

ACH VALIDATOR INSTRUCTIONS USING CENTRALNET BUSINESS

Step 1: Log on to CentralNET Business

Step 2: Upload Your File

1. Click on ACH Payments in the menu on the left of your screen
2. Select ACH Validator in menu at top of screen
3. Click on the Browse Button
4. Locate your ACH File and double click your selection
5. Click OK
6. Click refresh or hit the F5 key to view the results of the validation import

Step 3: Release Your File for Processing

1. Click on ACH Payments in the menu to the left
2. Click on ACH Batch List Button in menu at top of screen
3. Place a check in the box to the left of the batch you want to release
4. Click on the grey "Release Batch" button at the bottom of the screen
5. Input six-digit token ID presented on token
6. Click ok
7. Click on the Refresh button in your web browser or hit F5 on your keyboard to refresh the screen
8. A confirmation that your payroll has been sent will appear at the top of the screen



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