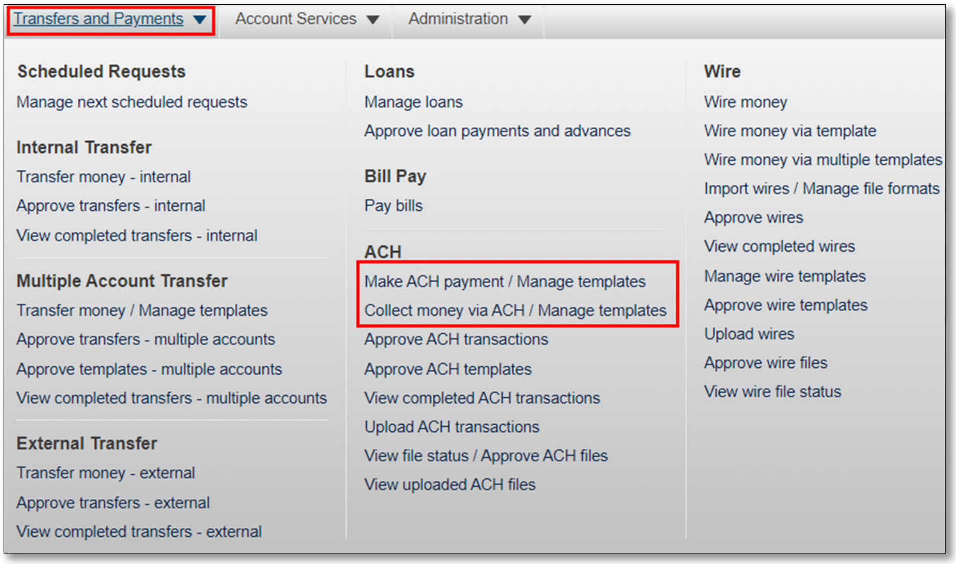
How to Import an ACH NACHA File into a Template

Purpose:

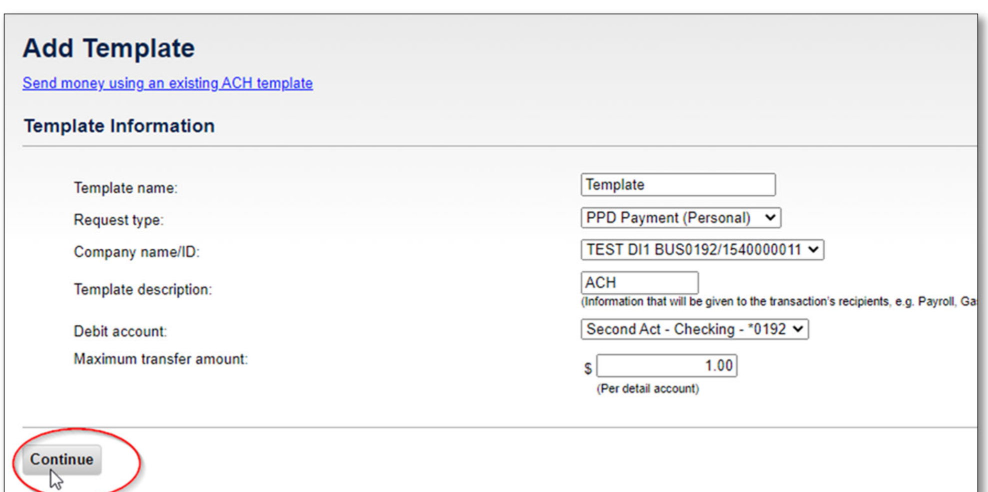
If the member is unwilling or unable to make changes to their failed **NACHA** uploaded file or if it is time sensitive, they have the option to import their file into a template.

