How to Successfully Submit Your ACH Payment

Bangor
CASH MANAGEMENT SOLUTIONS

Step-by-Step Instructions to Submit ACH Payments

Step 1 - Click on the + symbol to add recipient(s).

Recipient Name *	ID Number	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote	Hold	Addenda
Employee One		11111111	Checking	211274382	CR	$2.00			Addenda
Employee Two		11111112	Checking	211274382	CR	$2.00			Addenda

Viewing 1 - 2 of 2 recipients 25

Step 2 - After adding all recipients, create another recipient line to add your Bangor Savings Bank account that the funds should be credited or debited to (debits must equal credits).

Recipient Name *	ID Number	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote	Hold	Addenda
Employee One		11111111	Checking	211274382	CR	$2.00			Addenda
Employee Two		11111112	Checking	211274382	CR	$2.00			Addenda
ABC Company		12345	Checking	211274382	DR	$4.00			Addenda

Viewing 1 - 3 of 3 recipients 25

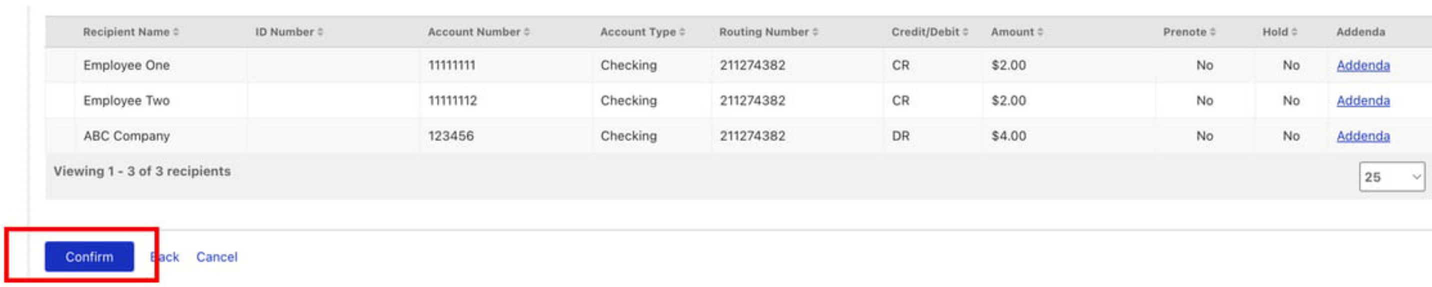
Step 3 - Once added, click the "Review" button.

Recipient Name *	ID Number	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote	Hold	Addenda
Employee One		11111111	Checking	211274382	CR	$2.00			Addenda
Employee Two		11111112	Checking	211274382	CR	$2.00			Addenda
ABC Company		123456	Checking	211274382	DR	$4.00			Addenda

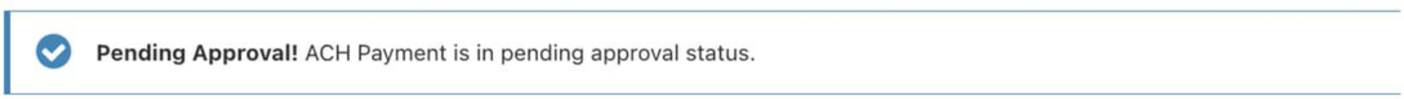
Viewing 1 - 3 of 3 recipients 25

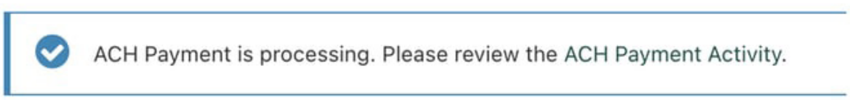
Review Back Cancel

Step 4 - Click the “Confirm” button.



Step 5 - The confirmation screen should appear. Depending on your company’s dual control requirements, you may either see a “Pending Approval” or “Payment Processing” message to confirm that the payment has been created successfully. Examples of both below:





Additional Tip

At the bottom of the confirmation screen, depending on your permissions, you may see the option to save recipients for future use. This is a great option so that you can add your offsetting account from the recipients list in the future instead of manually typing it in each time. You may also see the option to save as a template to ensure the full ACH batch details are saved for future use.