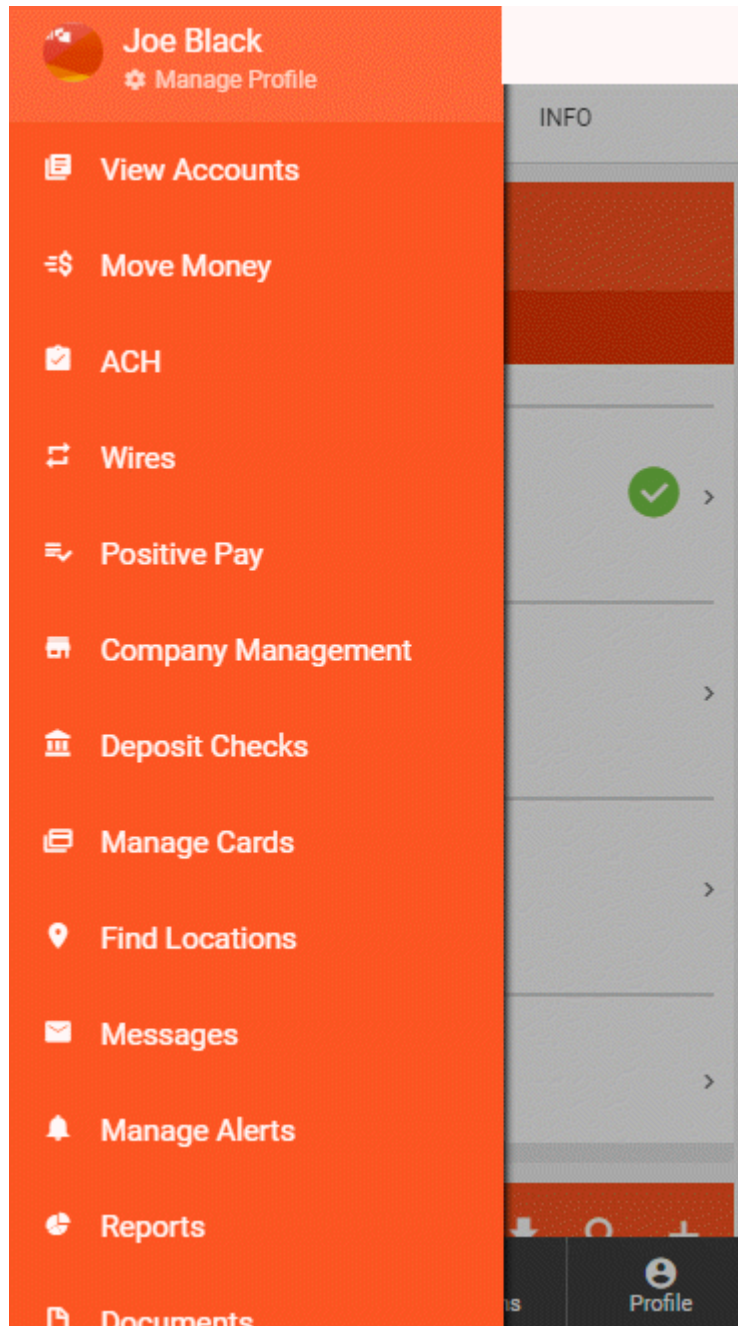
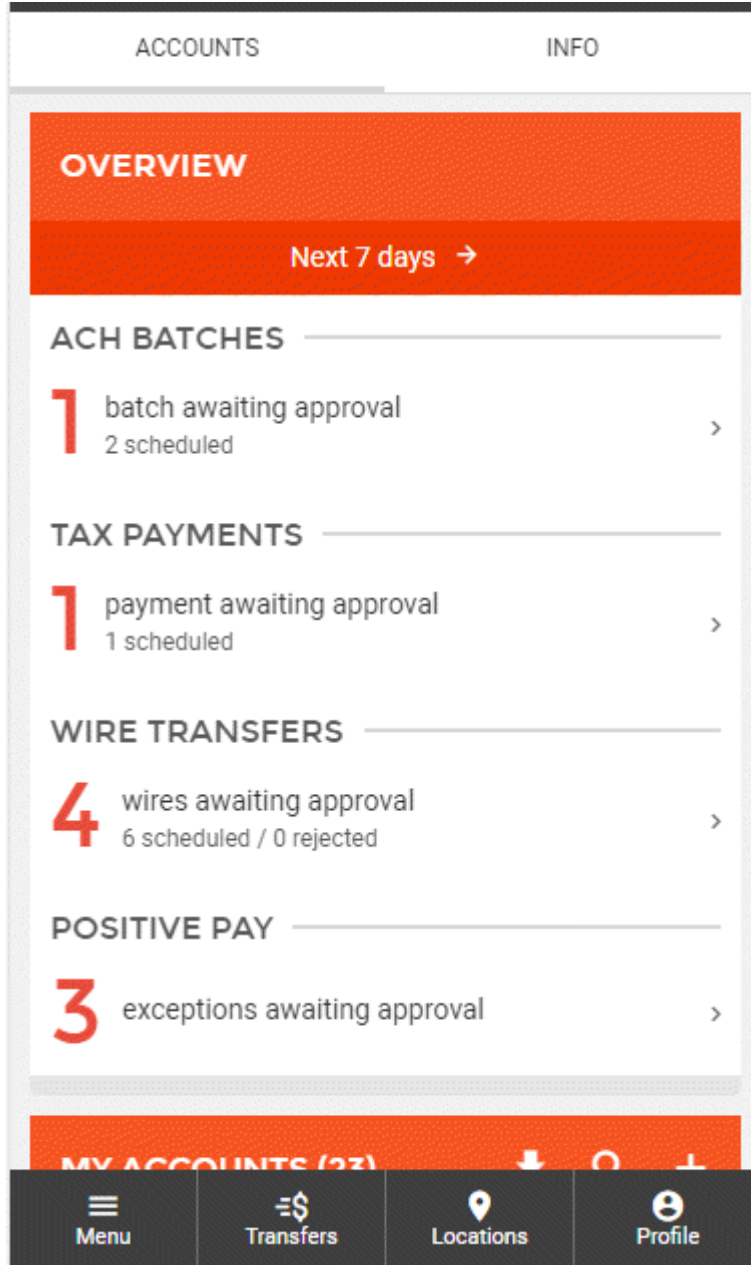


