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# TTACH – User Guide Script

Welcome to PayCorp. In this tutorial, we'll guide you through the key functions you'll use to create, manage, and approve transactions and generate batches.

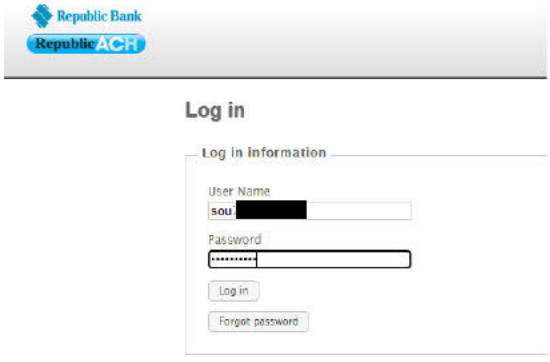
Let's get started.

## 1. MFA Set Up – First-Time Log In Procedure

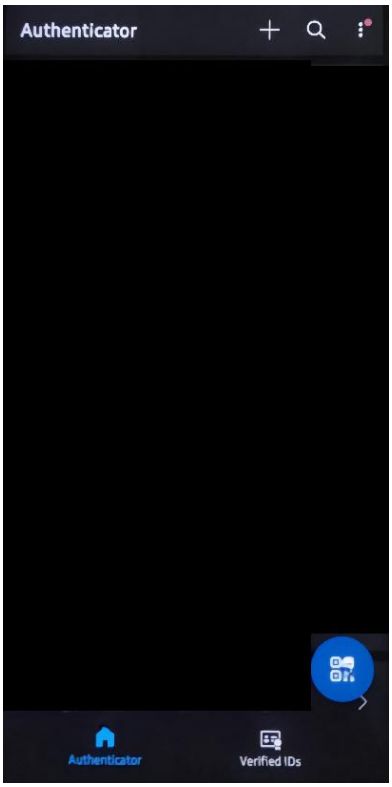
Before logging in for the first time, download the Google or Microsoft Authenticator Application to your mobile device.

To begin:

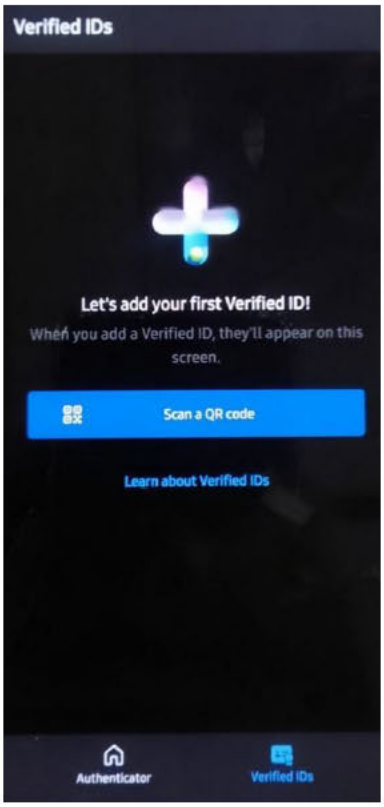
Enter your Username and Password and select "Log In".

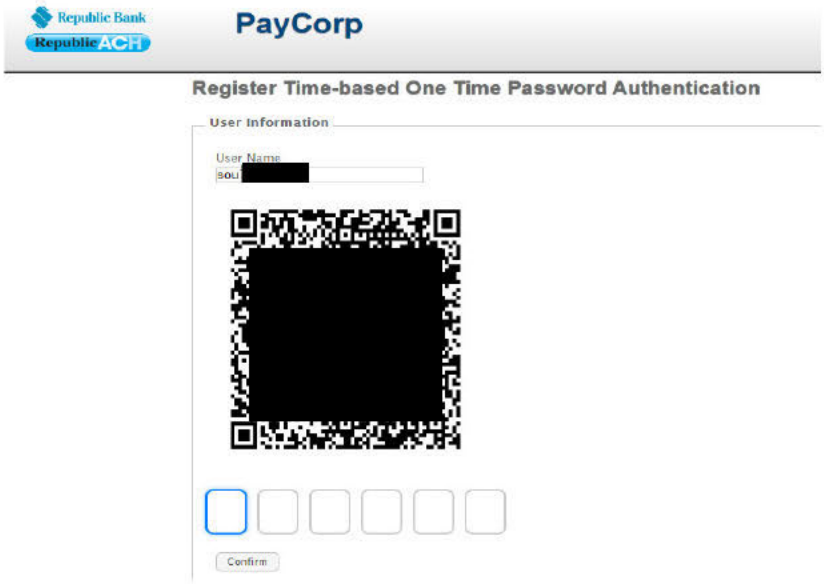



Next, open the Authenticator application and select "Verified IDs".