1. Select **Transfers & Payments** > **Make ACH Payment (Collect Money Via ACH)/Manage Templates)**



2. Select **Create a Template**

3. Complete **Template Information** > **Continue**



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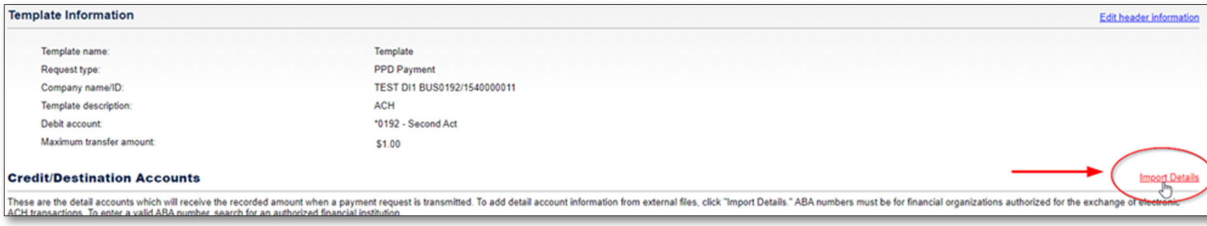
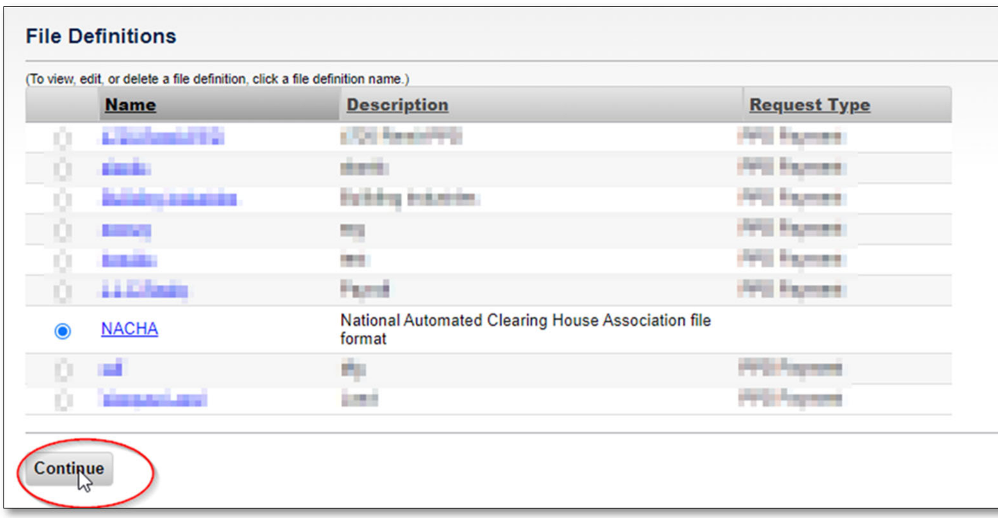
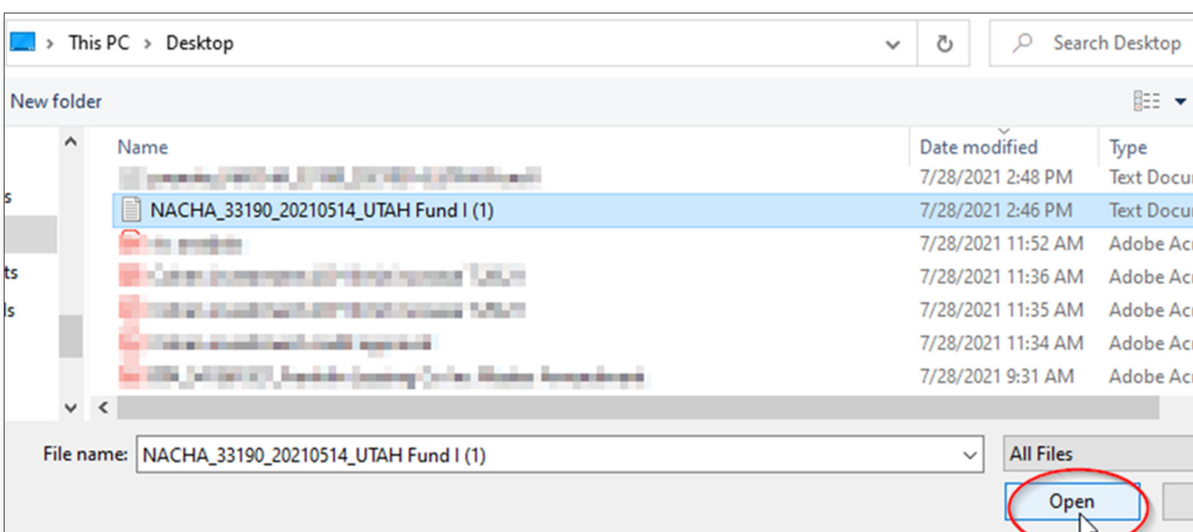
4. Select **Import Details** on the right-hand side.



