



Creating an ACH Template from a sent File

After logging into Online Banking.

1. Select Payments and Transfers.
2. Select ACH.
3. Locate the file to be used as a template then click on the blue template name to access the details.

Jul 16, 2026	test recurring template	Saved	1.00	1.00	Payment	Copy	Edit	Delete
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4. After reviewing the information for accuracy select "Save as Template".

[Return to ACH activity](#) [Save as Template](#)

5. This should now be visible under your ACH Templates.

If changes are needed, select Copy at the far right of the ACH to be used as a template.

1. Make any necessary changes and select "Save for later".

* Indicates required field

[Complete ACH](#) [Save for later](#) [Cancel](#)

2. Return to ACH Activity and select the Saved ACH.
3. Select "Save as Template"

[Return to ACH activity](#) [Save as Template](#)