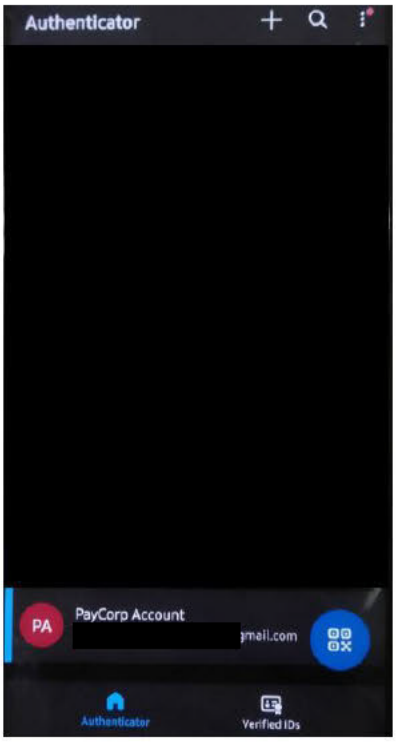



Select “Scan a QR Code” and using your mobile device, scan the QR code displayed on the screen for registration.

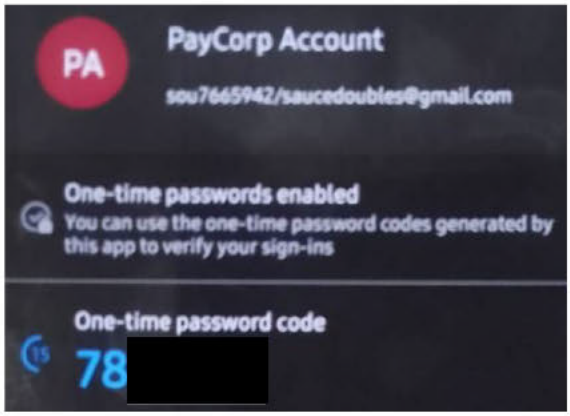



Once your account has been registered in the Authenticator application, select the account to retrieve the One-Time Password.




When received, return to the RepublicACH Login screen, enter the One-Time Password, and select “confirm”.





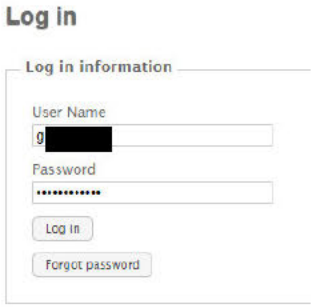


Your Multi-Factor Authentication setup is now complete.

## 2. Log In Procedure

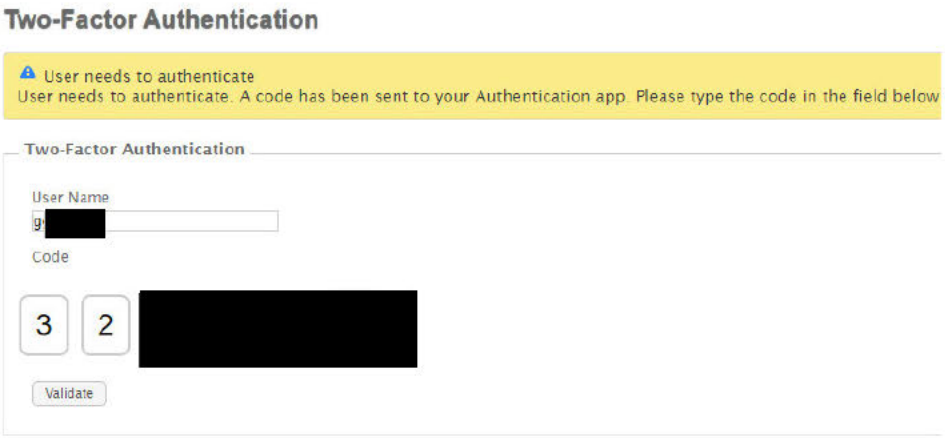
Multi-Factor Authentication is required each time you log in.

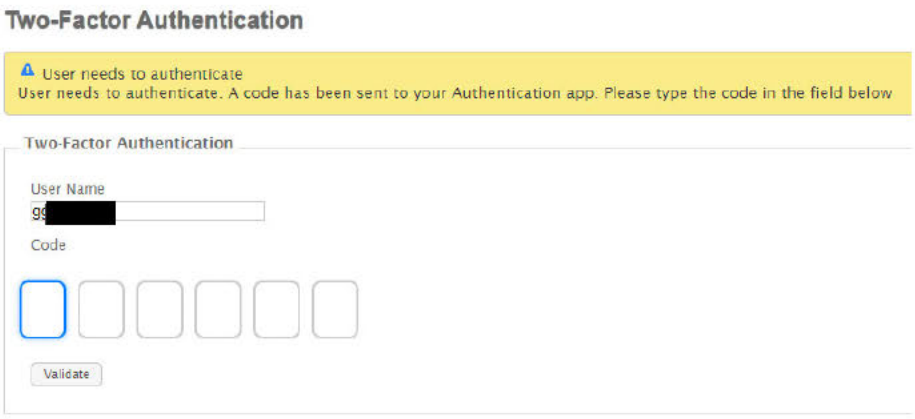
Enter your username and password and select “Log In”.



