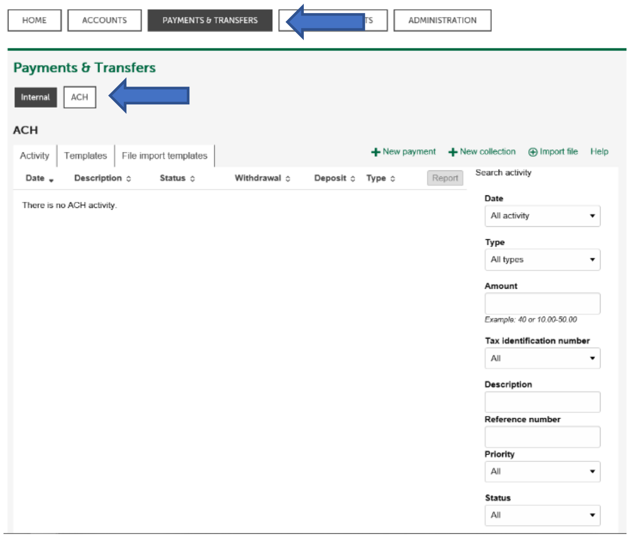
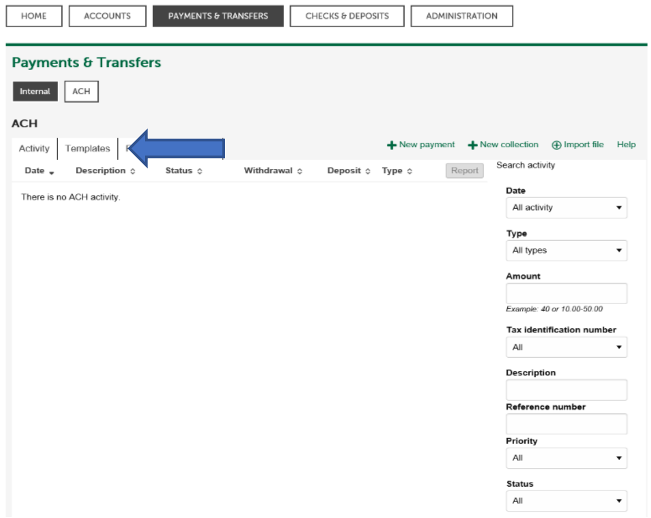
Creating an ACH Transfer Template in ACH Manager

Step 1: Click the Payments & Transfers button, then the ACH button to get into ACH Manager:



Step 2: Click on Templates.



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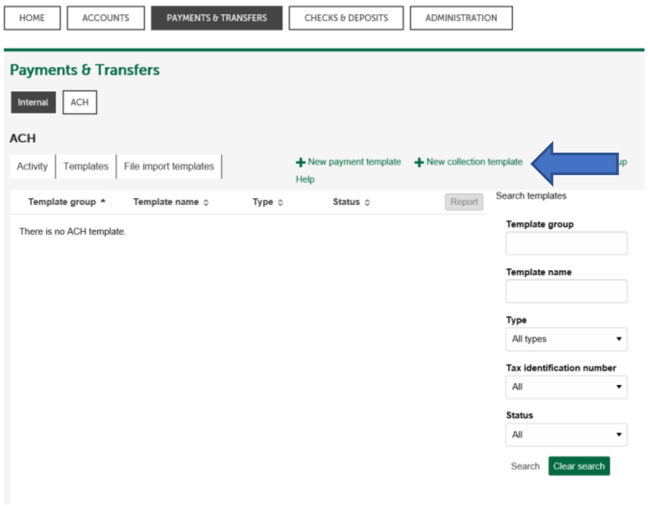
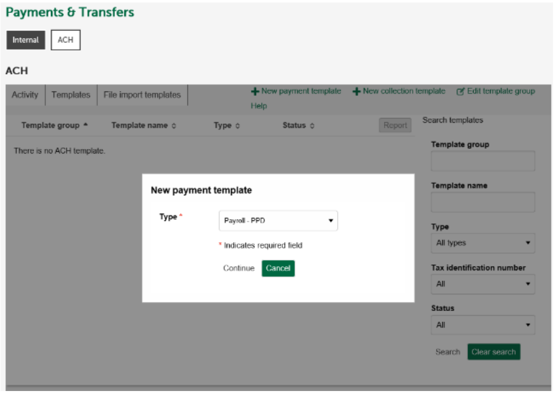
Step 3: Click on the type of template you would like to create – see keys below



