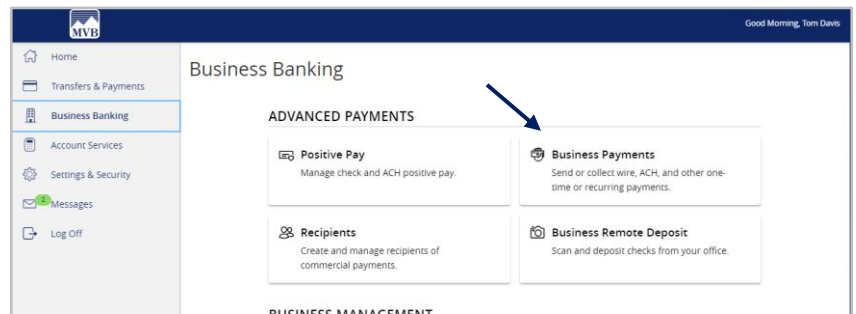




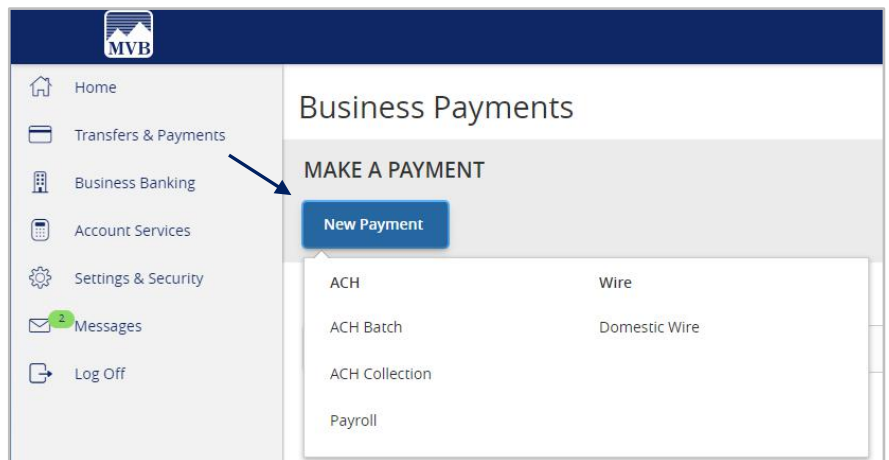
**NOTE:** Supported file types include the following:

- Single-batch NACHA formatted file containing an SEC Class Code of either PPD (Prearranged Payment and Deposit to or from a consumer account) or CCD (Cash Concentration and Disbursement to or from a business account).
- 5-Column CSV File

1. Select the 'Business Banking' menu and then select 'Business Payments'.



2. Select 'New Payment' and then the desired payment type.



Questions? Please contact Client Support at 1-844-682-2265 or [ClientSupport@MVBBanking.com](mailto:ClientSupport@MVBBanking.com).



3. Select 'Upload from file' in the top right corner.

ACH Batch Change Type Upload From File

**Origination Details**

SEC Code ⌵ From Subsidiary Account

....Select a SEC Code.... Aspire Brands Search by name or number

Effective Date Recurrence

None

4. Click the icon to view mapping actions and chose 'Use.'

Mapping Instruction Name	Mapping Type	
NACHA	System Standard	<span>Click to view mapping actions</span>
S-Column-CSV	System Standard	<span>Use</span> <span>Save Recipients</span> <span>View Specifications</span>

5. Browse your computer for the file you'd like to upload.

6. Select 'Upload File' to upload the selected file into Digital Banking for processing.

ACH Batch File Specification (.pdf)

**Import File \***

--Please Select A File To Import--

\* - Indicates required field

Cancel Save Recipients Upload File

**NOTE:** If the imported file is a 5-Column CSV, a second screen will be presented as part of the process. This screen requests additional information so a complete ACH file can be generated for processing based on the information designated.

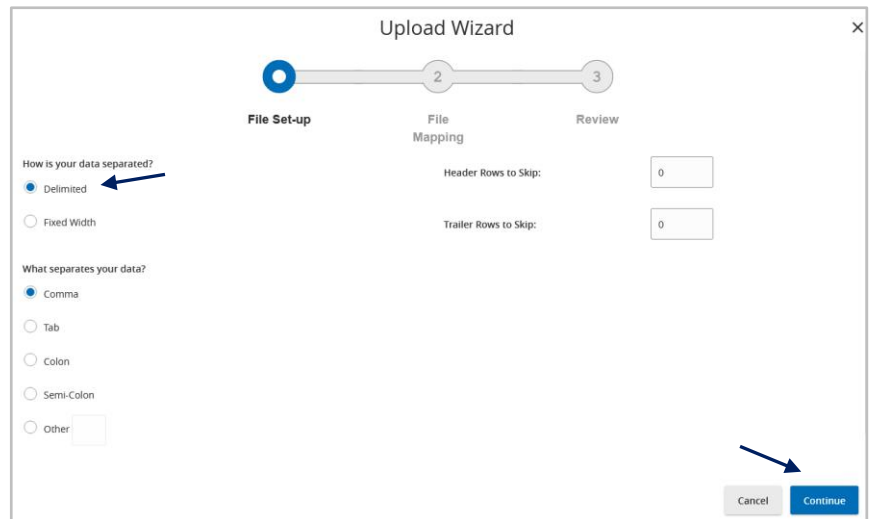
Questions? Please contact Client Support at 1-844-682-2265 or [ClientSupport@MVBBanking.com](mailto:ClientSupport@MVBBanking.com).



7. If a new file map is needed, click the 'New Mapping' button, and select the file to be imported.



8. Confirm the file delimiter and indicate whether the file has column headers. Click continue.



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9. Designate the system field for each column to be mapped. Then click continue.

Uploaded File Header	Uploaded File Content Preview	System Field	Status
Column_1	ACH Recipient	Recipient: ACH Name	Ready
Column_2	062203984	Recipient: Account Number	Ready
Column_3	123456789		
Column_4	1		
Column_5	10		

10. Indicate whether the file mapping will be private or shared.

11. Indicate if you would like to save the file mapping instructions. If yes, enter a mapping instruction name.

12. Click 'Finish' when done.

Uploaded File Header	System Field
Column_1	Recipient: ACH Name
Column_2	Recipient: Account Number

Would you like to save these file mapping instructions?

No

Yes

Mapping Instruction Name:

Do you want this File Mapping to be Private or Shared?

Private

Shared

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