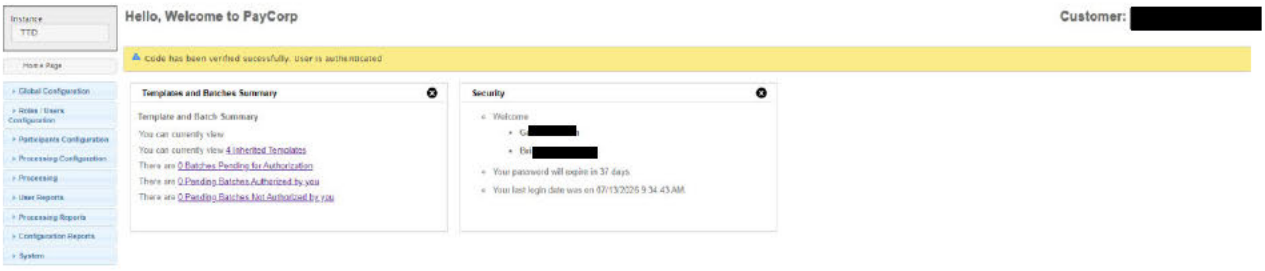

Open your Authenticator application and retrieve the six-digit authentication code.

Enter the code into the Multi-Factor Authentication field and select “Validate”.



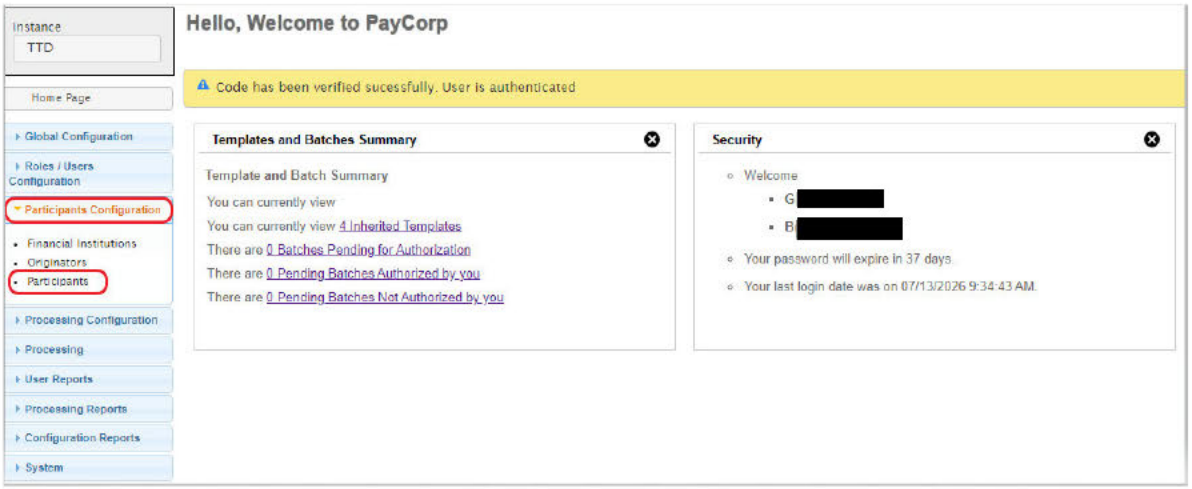



Once the code has been verified successfully, you will be redirected to the PayCorp home page and authenticated for use.

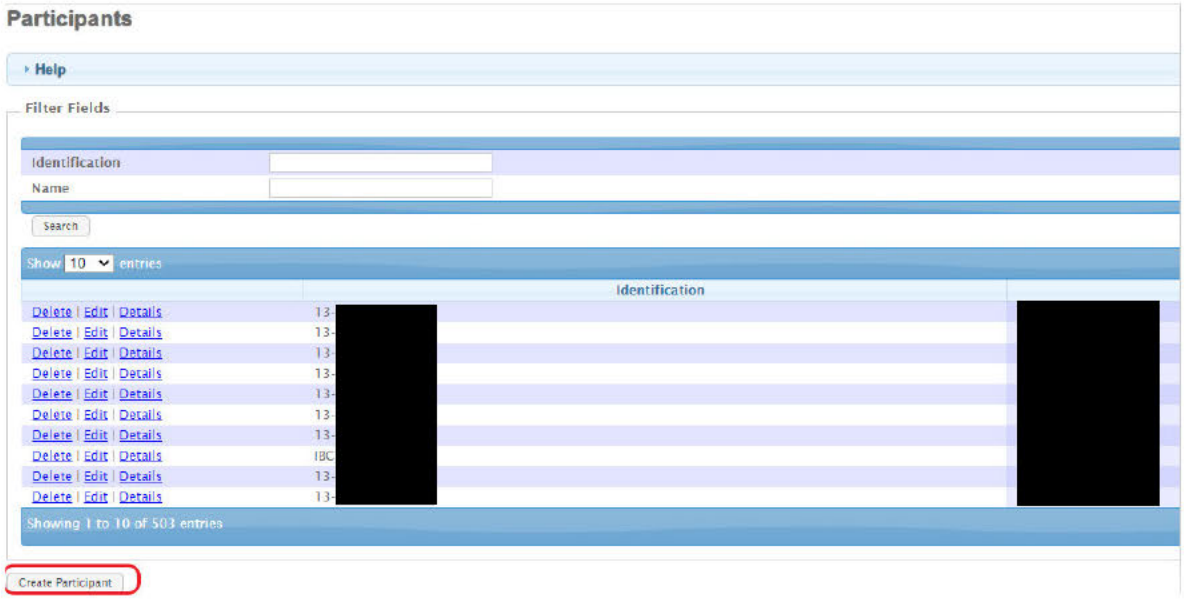


## 3. Create a Participant and Add an Account

To create a participant, on the Home Page, select the "Participants Configuration" tab and choose "Participants" from the menu.