ACH

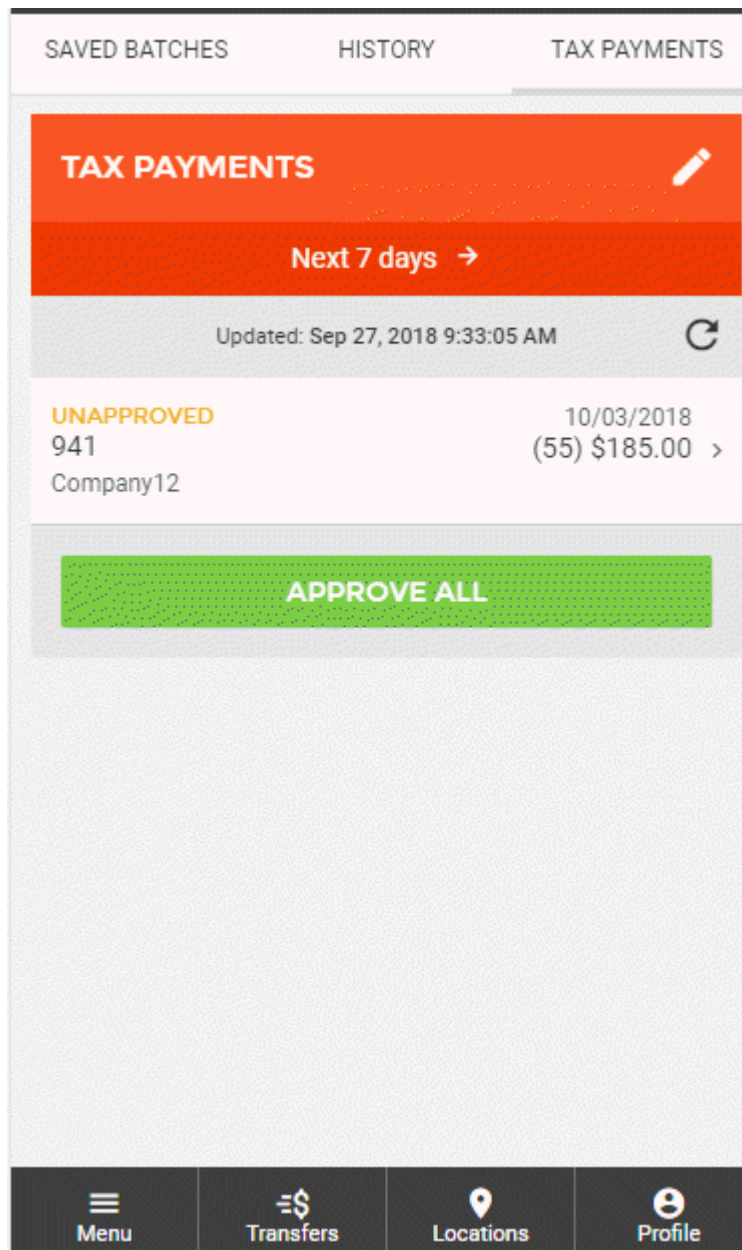
Approving a Tax Payment

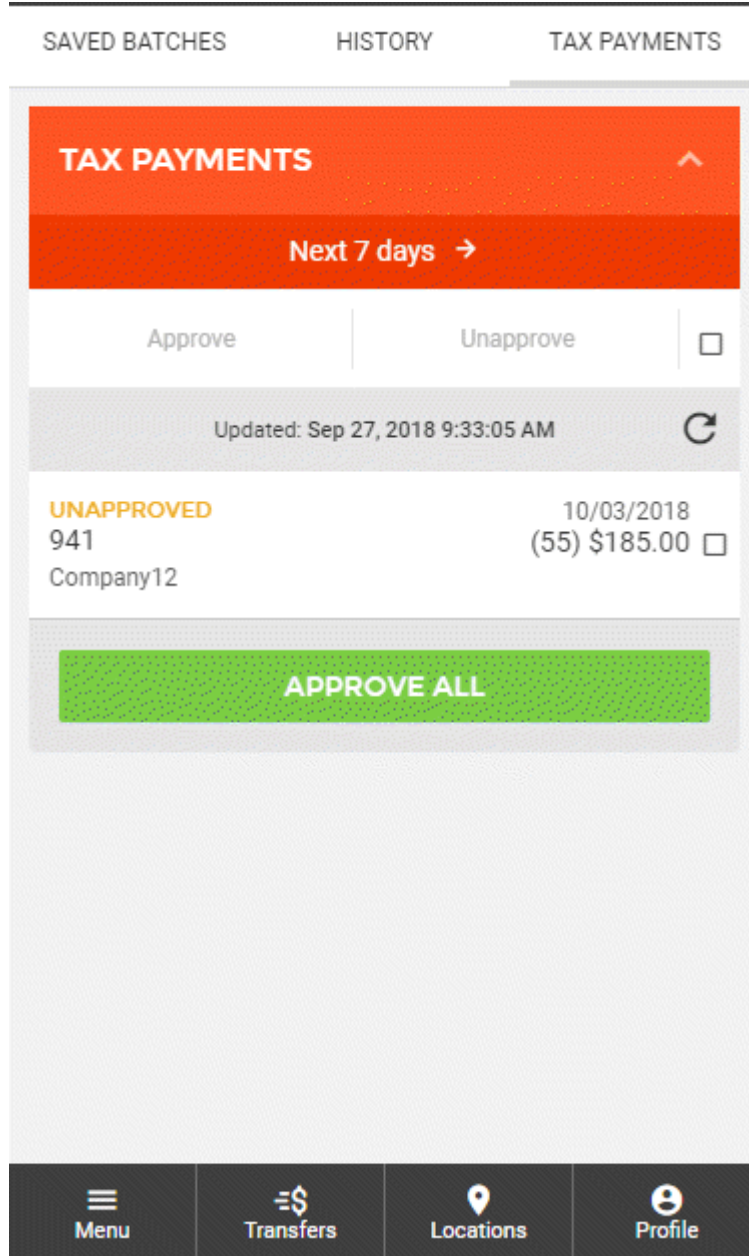
Approving a Tax Payment can be done through multiple methods. You can either click on the "ACH" menu item within the menu on the left side of the screen or click on the Tax Payments section of the Overview on the landing page. On the Overview section of the digital banking landing page, you will be able to see how many Tax Payments are scheduled and how many of those Tax Payments are awaiting approval.





The next screen you will see will include all Scheduled ACH Batches and Tax Payments (Approved and Unapproved) and ACH History. Under the ACH Batches section you will be able to see the status of a Tax Payment, as well as the Form Number, effective date, company, and payment amount(s). By clicking on the pencil icon in the top right corner of the ACH Batch section you can enable multi approval/unapproval from this screen. To approve Tax Payments one by one, you can click on an individual Tax Payment from this list.





Clicking on a Tax Payment from this list will take you to the Tax Payment detail screen. Here you can see in the details associated with the Tax Payment. Near the middle of the screen, you will see the status of the Tax Payment (whether it is approved or unapproved). By clicking on the status, you can change the status to either approve or unapprove a Tax Payment. This change will be reflected on the prior screen as well as on the Overview section of the landing page.

The screenshot displays a mobile application interface for viewing tax payment details. At the top, there is an orange header with the text "FORM: 941". Below this is a yellow bar with the status "Unapproved" and a right-pointing arrow. The main content area is white and contains the following information, separated by horizontal lines:

- COMPANY**
Company12
- PAYMENT ACCOUNT**
Checking *0779
- AMOUNT**
\$185.00
(55) Withholding
- PAYMENT DATE**
10/03/2018

At the bottom of the screen is a dark navigation bar with four icons and labels: a hamburger menu icon labeled "Menu", a dollar sign with a plus/minus icon labeled "Transfers", a location pin icon labeled "Locations", and a person icon labeled "Profile".

FORM: 941

Unapproved →

COMPANY
Company12

PAYMENT ACCOUNT
Checking *0779

AMOUNT

CONFIRM
Approve this payment?

APPROVE CANCEL

Menu Transfers Locations Profile