CHASE CONNECT®
USER GUIDE

ACH Collections

CHASE

Add A Payor or Group of Payors

Easily schedule one-time or repeating collections from a single payor or group of payors with our ACH Collections service[1]. Simply schedule electronic collections and receive the funds in your account in as little as 3 business days after the collect by date

[1] Fees, terms, conditions and limitations apply as described in the legal agreement that applies to your online service.

Click **Collect & deposit** and then click **ACH Collections**

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②

MANAGE ACH PAYORS

Edit/delete payors

Add a payor **③**

Edit/delete groups

Create a group

ACH PAYORS (1)

🔍 Search payors

Monthly Mars
Mars (...5678)

From the **ACH Collections** menu, select **Manage Payors** and then **Add a payor** on the left

NOTE: You must have permission from each payor before adding their information and collecting money

Add a payor

...mport payors soon, but until then we need you to add them yourself.

Payor name	
Nickname	
Payor account type ⓘ	● Checking ○ Saving
Payor account number ⓘ	
Payor routing number ⓘ	

Choose bank >
Don't know your bank's routing number? Search for it using the "Choose bank" link.

Personal or business ⓘ	● Personal ○ Business
Deposit to (optional) ⓘ	Use my primary Chase account ∨
Group (optional) ⓘ	Choose a group ∨

Cancel   Next

④

Fill in your **payor's name** and bank account information. If you need help finding the bank routing number, you can **search** for it by bank name

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ACH PAYORS (1)

🔍 Search payors

Monthly Mars
Mars (...5678)

Add a payor

Does everything look OK?

Payor name	John Adams
Nickname	John
Payor account type	Checking
Payor account number	48121620
Payor routing number	044000024
Bank name	The Huntington National Bank
Personal or business	Personal
Deposit to	COMM CHKG W/INT-PF (...7035) $17,914.38
Group	Ungrouped
Group description	Ungrouped

Verify the information provided, then click **Add a payor**

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Cancel   Back   Add a payor

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MANAGE ACH PAYORS

Edit/delete payors

Add a payor

Edit/delete groups

Create a group

ACH PAYORS (2)

🔍 Search payors

John
John Adams (...1620)

Monthly Mars
Mars (...5678)

✅ You've added John Adams.

Add a payor

Payor name	John Adams
Nickname	John
Payor account type	Checking
Payor account number	...1620
Payor routing number	044000024
Bank name	The Huntington National Bank
Personal or business	Personal
Deposit to	COMM CHKG W/INT-PF (...7035) $17,914.38
Group	Ungrouped
Group description	Ungrouped

Close   Add another payor   **Set up an ACH collection**

Once verified, a confirmation will appear. From here, you can choose to **add more payors** or **schedule a collection**

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Schedule ACH Collections

Now that you've added your payors, start scheduling your collections

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SHOWING   All recipients, alphabetical ∨   ⊕ Add Payor

NOTE: For repeating collections, be sure to set up each payor individually

ACH Collections | Choose all >

☐ Collect From: Paper Suppliers (4)

☐ Mars (...8591)   ↻ **Monthly**   **$1,200.00** on Jan 25, 2017, Completed   Edit | See payor details

☐ John (...1114)   ↻ **Twice per year**   **$800.00** on Feb 21, 2017, Completed   Edit | See payor details

☐ Doe (...1112)   ↻ **Yearly**   **$2,000.00** on Feb 21, 2017, Completed

☐ Zinc (...3230)   ↻ **Weekly**   **$1,000.00** on Jan 24, 2017, Completed

☐ Collect From: Ink Suppliers (7)

☐ Eris (...1000)   ↻ **Monthly**   **$1,200.00** on Jan 25, 2017, Completed

☐ Ellison (...3214)   ↻ **Twice per year**   **$800.00** on Feb 21, 2017, Completed

☐ Farnsworth   ↻ **Yearly**   **$2,000.00** on Feb 21, 2017, Completed   Edit | See payor details

All payors are listed on the **Schedule Collections** page. You can schedule collections from the entire group (45 payors per group) or individually by checking the box next to the payor. Once payors are selected (up to 100 at once), click **Schedule collection**

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Cancel   **Schedule collection**

Add A Payor or
Group of Payors

**Schedule ACH
Collections**

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Now, choose the deposit account, the date you'd like to receive the funds and the amount. We'll automatically calculate the "request-on" date, 3 business days before your "collect-on" date

Add A Payor or
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Does everything look OK?

Collect from	Deposit to	Request on	Collect by	Amount	Funds available in
John (...1620)	COMMERCIAL CHECKING (...7890) $105,000.00	Jul 28, 2017	Jul 31, 2017	$10.00	3 business days

We'll process your collection the same business day if we receive your request before 7 PM ET. If we receive it after that time, we'll process it the following business day.

Addenda (optional)
None

Collections **1 of 1**   Total **$150.00**

Cancel   Back   **Schedule collections**

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Verify your information, then
click **Schedule collections**

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✅ Your collection is scheduled and pending approval with your authorized approver(s).