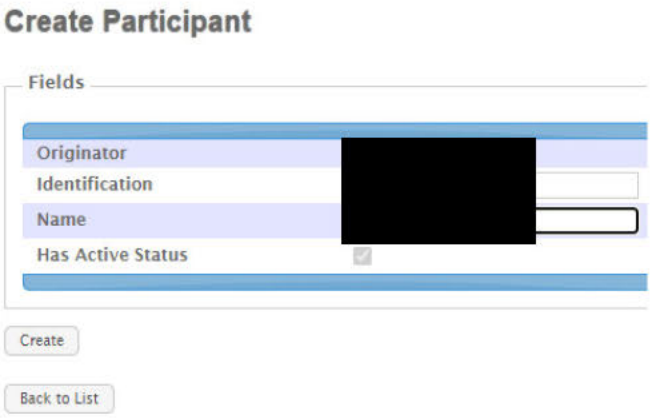

On the "Participants" page, select "Create Participant".




Complete the required data fields, including:

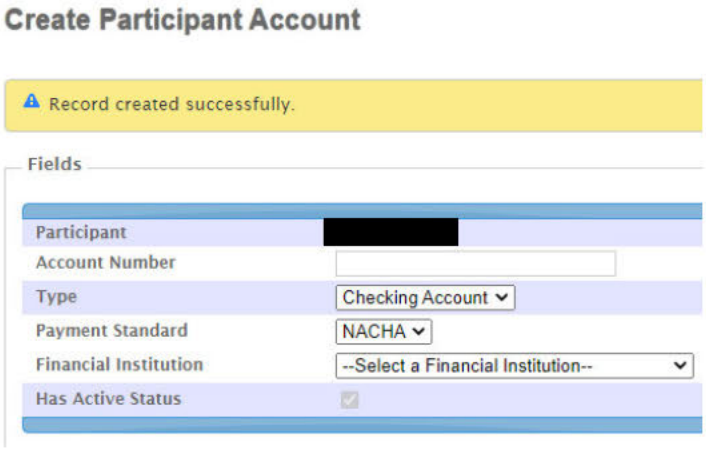
- Identification
- Participant's Name

The Originator field will populate automatically, and "Active Status" will be checked by default.




Select "Create".

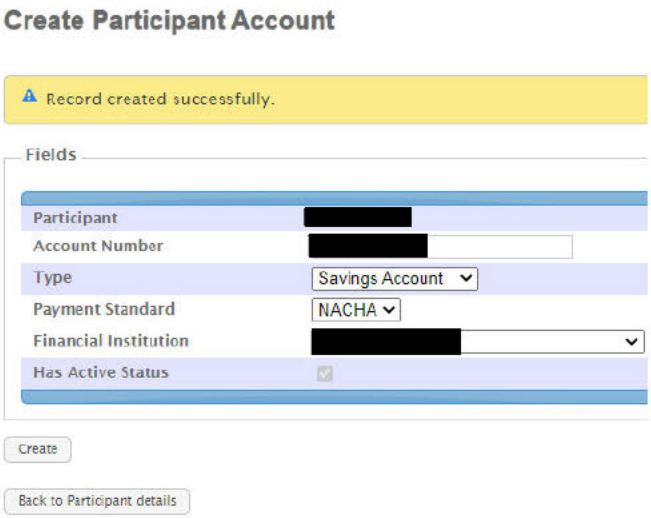
The confirmation message "Record created successfully" will indicate that the record was properly created.




Next, add the participant's account information.

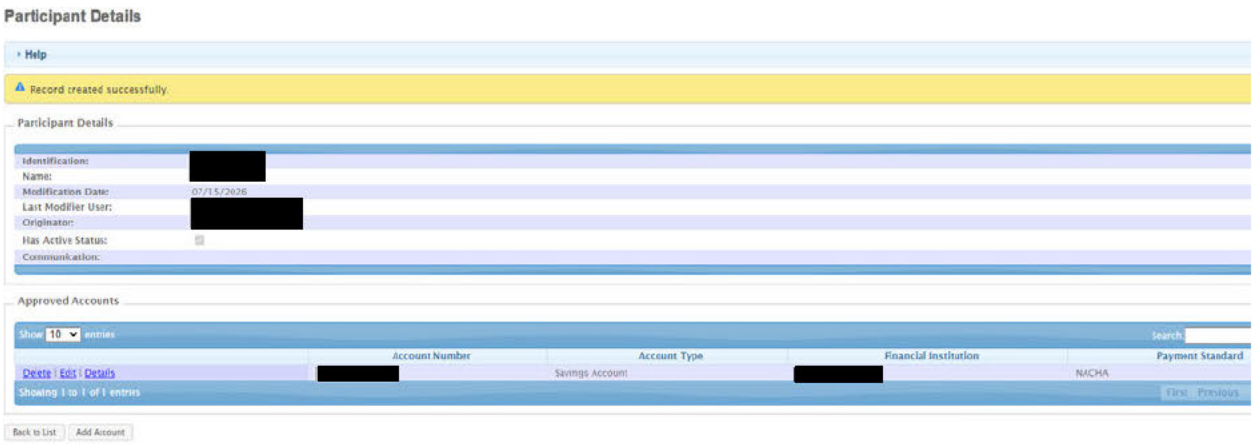
Enter the account number select the account type, ensure that the payment standard is set to "NACHA" and choose the financial institution.

