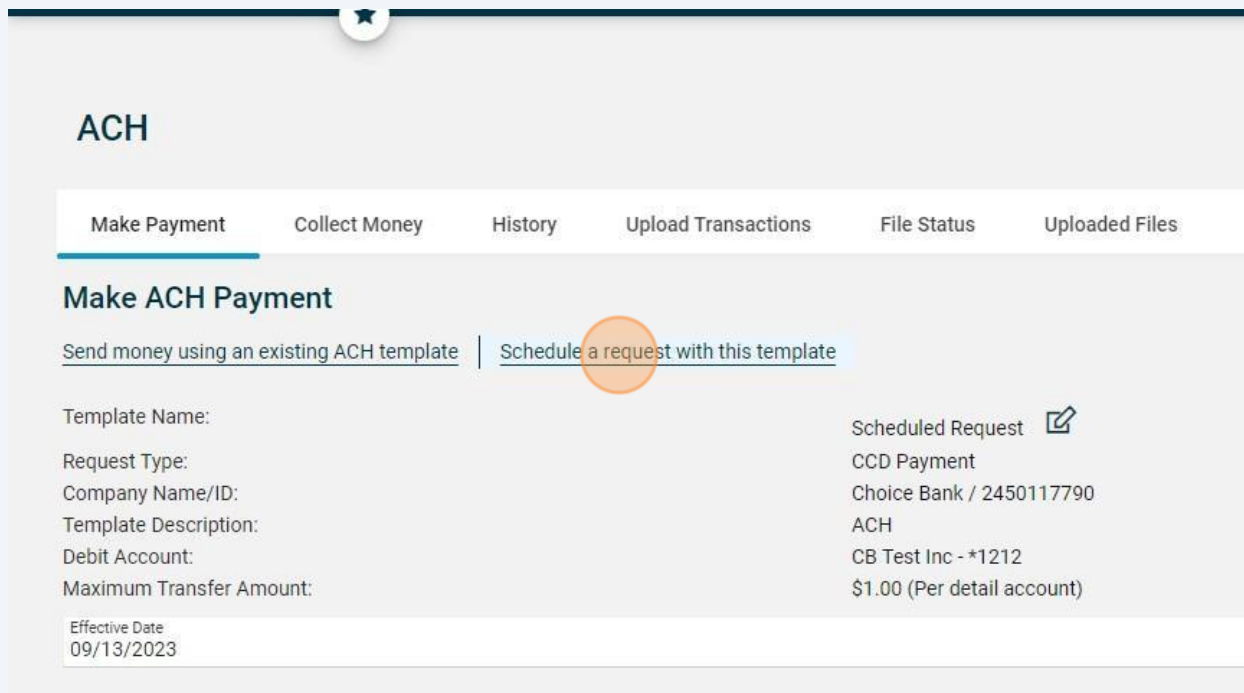
✓ Approvals

! Exceptions

[View your ACH limits](#)

[Use this Template](#)

5 Click "Schedule a request with this template"




ACH

Make Payment Collect Money History Upload Transactions File Status Uploaded Files

Make ACH Payment

[Send money using an existing ACH template](#) | [Schedule a request with this template](#)

Template Name: Scheduled Request 

Request Type: CCD Payment

Company Name/ID: Choice Bank / 2450117790

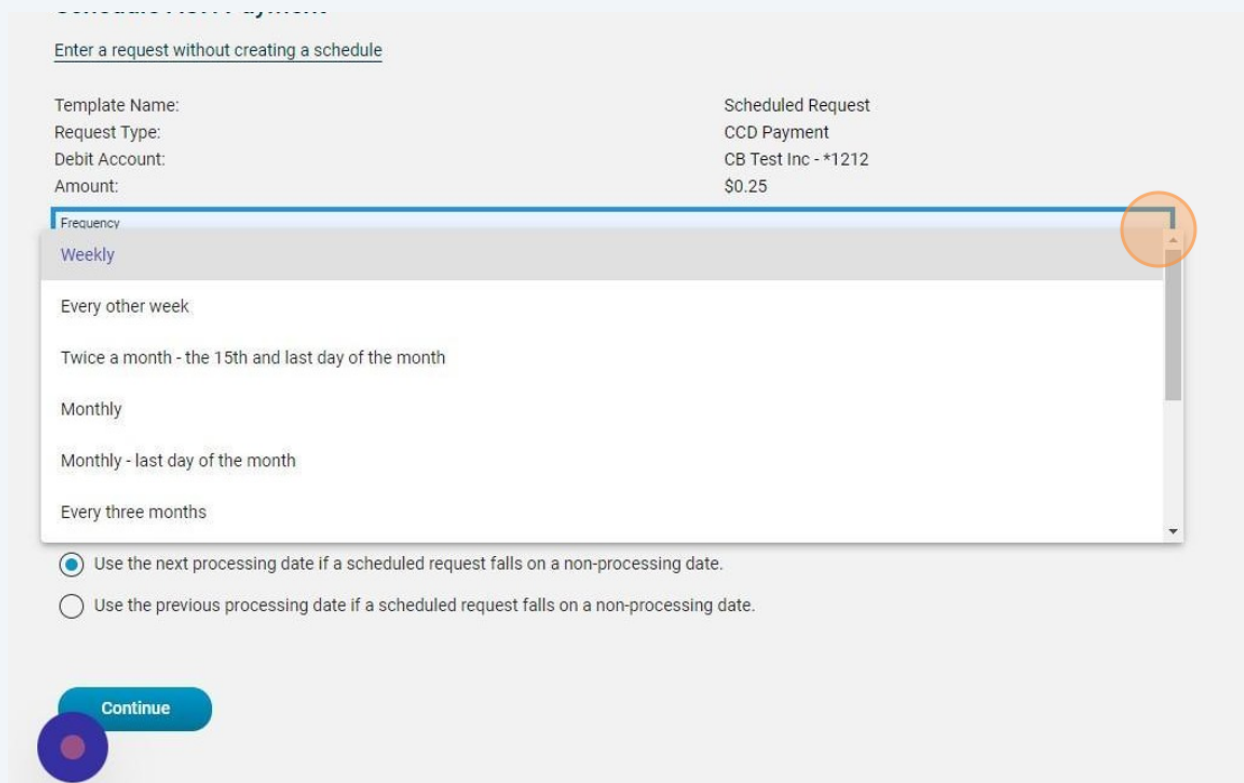
Template Description: ACH

Debit Account: CB Test Inc - *1212

Maximum Transfer Amount: \$1.00 (Per detail account)

Effective Date
09/13/2023

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



[Enter a request without creating a schedule](#)

Template Name: Scheduled Request

Request Type: CCD Payment

Debit Account: CB Test Inc - *1212

Amount: \$0.25

Frequency

Weekly

Every other week

Twice a month - the 15th and last day of the month

Monthly

Monthly - last day of the month

Every three months

☒ 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](#)

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

SEP 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

Scheduled request falls on a non-processing date.

Scheduled 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.

File Status Uploaded Files

One-Time Security Code

 **We need to call or send a text message to complete this process.**
Please tell us where you can be reached.

☒ Call

☐ (xxx) xxx-9993

☒ Send a text message to the mobile phone on record.
Note: Standard text message rates apply. Please contact your wireless carrier for details.

[My phone number is not listed](#)

Continue Cancel