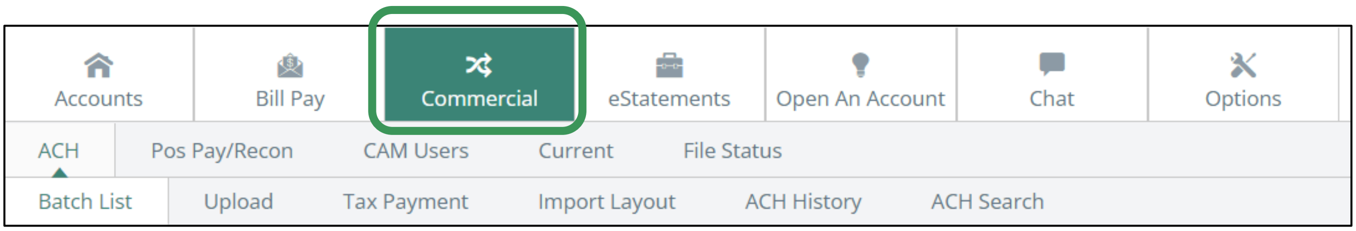
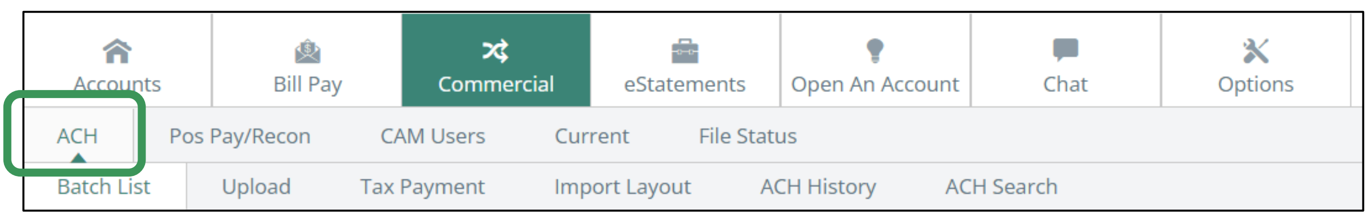
# How to Download ACH Templates

Commercial Account Manager (CAM) has the ability to save ACH Batch Templates for storing receiver and account information and Business Connect offers this same convenience. You will want to identify any batch templates you will need for processing payments in the future. These will need to be downloaded to your network temporarily and then uploaded to Business Connect to be stored for continued payment processing.

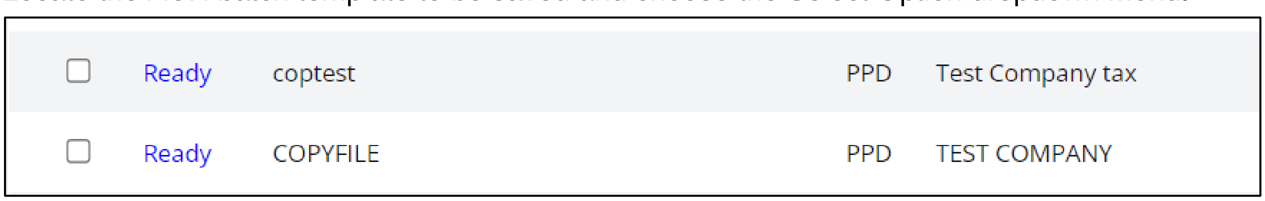
1. Login to Commercial Account Manager (CAM). Select the Commercial tab.