The participant's name will populate automatically, and the "Active Status" box will be checked by default.




Once completed, select "Create".

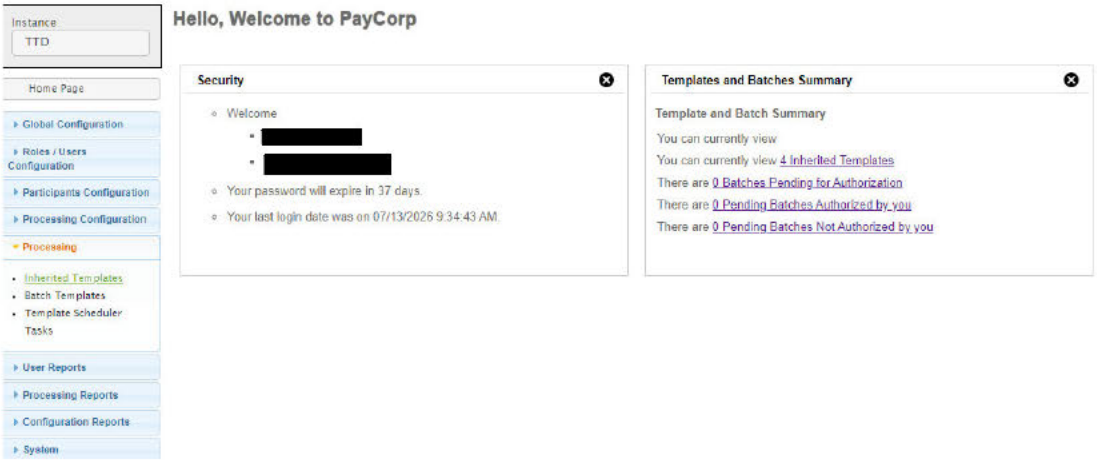
The confirmation message "Record created successfully" will be displayed.




Repeat these steps for each participant you wish to add.

## 4. Create Individual Transactions

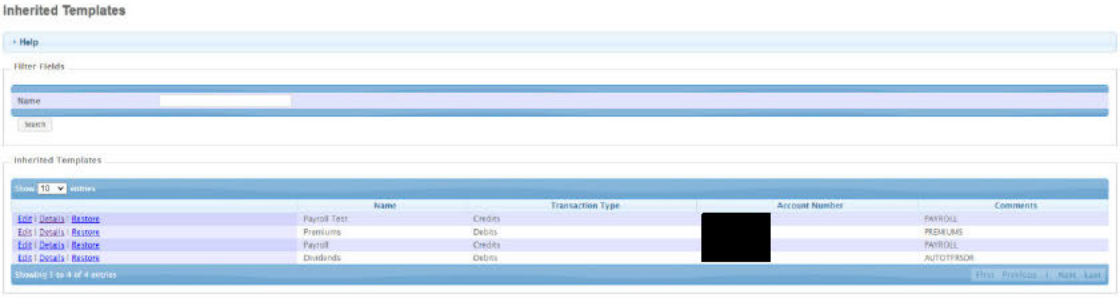
To create an individual transaction, select the “Processing” tab and choose “Inherited Templates”.

