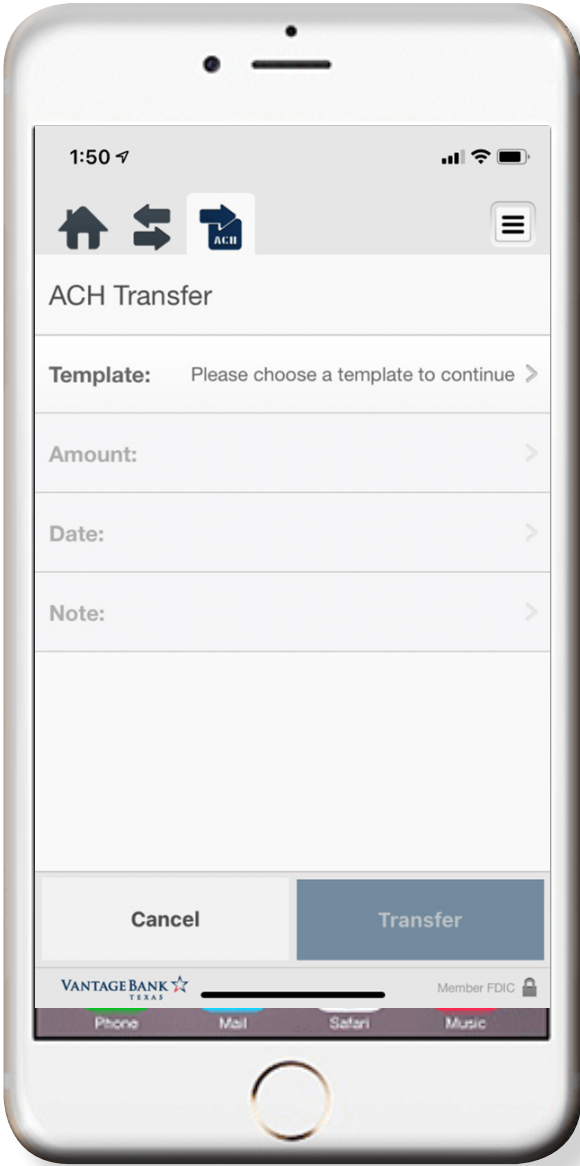


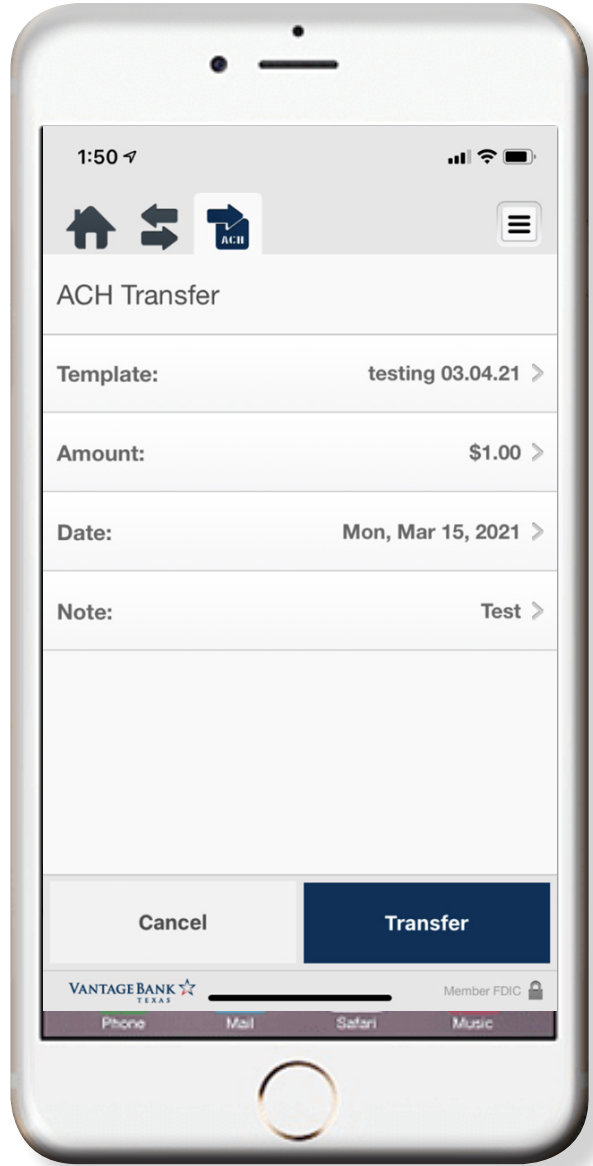
INITIATING AN ACH TRANSACTION USING THE MOBILE APP WITH A HARD TOKEN

When using the mobile app, an ACH template needs to be available before you can process an ACH transaction or file.

