

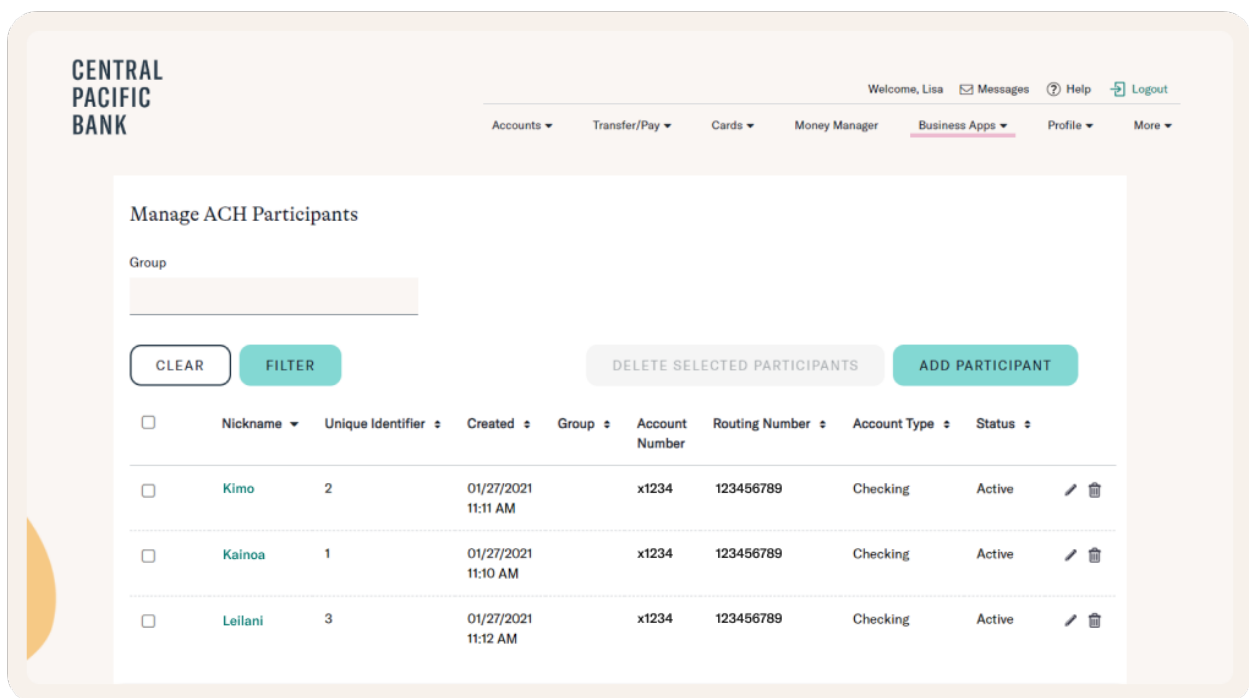
ACH Participants

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

Participant Type

- Standard
- Child Support Payment

* Name

CPB Ckg

* Nickname

CPB Checking

Institution Name

CENTRAL PACIFIC BANK

* Routing Number

123456789

* Unique Identifier

CPB

I need to change the account number

Account Number

x1234

* Account Number

* Confirm Account Number

Account Type

Checking

* Status

Active

Group

Discretionary Data

Distribute Payments

CANCEL SAVE

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.