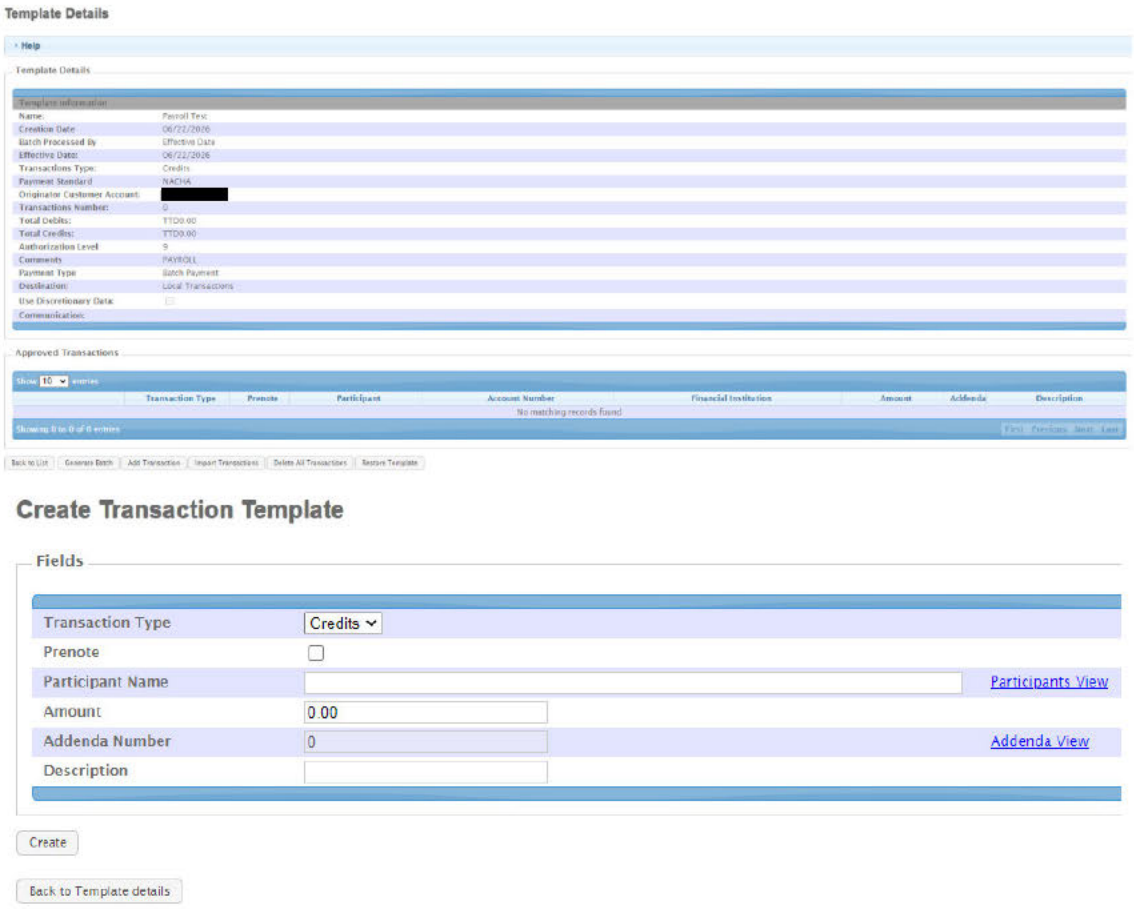



Select “Details” for the appropriate template.

Review any existing transactions in the “Approved Transactions” section and remove them if necessary.

Select “Add Transaction”.

