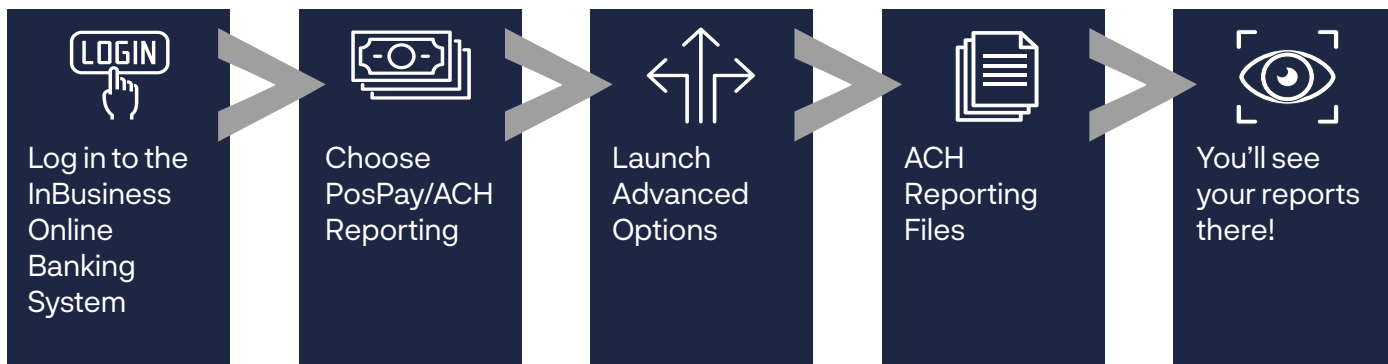


To obtain return and Notification of Change (NOC) information on your originated ACH transactions within InBusiness Online Banking, please follow the steps outlined below.



Step 1: Log in to **InBusiness Online Banking**.

Step 2: From the navigation menu on the left, select **PosPay/ACH Reporting**.

Step 3: **Click Launch Advance Options** in the upper right corner to access the Positive Pay portal.

Step 4: Click the **Transaction** tab, then **ACH Reporting Files**.

A

Processed Date: 11/21/2016 - 11/21/2016 Refresh		ACH Reporting Files (71)			
	Report Description	File Type	Report	Date Created	File Size
1	TEST1	CSV	Download	11/21/2016 01:20:41 PM	7.67 kb
2	TEST1	NACHA - No Line Breaks	Download	11/21/2016 01:20:41 PM	5.64 kb
3	TEST1	PDF - Limited Transaction Details	Download	11/21/2016 01:20:41 PM	80.03 kb
4	TEST1	PDF - Summary Listing	Download	11/21/2016 01:20:41 PM	71.02 kb
5	TEST1	PDF	Download	11/21/2016 01:20:41 PM	11.78 kb

B C D E

Click the **Transaction Processing** tab, then **ACH Reporting Files**.

- A. **From/Thru Date:** The date range for which ACH reporting files are displayed.
- B. **Report Description:** The description of the ACH reporting file.
- C. **File Type:** The format of the file. Types include: XML, PDF, MACHA, CSV, EDI, XLS and XLSX. By default, most clients will receive PDF file. Please contact us if you are interested in any of these additional download options.
- D. **Date Created:** The date the report was created.
- E. **File Size:** The size of the file (in kb).