STEP 1



STEP 2

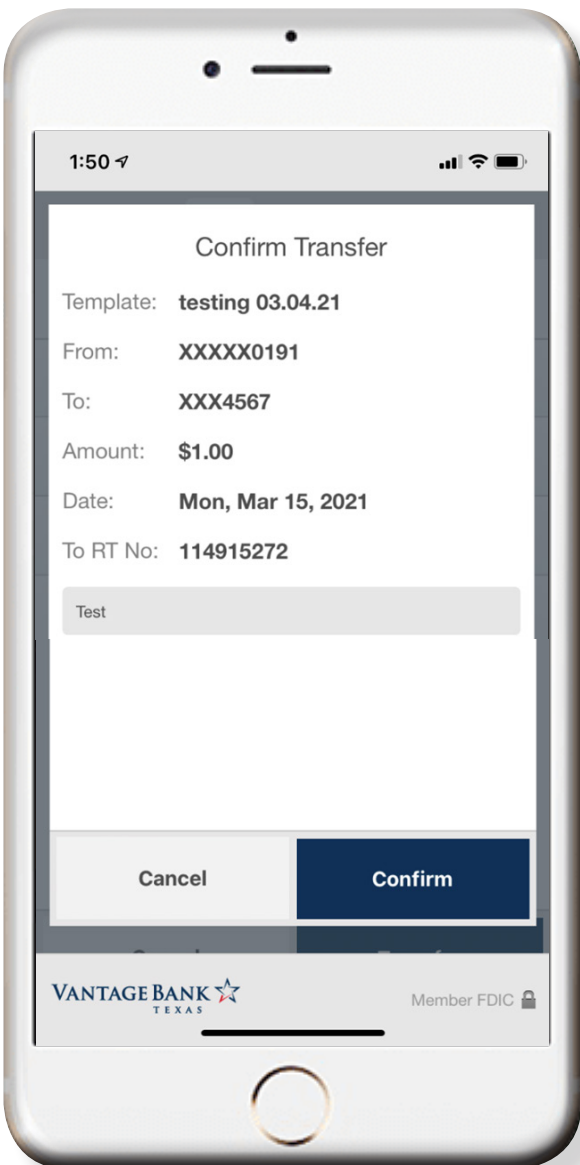


After confirming the ACH transaction or file:

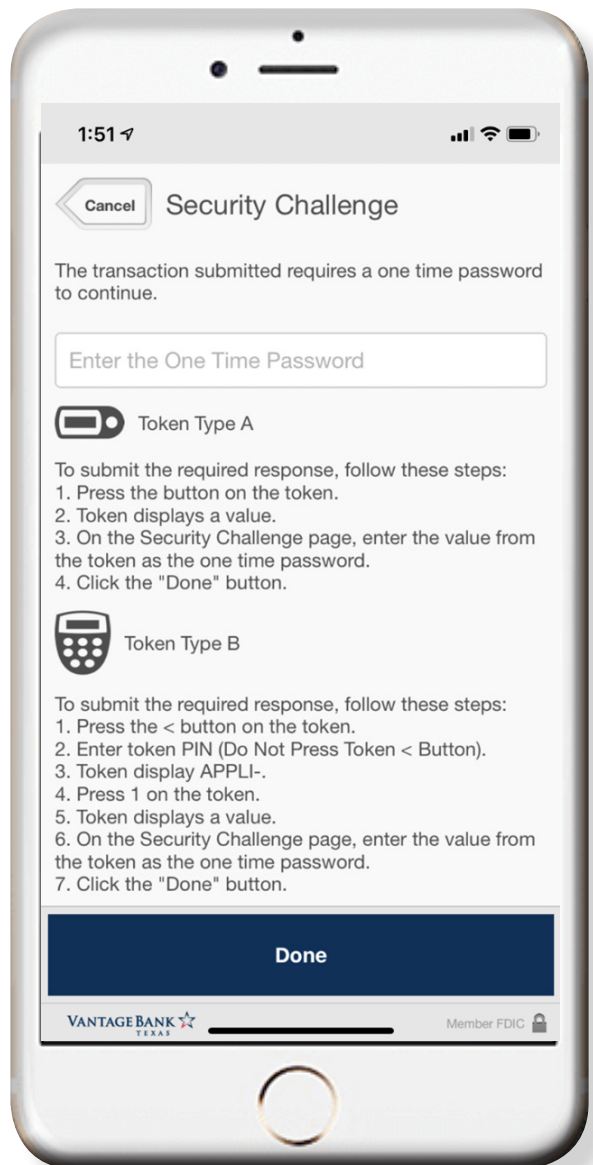
- Press the **button** on your hard token to generate your **one time password**.
- Enter **one time password**.
- Click the **"Done"** button.

Note: For those under dual control, the Approver will not need to enter a one time password.

STEP 3



STEP 4



After submitting the one time password a confirmation screen will appear to show that the ACH file was successfully submitted.