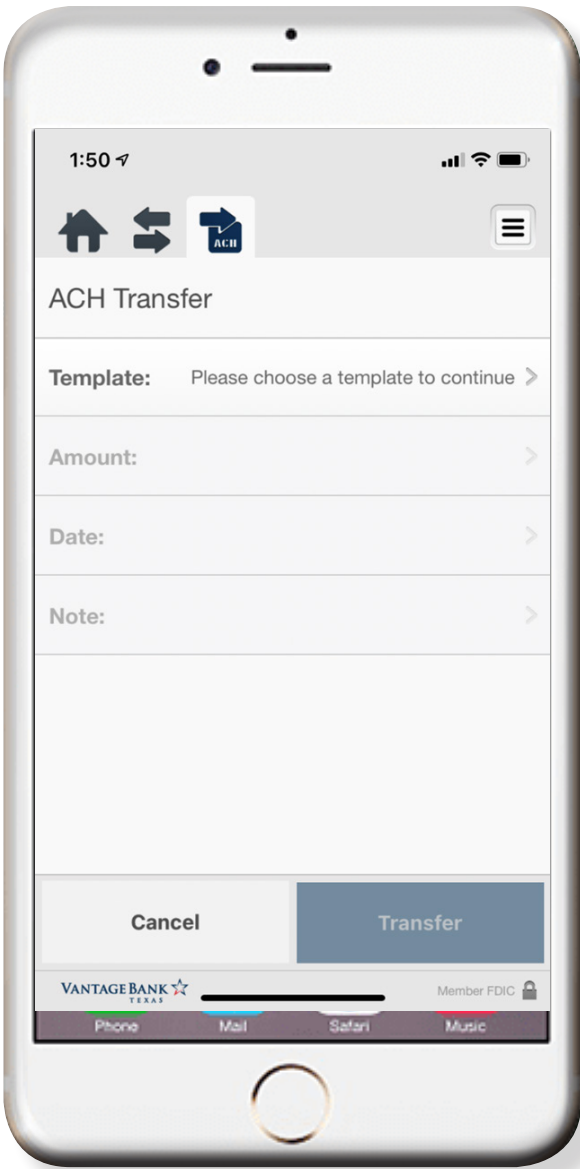


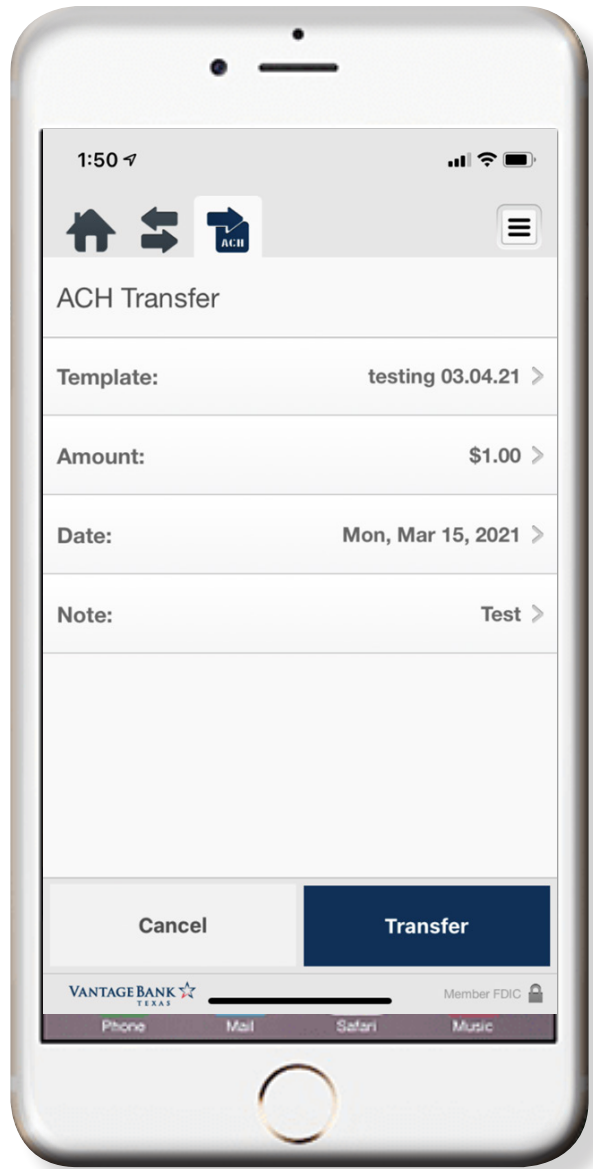
INITIATING AN ACH TRANSACTION USING THE MOBILE APP WITH A SOFT TOKEN

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

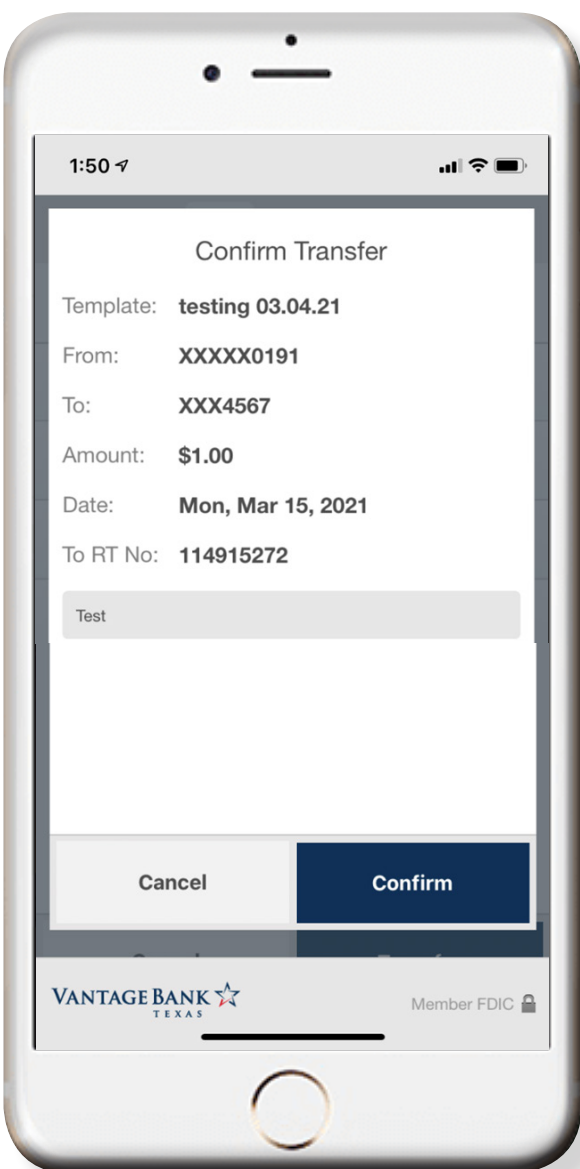


After confirming the ACH transaction or file:

