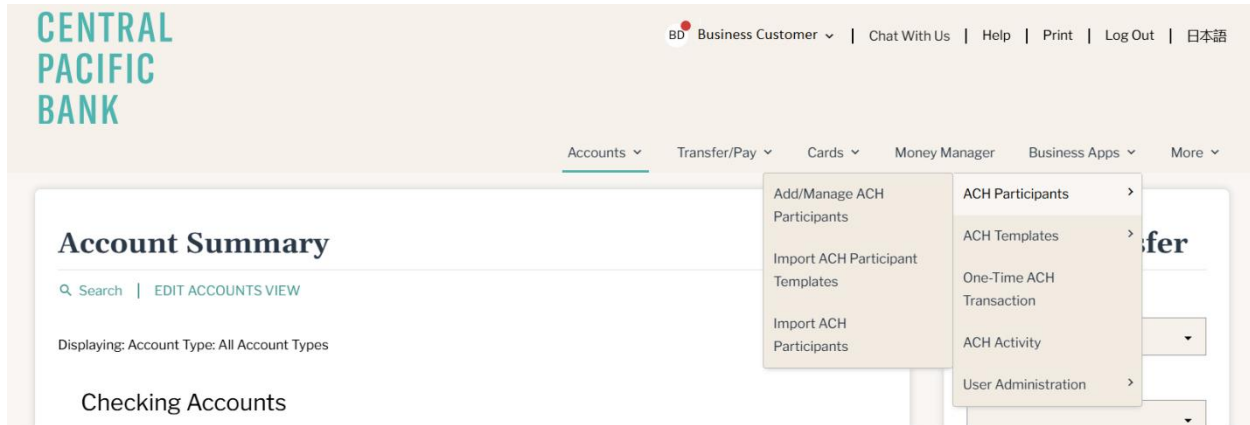


https://www.cpb.bank/business-banking/ach-participants

ACH Participants

1. Navigate to Business Apps > ACH Participants.



ACH Participants is where you'll be able to manage your participants. A participant is any person or business who receives an ACH payment from you or who sends you a payment via ACH.

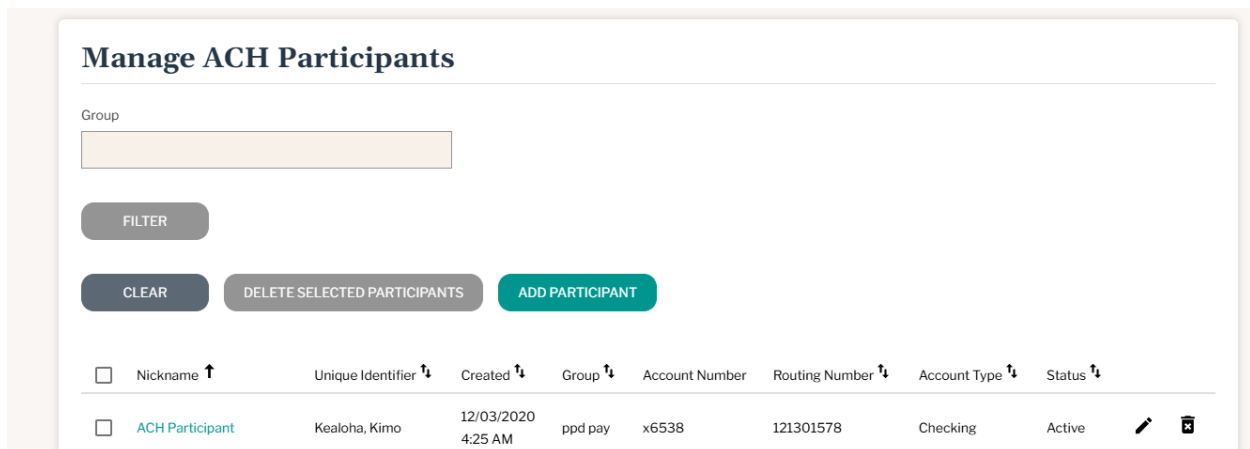
You can:

Add/Manage ACH participants

Import ACH Participant Templates

Import ACH Participants

2. Navigate to Business apps > ACH Participants > Add/Manage ACH participants.



TIP

Click the  icon to edit an existing participant or **Add Participant** to create a new one.

Participant Details

For each participant, their name and full bank account information are needed. The **Unique Identifier** is an internal control, like a customer account number. You also have the option of assigning them to a group, or storing discretionary data, such as notes, for your internal use.

TIP

We do not recommend using a Social Security Number. Use a name, invoice number, or company number.

Once a **participant** is saved, they will be available for inclusion in future ACH batches.

Participant Details

Participant Type
 Standard Child Support Payment

Name

Nickname

Institution Name (Optional)

Routing Number

Unique Identifier

Account Number

Confirm Account Number

Account Type
Checking ▾

Status
Active ▾

Group (Optional)

Discretionary Data (Optional)

Distribute Payments

CANCEL SAVE

TIPS

In the **Status** dropdown, selecting **Hold** will hold any future payments from being sent to this participant, until they are returned to **Active**.

Check the **Distribute Payments** option if a payee would like payments to be distributed between different accounts.