Type - Payment	Description
Payroll - PPD	Payroll Credits to Consumer Accounts
Health Savings Contribution - PPD	ACH Credits to Consumer Accounts
Company - CCD	ACH Credits to Corporate Accounts

Type - Collection	Description
Prearranged Payment - PPD	ACH Debits to Consumer Accounts
Company - CCD	ACH Debits to Corporate Accounts

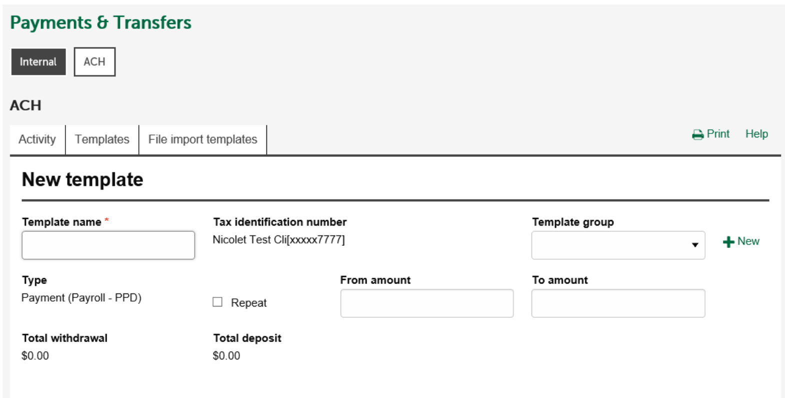
Step 4: Select the ACH type from the dropdown box and click continue.



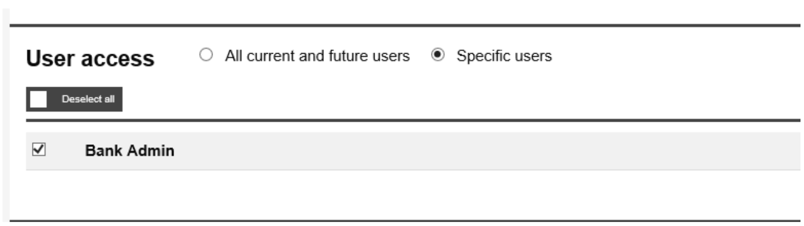
Have questions or need further clarification?

Email treasurymanagement@nicoletbank.com or call the Treasury Management team at 855.451.4793

Step 5: Enter a Template Name. Using the dropdown box, select the last four digits of the Tax Identification Number for the Company associated with the template being created. Create a Template Group by clicking the new icon + New . Template Groups allow you to group similar payment related templates together. Ex: Payroll, A/P, A/R, HSA Contributions.

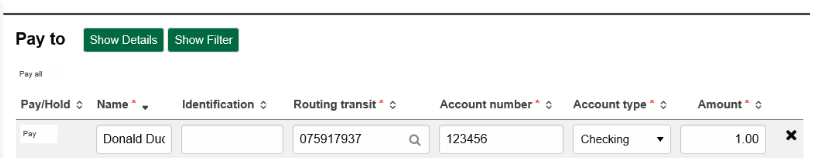


Step 6: Select the appropriate boxes to give users access to the new ACH Template. Select All current and future users, if all users should be able to create a new file using the template, including any new ACH users that may be added.



Step 7: Using the dropdown box, select the account the funds should be pulled from and enter a default amount (ex: $1.00). Keep in mind Step 7 and Step 8 may be flip-flopped, depending on the ACH type selected.

Step 8: Enter the name, routing transit, account number, default amount and select the account type from the dropdown list. The Identification section is optional.



Step 9: Verify the information entered is correct, and click Save.