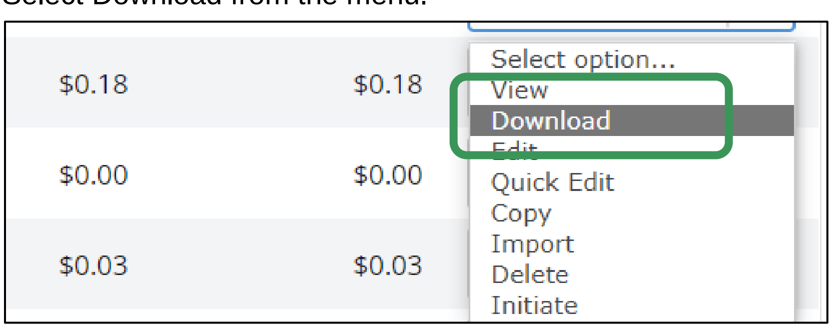

2. Select the ACH submenu



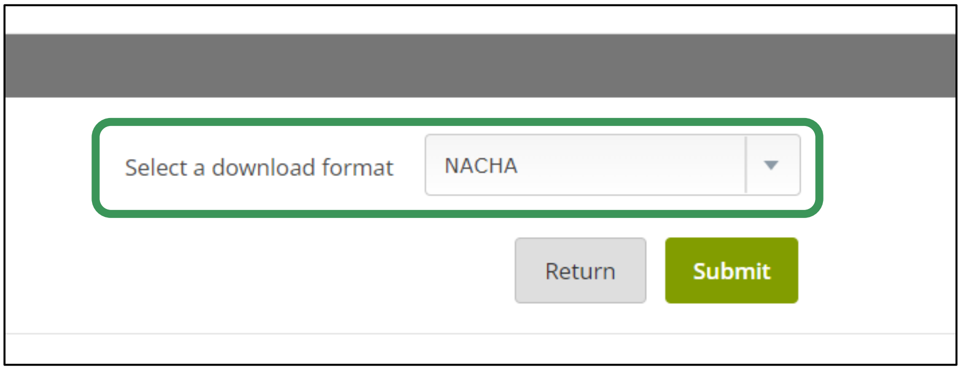

3. Locate the ACH batch template to be saved and choose the Select Option dropdown menu.



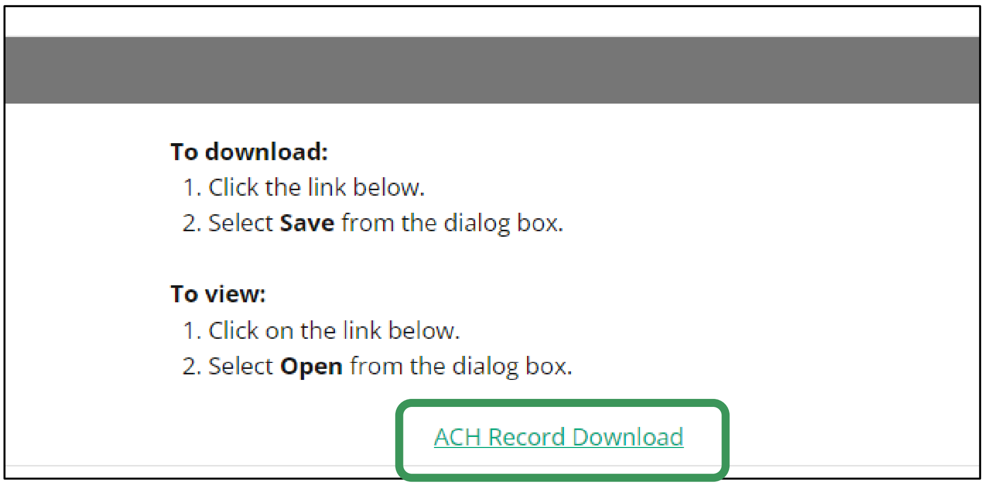

4. Select Download from the menu.



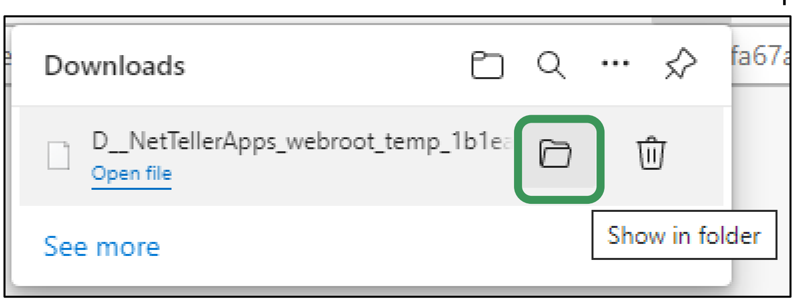
5. Select NACHA as the download format and then Submit.