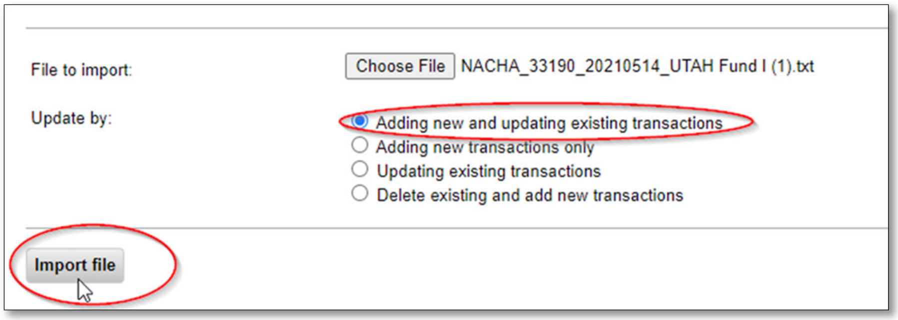
5. Select the radio button next to the **NACHA definition** > **Continue**



6. Select **Choose File** > navigate to where the file is saved at and **select File** > **Open**



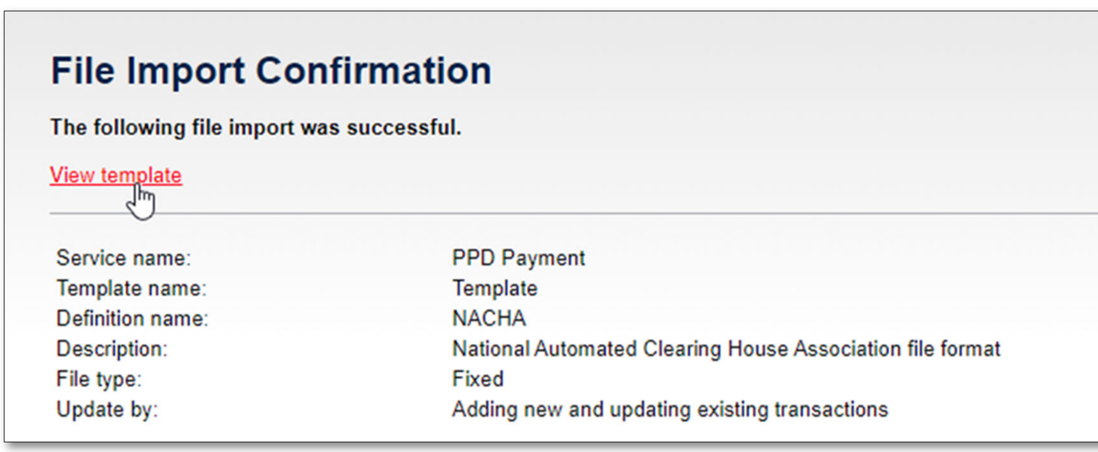
7. Select radio button for **Adding new and updating existing Transactions** > **Import File**.



Note: If the User, should asked what these options means, below are the descriptions of each.

Update by Option	Description
Adding new and updating existing transactions	Imports all transactions; adds new transactions and updates existing.
Adding new transactions only	Imports only new transactions and ignores existing transactions.
Updating existing transactions	Overwrites existing transactions and does not add new transactions.
Delete existing and add new transactions	Deletes existing transactions and adds new transactions.

8. Select **View Template** on confirmation screen to ensure recipient information imported correctly.



9. Once the information is modified, click **Use this template** to submit the file via a template.