ACH

Friday, February 12, 2021   8:22 AM

- Enter routing number. When you have entered 9 digits it will automatically check for a bank with that routing # and show the bank information.
- Enter Bank Account number.
- Click Check Bank. This will check with our vendor, iCheckGateway, to see if bot the routing number and the bank account number are valid. The first line will say if it is Approved or Declined and then it will show the message that was returned.

- If it is declined you will need to work with the debtor to get it resolved, either with corrected or new bank information, or with a different payment option.
- Click Send Email Authorization Request if necessary
- Enter payment information and click Save
- Note that you cannot save the ACH if you have not first clicked the Check Bank button OR if the check returned a Declined message.