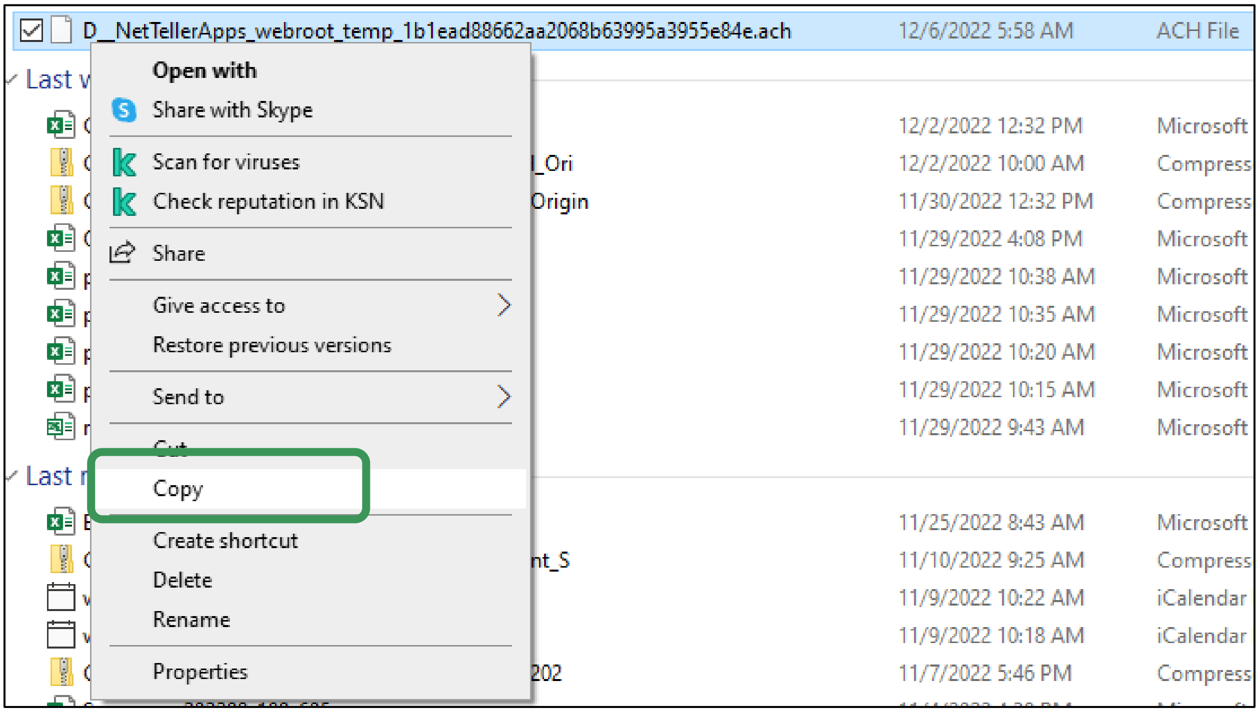

6. Select the ACH Record Download hyperlink.



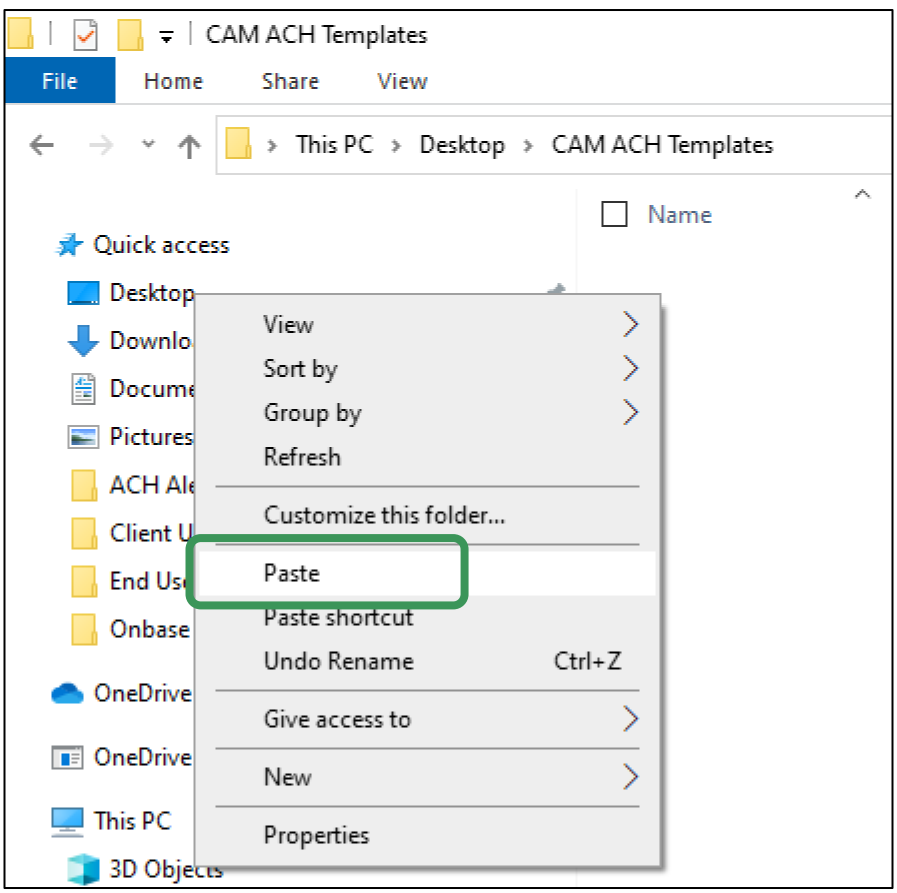

7. Your browser will then make the file available to be saved. Do not open the file as it will