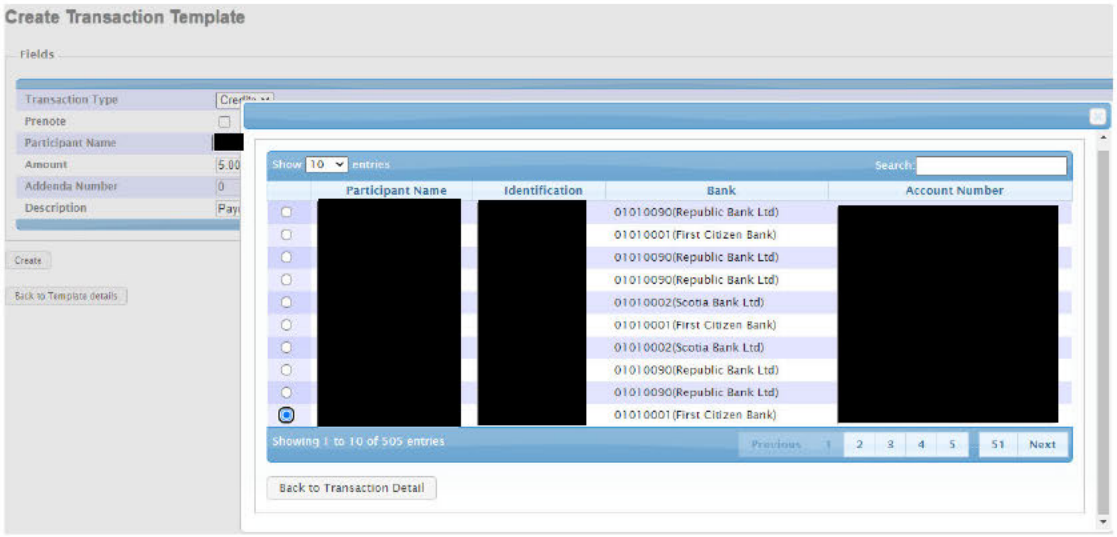


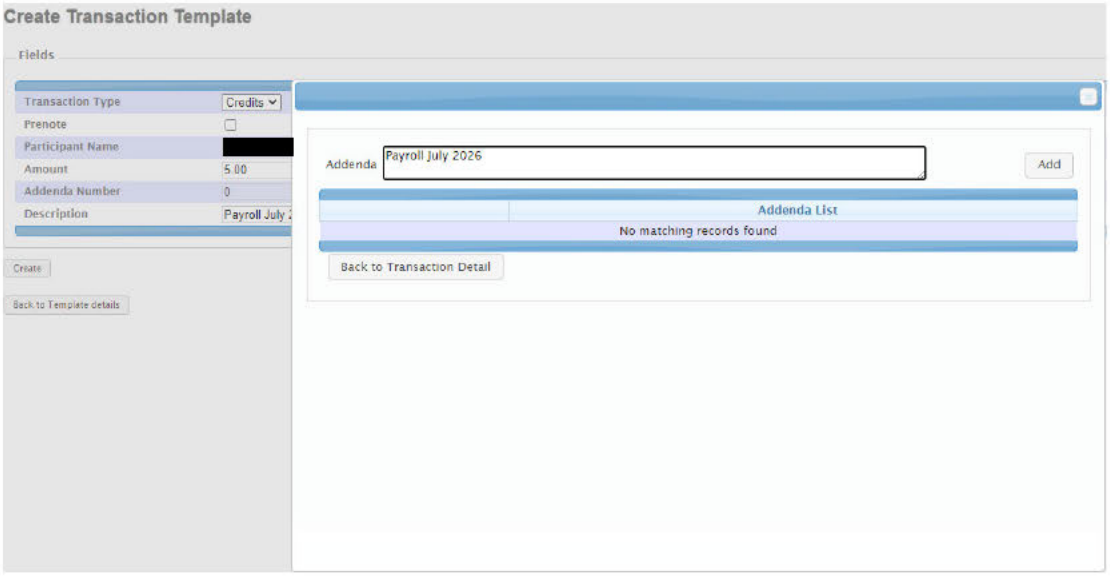


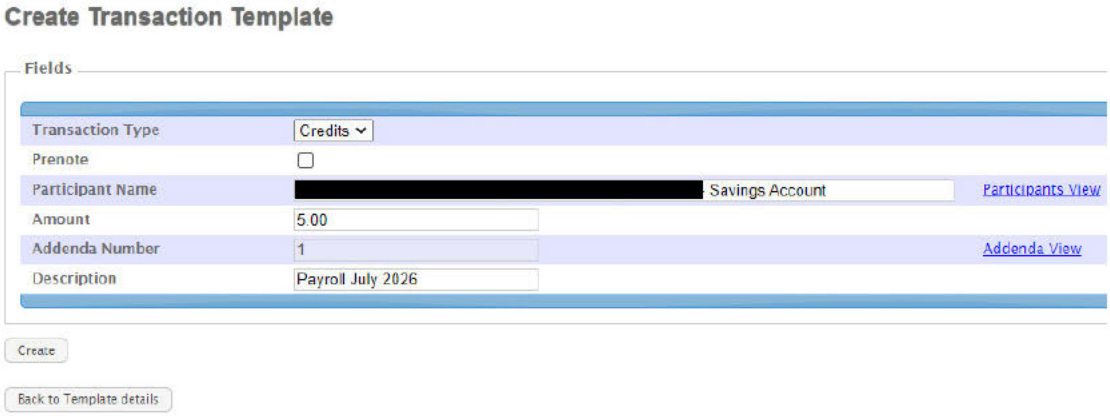

On the "Create Transaction Template" screen, enter the required information.

- The Transaction Type is determined by the template.
- "Prenote" must be left unchecked.
- Enter the Participant's name or select the "Participants View" link and tick the radio button for the applicable Participant. This will autofill their data.
- Go back to "Transaction Detail".
- Enter the transaction amount.

- Next, select "Addenda View" and enter a payment description such as Payroll, Salary Payment, or an Invoice Number. Please note that each transaction can only have one Addenda. Multiple Addendas will result in failure to process the file.
- If applicable, click "OK" to the message displayed.
- The Description field is optional as it would have been entered prior via the Addenda.

