

Select the 'ACH & Wires' menu and then select the 'Payments' tile.

ACH & Wires Services Messages Settings Log Off	
king	
H & WIRES	
An a Janced workflow to send or collect wire, ACH, and other one-time or recurring payments	Recipients Create & manage recipients of commercial payments
ACH Pass-Thru Create a batch ACH payment by uploading a file	Tax Payments Pay federal or state taxes
평 ACH Reporting This is for NOC's and Returns Reporting	
	ACH Reporting This is for NOC's and Returns Reporting

1. Select 'New Payment' and then select the desired Payment Type.

ayments Hub		
MAKE A PAYMENT		
New Payment		
ACH	Wire	
ACH Batch	Domestic Wire	
ACH Collection	International Wire	
Payroll		rnational Wire Payroll
	21	Recipients 🗠

2. Select "Upload From File' in the top right corner of the screen.



We're here to help. Treasury Support: 800-482-1314 treasurysupport@germanamerican.com



3. Click the three dots and select the 'Save Recipients' option in the drop-down menu.



Cancel Save Recipients

4. Select the 'Import File' box to browse and select the file to be uploaded on the computer.

nounts to a new ACH Batch, or ACH Collection, or Payro pe, & Amount (where applicable), and select an effective date
Account Number, Amounts), Effective Date, SEC Cook To upload a NACT-A file and have it processed as uploa ctive date should not be necessary as that info should
Cancel Save Recipients Upload

5. Select 'Save Recipients' to automatically add the recipients into the master recipient list.

NOTE: Select 'Upload File' if the ACH or wire file will need to be processed by German American Bank.

NOTE: A confirmation screen will appear when the file import and all necessary information has been successfully completed.



AchCollection-sample (3).csv

- Indicates required field

We're here to help. Treasury Support: 800-482-1314 treasurysupport@germanamerican.com

Recipient Upload



NOTE: If there is a problem with the file being imported, an overlay message will appear on the screen with a notification.

Potential examples may include:

- ABA number contains more or less than 9 digits.
- The file being imported is not in NACHA or CSV format.

We're here to help. Treasury Support: 800-482-1314 treasurysupport@germanamerican.com