United Bank
real solutions

ACH TEMPLATE GUIDE

Follow the steps below to create an ACH template based on a file you've already submitted.

1. Login to online banking
2. Access your ACH History: Go to **Payments & Transfers**, select **ACH**, then choose the **Activity** tab to view your previously processed ACH files.
3. Open the file you want to use as a template: Find the ACH file you want to turn into a template and select the **blue Description** link to open the file.
4. Select **"Save as a Template"**: Scroll to the bottom of the file details and choose the **Save as a template** option.
5. Name your template: A default template name based on the file description will appear. You may edit this field if you prefer a different template name.
6. Choose a template group: Use the drop-down menu to select a template group. If you don't have any groups yet, select the **blue plus icon** to create one.
7. (Optional) Enter amount limits: You may enter **To Amount** and **From Amount** values if you want to apply limits to this template. This will prevent processing files outside the values listed.
8. Assign user access: Choose which ACH users should be allowed access to this template.
9. Save your template: Scroll to the bottom and select **Save** to complete the setup.