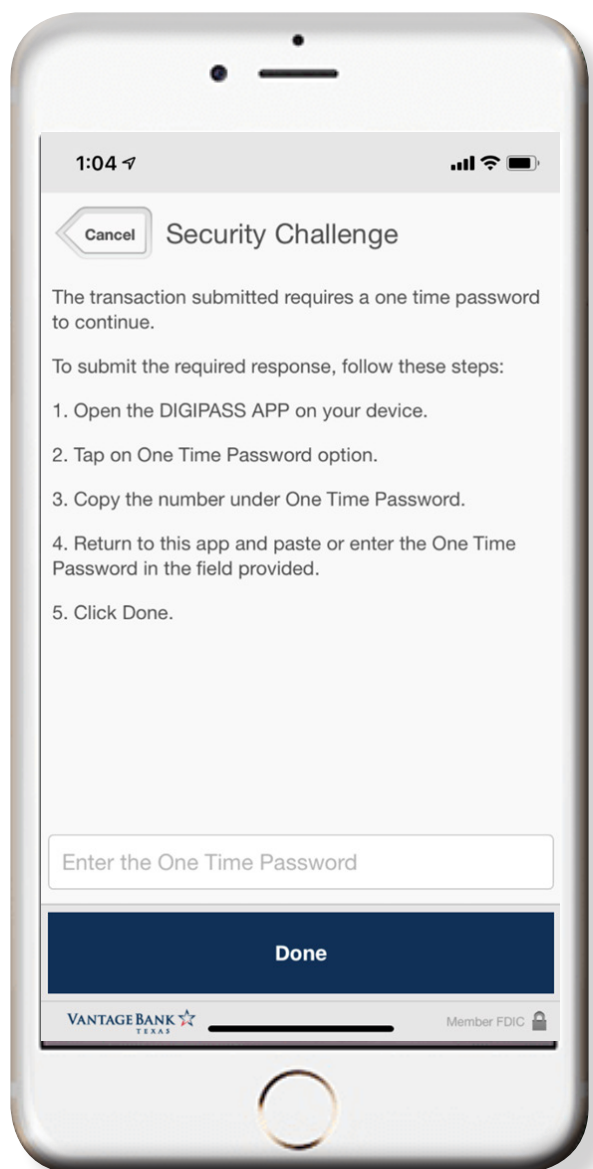
- Open the **DIGIPASS APP** on your device.
- Tap on the **one time password** option to "Copy".
- Return to this app and "Paste" into the field provided.
- Click the "Done" button.

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.