not be in a readable format. Hover over the file and select the option to Show in folder.



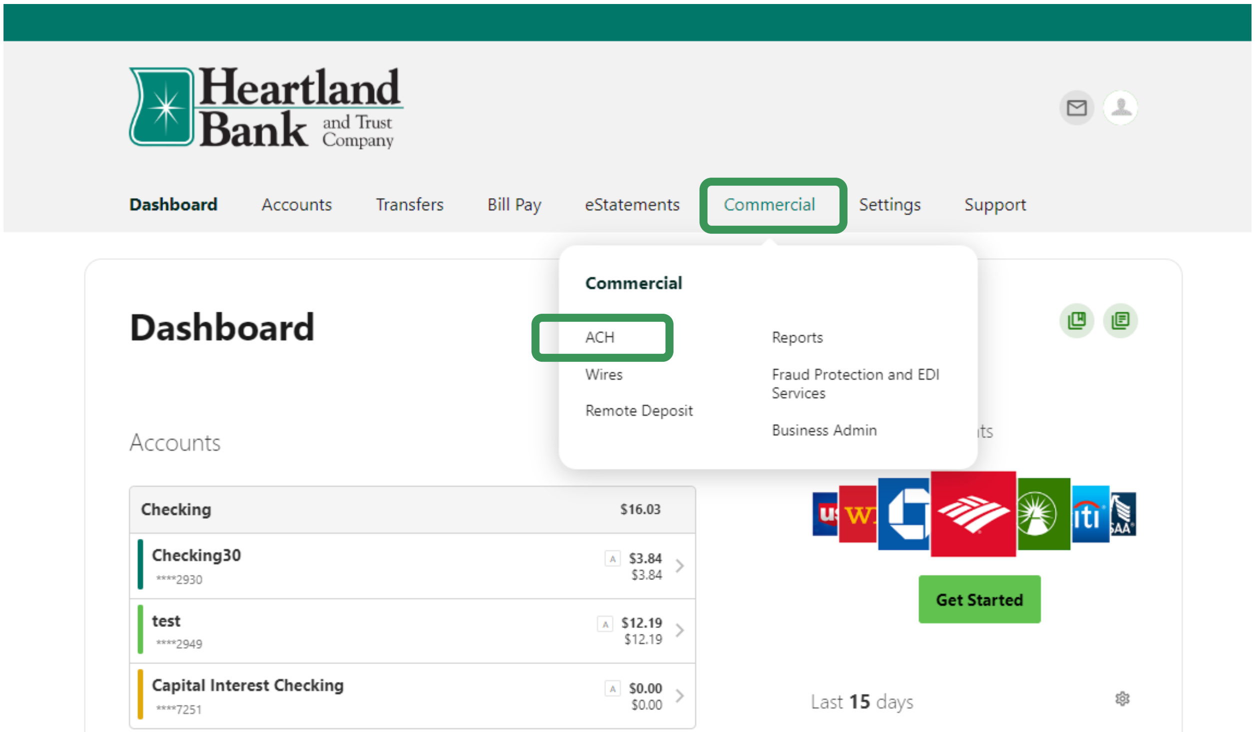
8. The file will display in a new window. Right click on the selected file and choose Copy.



