

## ACH Template Module

How to use the **ACH Template Module**?

### Step 1:

Go to our website [orientalbank.com](http://orientalbank.com)

In the Access your accounts option, click on **Cash Management** and you will be taken to the login screen.



### Step 2:

Enter your account credentials.

**Sign in to Oriental Cash Management**

Company ID:

User ID:

[Continue](#)

**Need help?**  
Contact us at 787.620.7963

[We promise to keep your personal information private and secure. To learn more, please see our privacy policy.](#)

[OrientalBank.com](http://OrientalBank.com)

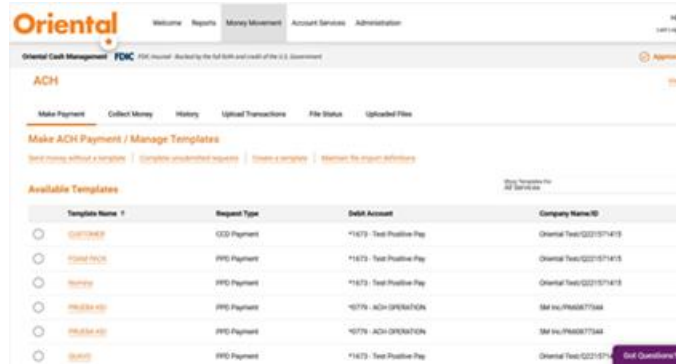
### Step 3:

Select **Money Movement** and then select **ACH**.

Transaction	Amount	Available Balance	Account Balance
ACH Payment Clearing	2,832	17,892.00	17,892.00
ACH Bill Payment Clearing	3.84	16,715.14	16,715.14
ACH OPERATION	\$6,623.17	16,492.43	16,492.43
Loan Return Image Verification	\$864,068.87	17,157.17	17,157.17
PCA FACTORING	\$0.00	\$0.00	\$0.00
PCA FEE/IN	\$0.00	\$0.00	\$0.00
Total Pending Psp	\$6,767.34	16,801.34	16,801.34
WIRE COUNTRIES CASH TRUST	\$400.00	\$163.37	\$163.37
<b>Total Inferred Clearing Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total of Inferred Pending accounts</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Step 4:

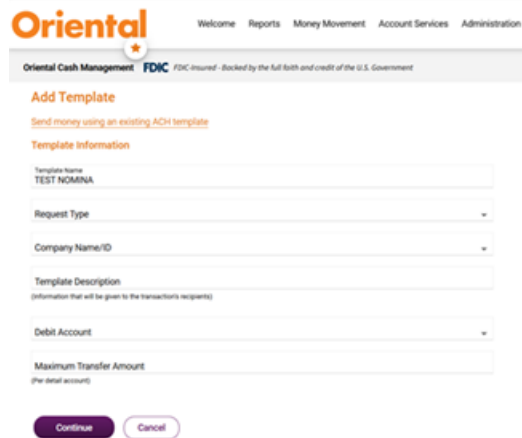
Select **“Create a template”** to create a template for your payments.



## Step 5:

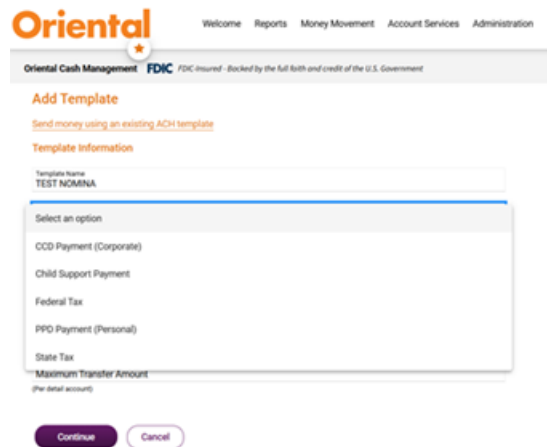
Begin creating the template by filling in the required fields:

- The first required field is to assign a name to the template.



## Step 6:

Select the type of account into which the payment will be deposited. If you are paying individuals, choose PPD; if you are paying businesses, choose CCD.



## Step 7:

- Select the **Company ID**
- Add a description of the type of payment to be made
- Select the account from which the payment will be made
- Enter the amount, which will be the maximum amount to be transferred using this template
- Click **Continue** to complete the template

The screenshot shows the 'Add Template' form in the Oriental Cash Management interface. The form is titled 'Add Template' and includes a link for 'Send money using an existing ACH template'. Under 'Template Information', there are several fields: 'Template Name' (TEST NOMNA), 'Account Type' (PPD Payment (Personal)), 'Company Name/ID' (USCC/P660349669), 'Template Description' (NOMNA), 'Debit Account' (Test Positive Pay - Checking - \*1673), and 'Maximum Transfer Amount' (Per detail account). At the bottom, there are 'Continue' and 'Cancel' buttons.

## Step 8:

Manually enter the information for the account that will receive the payment. Enter the routing number (ABA\TRC), account number, name of the person receiving the payment, and the amount to transfer. If you wish to add additional beneficiaries, click “Add additional detail row.”

The screenshot shows the 'Credit / Destination Accounts' section of the Oriental Cash Management interface. It features a table with columns for ABA\TRC, Account, Account Type, Name, Detail ID (Optional), and Default Amount (Optional). Below the table is an 'ABA Search' field and an 'Additional Information (Optional)' field. At the bottom, there are 'Save Template' and 'Cancel' buttons, and a 'Total' of \$0.00.

ABA\TRC	Account	Account Type	Name	Detail ID (Optional)	Default Amount (Optional)
ABA\TRC	Account	Checking	Name	Detail ID	Amount

After completing the template, click **Save Template**.

If you have any questions, contact us at [serviciopymes@orientalbank.com](mailto:serviciopymes@orientalbank.com) or at **787.620.PYME** (7963).

# Oriental

Certain terms and conditions apply.  
Oriental Bank, Member FDIC.