Collect from	Deposit to	Request on	Collect by	Amount	Funds available in
John (...1620)	COMMERCIAL CHECKING (...7890) $105,000.00	Jul 28, 2017	Jul 31, 2017	$10.00	3 business days

We'll process your collection the same business day if we receive your request before 7 PM ET. If we receive it after that time, we'll process it the following business day.

Status	Transaction number	Addenda (optional)
Pending approval	5012920505	None

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Collections **1 of 1**   Total **$150.00**

Once verified, a confirmation will appear. If you use Chase Dual Control transaction, we'll send it to your list of pending approvals

Schedule another collection

Upload a Nacha or Comma Separated Value (CSV) file with the ACH File Upload Service

Save time by submitting up to 2,000 collection instructions in
a batch instead of manually entering separate transactions

Note: Software capable of producing a properly formatted Nacha / CSV file is required

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Upload ACH file   🖨 | Help and support ?

The file upload service allows authorized users to upload files which include instructions for ACH transactions.

Important information:

From the **ACH Collections** page, select **ACH file upload**

- Same-day transactions (credits), repeating transactions and pre-note transactions aren't supported by this service.
- Once you submit the uploaded file for scheduling, you can only cancel your uploaded transactions, including reversal requests. We recommend you edit your transactions using the originating software and re-upload your file.

See more ⌄

Please format your file according to Chase and Nacha specifications. All transactions are subject to ACH rules, and your file name can't be longer than 50 characters. If you need more help, choose "How to set up your file."

Nacha file format (.txt or.ach)	See Chase file specs ⬇	See sample file ⬇
.csv file format	See Chase file specs ⬇	See sample .CSV file ⬇

Select **Next**

Choose a file	No file chosen	**②**	Choose a **file**

③

Cancel		See upload activity	Next

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**ACH File
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Validate file   🖶 | Help and support ⬇

ACH file validation tracker

YaleVisionCollections_41720.txt file validation is in progress. **4**

File validation is in progress.

> Your file will go through a validation
> process to ensure it's formatted
> correctly. If the file validation was
> unsuccessful, we will display detailed
> errors. You'll need to make the
> corrections to your file and re-upload

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Submit file

🖨 | Help and support �⬇

ACH file validation tracker

100%

You're almost finished. We've validated YaleVisionCollections_41720.txt
Choose "Submit" to schedule your ACH file.

File name:	YaleVisionCollections_41720.txt
Upload Date/time:	April 17, 2020 09:15AM
Validation Date/time:	April 17, 2020 09:15AM
Batches:	3
Transactions:	15
Total money out ❶ :	$0.00
Total money in ❶ :	$9,595.85

After file validation is successful, click **Submit** to submit the file

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Delete file   Preview   Submit

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6 View the **Collections Activity** tab for file information

ACH file upload details   🖨

File name:	Uploaded batch(es):	3	Total money in:	$9,596.86
YaleVisionCollections_41720.txt	Uploaded transactions:	15		
Upload date/time:	April 17, 2020, 10:22AM			

Showing: [All batches ∨]   Status: [All ∨]

Batch ID ⇕	Description ⇕	Payment type ⇕	Transactions ⇕	Deliver by ▲	Status ⇕ ❶	Amount ⇕	
1000	ACHCollect	Collection	5	April 17, 2020	Scheduled	$9,596.86	See transactions ›
2000	ACHCollect	Collection	5	Mar 25, 2020	Pending Approval	$4,128.39	See transactions ›
3000	ACHCollect	Collection	5	Apr 8, 2020	Declined	$2,170.93	See transactions ›

You've reached the end of your activity.

NOTE: All files submitted by an entitled user when Chase Dual Control Transaction is activated must be approved. The cutoff time for batches to be process is 7pm ET

ACH Collections Activity

See, sort, change or cancel your pending collections

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**ACH Collections
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ACH COLLECTIONS						
All ACH collections activity						
Repeating ACH collections						

1

Filter by   Choose an option ⌄   Schedule collection ›   🖨

Click **Collections Activity**. Then click **ACH Collections** and then **Collections Activity**

Deposit to ▼	Status ▼	Send on ▼	Deliver by ▼			Amount ▼
Commercial Checking (...7890)	Pending Weekly	Jul 28, 2017	Jul 31, 2017	Edit	Cancel	$155.82
Commercial Checking (...7890)	🔁 Pending Monthly	Jul 28, 2017	Jul 31, 2017	Edit	Cancel	$700
Commercial Checking (...7890)	🔁 Completed Weekly	Jul 28, 2017	Aug 31, 2017	Edit	Cancel	$230.10

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If you need to change or cancel an upcoming collection, select **Edit** or **Cancel**

Add A Payor or
Group of Payors

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**ACH Collections
Activity**

Use the filter to reduce the number of collections visible. Filter by:

- Date range

- Payor name

- Deposit-to account

- Collections status

- Frequency (repeating collections only)

- Group