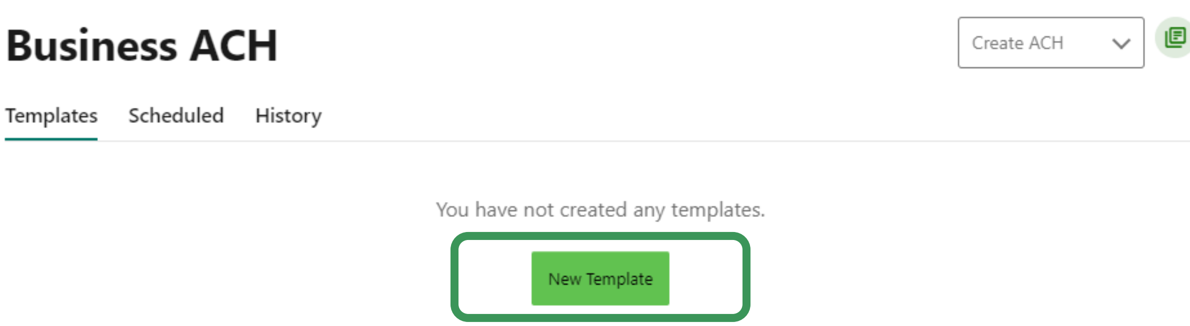

9. Create a folder on your computer network to store your templates temporarily until they can be uploaded to Business Connect. Then Paste your file.



10. Upon login to Business Connect, select the **Commercial Tab** from the top navigation menu and select the **ACH** option.



