ACH Participants

A participant is any person or business who receives an ACH payment from you or sends you a payment via ACH.

Manage ACH Participants

ACH Participants is where you’ll be able to manage your participants.

- Manage existing participants
- Import ACH Participant Templates
- Import ACH Participants
Participant Details

For each participant, their name and full bank account information are needed. The **Unique Identifier** is an internal control, like a customer account number. You also have the option of assigning them to a group, or storing discretionary data, such as notes, for your internal use.

Once a participant is saved, he or she will be available for inclusion in future ACH batches.

1. In the **Status** dropdown, selecting **Hold** will hold any future payments from being sent to this participant, until they are returned to **Active**.
2. Check the **Distribute Payments** option if a payee would like payments to be distributed between different accounts.