



HOW TO UPLOAD A NACHA FORMATTED ACH FILE

NACHA Formatted Files are created using accounting software and will be saved as txt.

Step 1 Login to NetTeller and access ACH

- Login to NetTeller
- Click on Cash Manager > ACH > Upload

Step 2 Upload Your File

Choose your saved file and click Upload.

Upload ACH File ?

Enter the name of the file you wish to upload (some browsers will provide a **Browse** button to help you find the file). Click the **Upload** button. If you are consistently having trouble uploading your ACH file, you may want to try another uploading method by clicking [here](#).

Choose File NACHA.txt Upload

NOTE: Maximum upload file size is 5 MB.

Click on *Refresh List* until the file shows as *Uploaded*.

File Name	Format	Type	Related Account	Upload Date ▾	Status
NACHA.txt	NACHA	ACH	N/A	7/6/2020 12:51:15 PM	Uploaded

View 5 | 10 | 20 | 50 | 100 | All

Refresh List

Step 3 Initiate Batch

Once the file has been uploaded, it will need to be initiated (sent).

- Click on Cash Manager > ACH > Batch List
- Locate the uploaded file and from the dropdown list on the right, you may view the details, edit, or delete the file.
- Once the file is ready to be sent, check the box to select the file, and click *Initiate Selected*.
- Choose your effective date and click *Initiate*.
 - Effective dates must be at least two business days in advance for Credits and one business day in advance for Debits (excluding weekends and holidays).