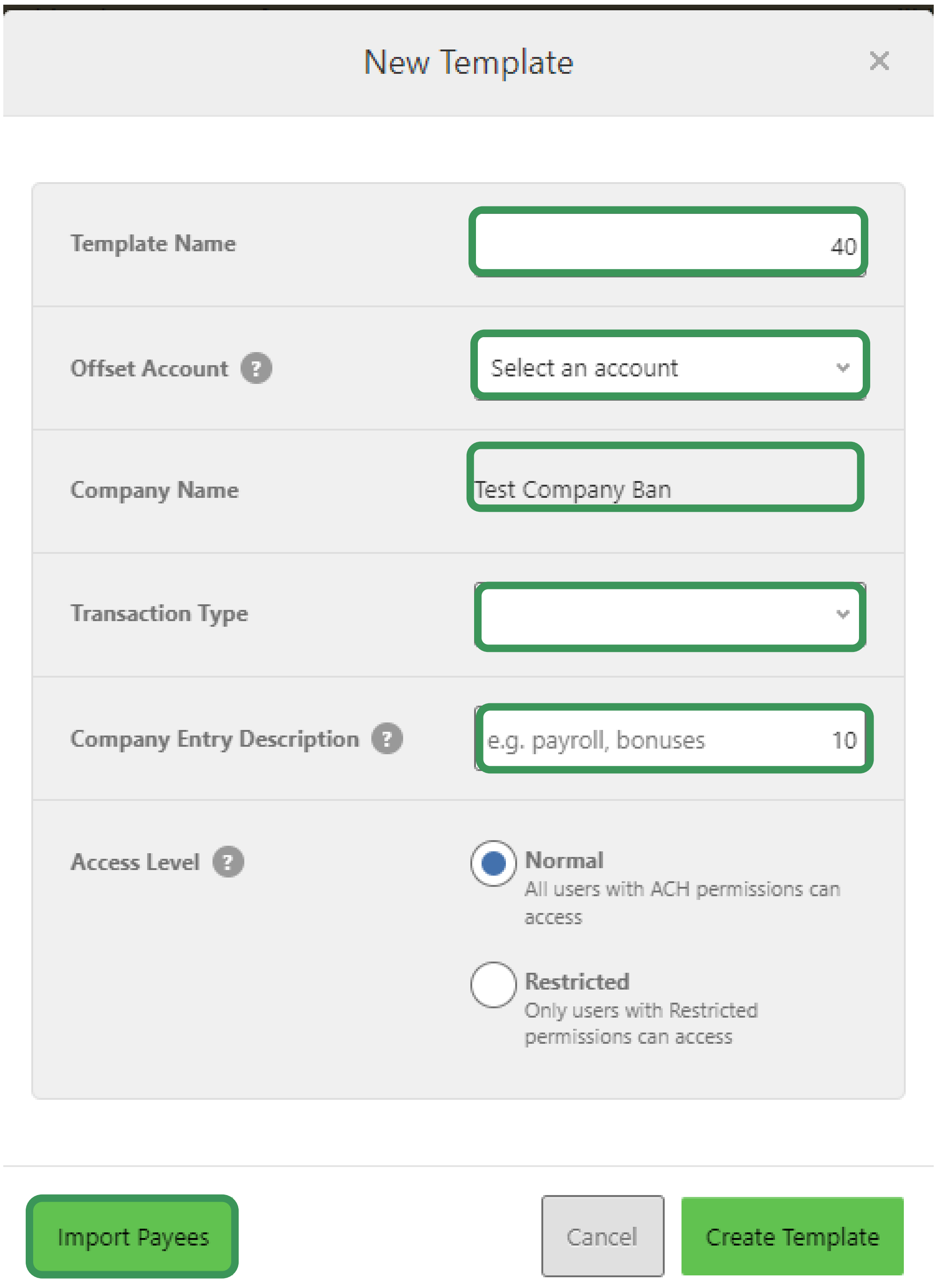

11. Select New Template



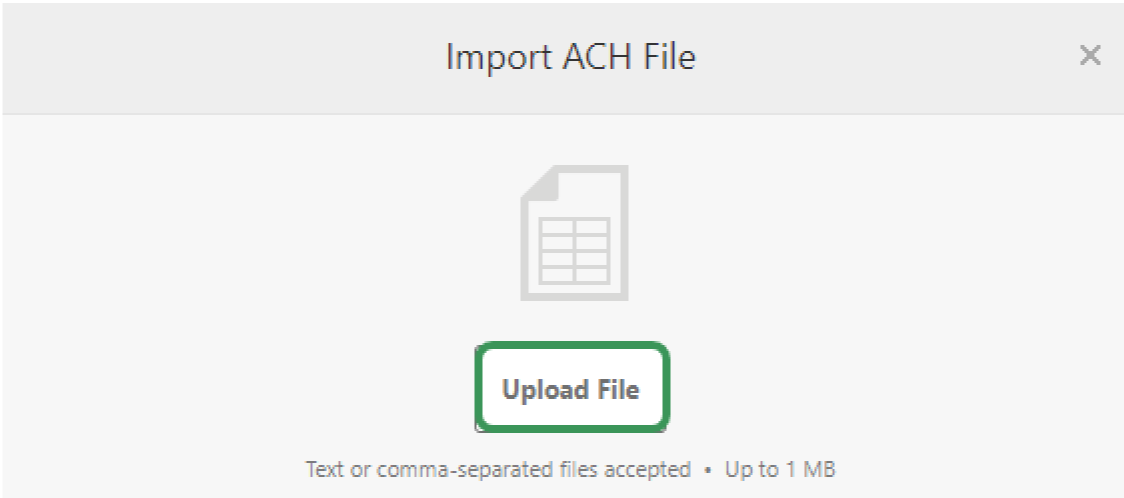
12. Enter the **Template Name, Offset Account, Company Name** (if applicable), **Transaction Type**, and **Company Entry Description** as shown below.

