

## **Business Online Banking ACH Pass-through Quick Guide**

Login to Business Online Banking at [www.broadviewfcu.com](http://www.broadviewfcu.com) or on your mobile device.

1. Click the **Business Widget** at the top of the page.
2. Click **BusinessACH**.
3. Click **Create ACH** from the drop-down menu.
4. Choose **Import File**.
5. Choose **Browse** to locate the pass-thru file location and double click the file to select.
6. Click **Continue**.
7. Enter the **delivery date** of your choice or the next available delivery date.
8. Click **Save and Submit**.

\*The file will need to be secondarily approved. The approver will need to login to their user profile with the permissions allowing them to approve an ACH file. **The approval message will be located on their dashboard:**

Secondary Approver:

1. Login to **Business Online Banking** on a desktop or mobile device.
2. Choose the **Business Widget** from the menu bar at the top of the page.
3. Click **BusinessACH**.
4. Click the box for the file to be **approved**.
5. Click **Approve** file.