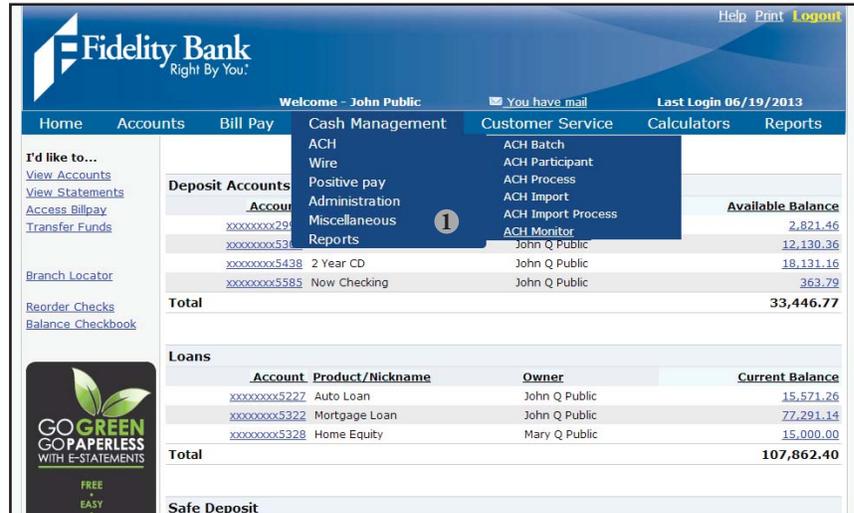


ACH MONITOR USER GUIDE

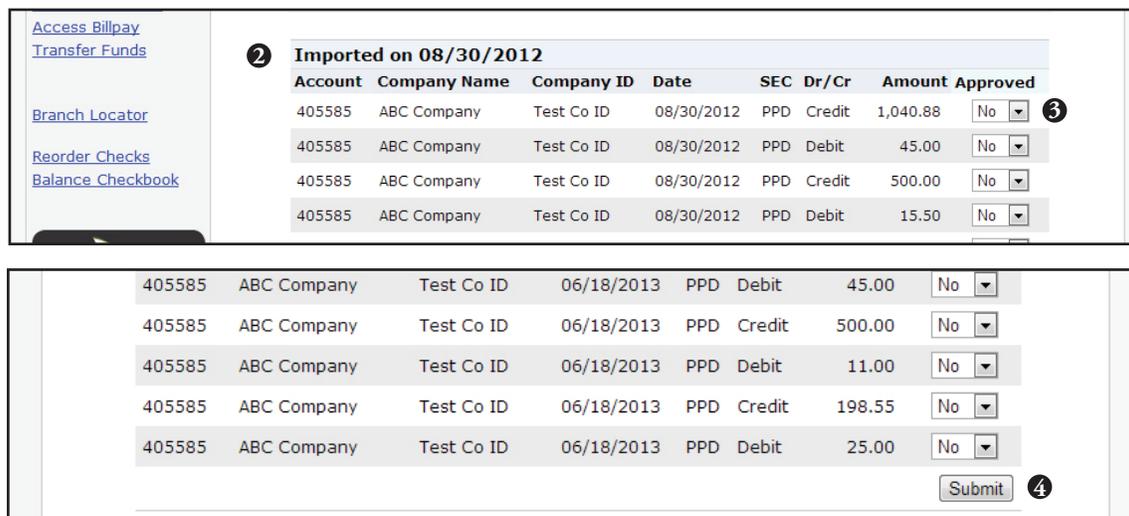


Managing Your ACH Exceptions

- Once you are logged into your Online Banking account, select Cash Management, ACH, and then ACH Monitor on the main navigation menu. Then follow the easy steps below to review exceptions:



If there are no exceptions, the screen will state that there are no exceptions to view. If there are exceptions to view, an ACH Monitor page will appear with a list of the exceptions that need to be reviewed. **All exceptions will default to No in the approved column.**



- Review the list of exceptions.
- If you want to approve the transaction for processing, select Yes in the drop down box in the approved column.
- Click Submit to save your changes.

Exceptions not changed to Yes will be returned. All exceptions must be reviewed by 1:00 p.m. EST