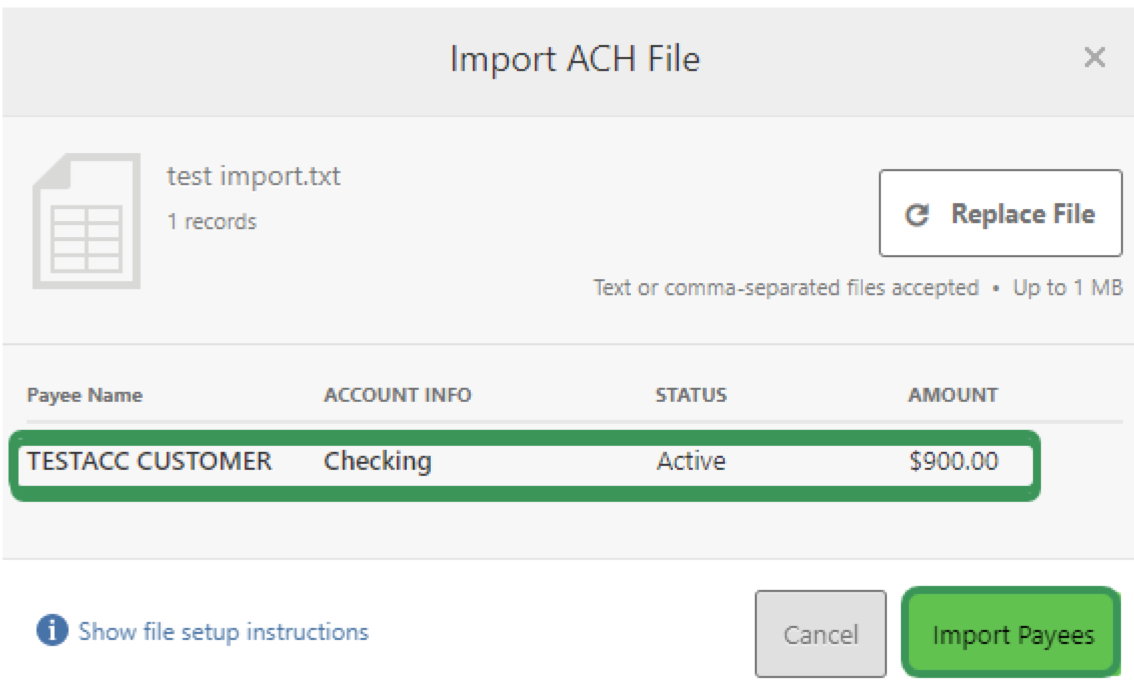
    You may also select whether all users with ACH permissions can access that template or only users with Restricted permissions.

    Once all information is entered, select **Import Payees**



13. Select **Upload File** to search for your previously downloaded NACHA file from CAM. You will then see a listing of all of the payees which will be added to your new ACH Template. Select **Import Payees** to complete the process.




14. Your new ACH Template is ready to submit.

15. Review the Business Connect resource video titled Submitting an ACH on our Digital Banking Resource page for further information on submitting an ACH File using a template.