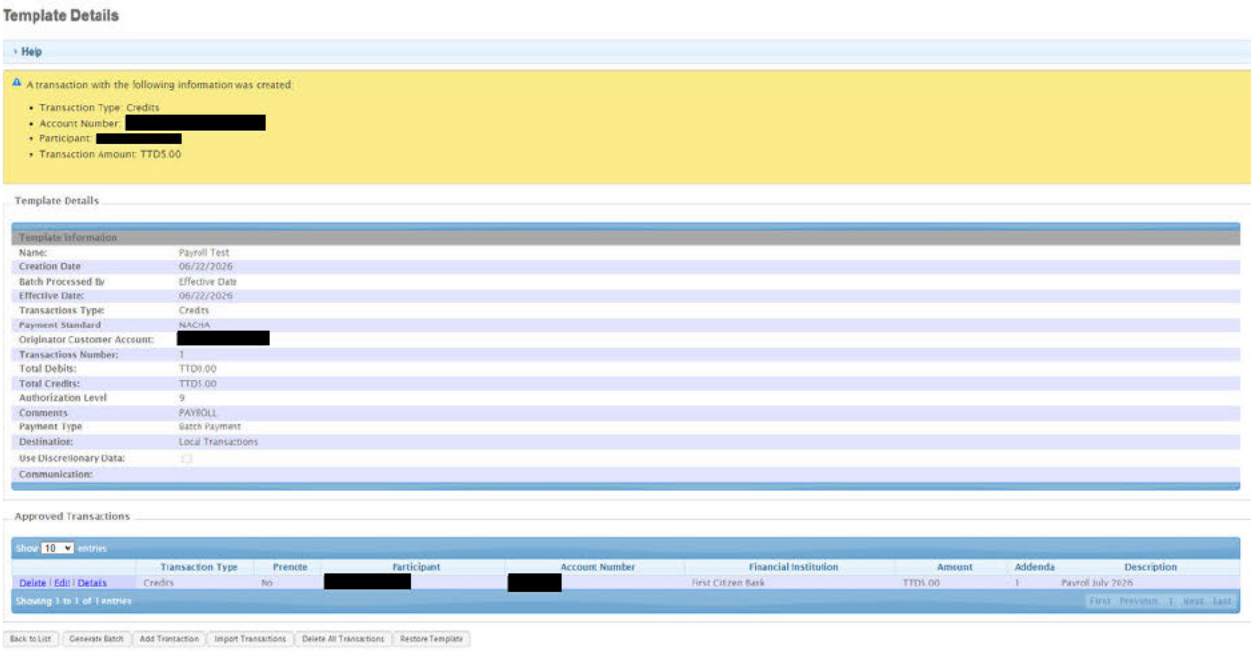





Once all details have been entered, select “Create”.

A success message will be displayed, and the transaction will appear on the Approved Transaction List.

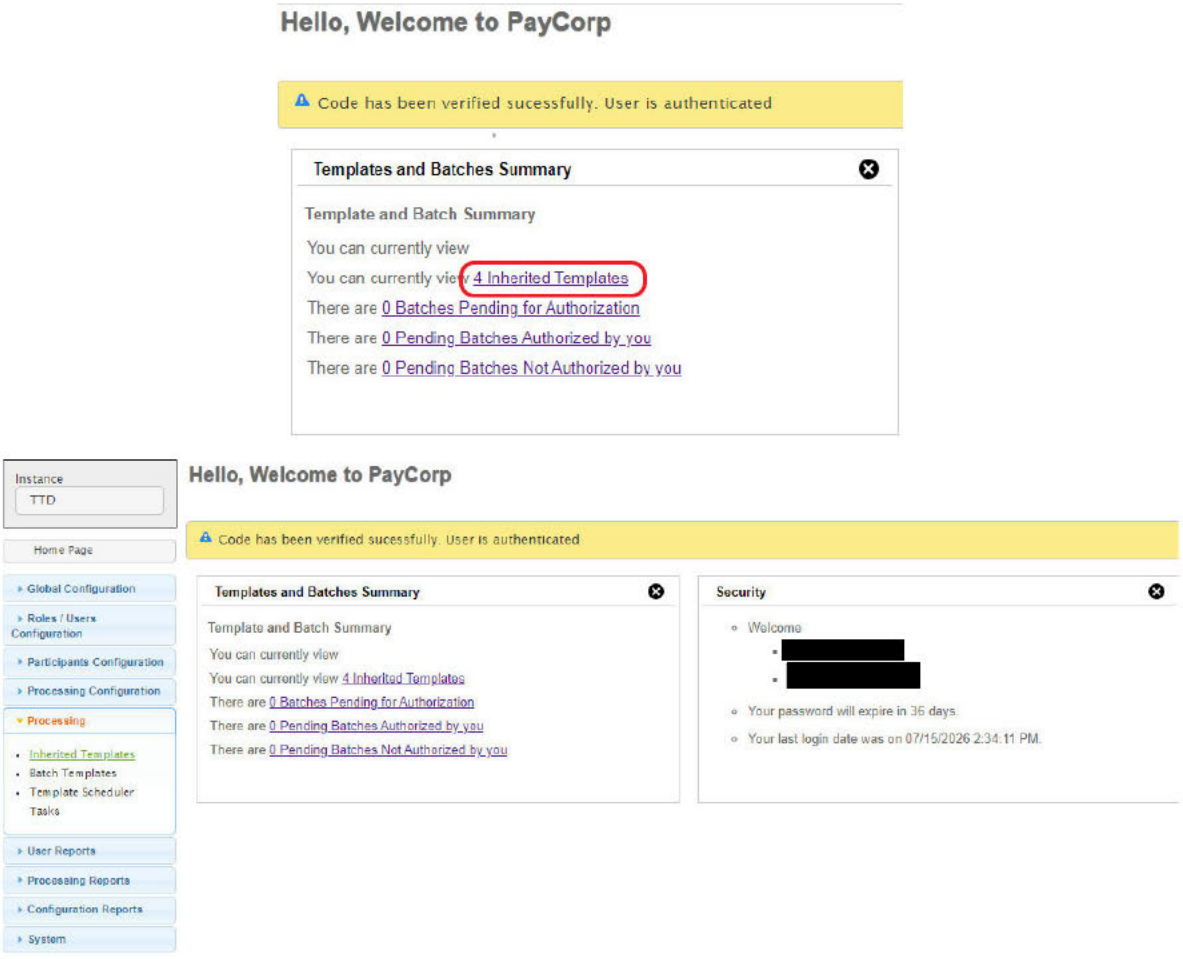



The batch can now be Generated and Approved.

Repeat these steps to add additional transactions.

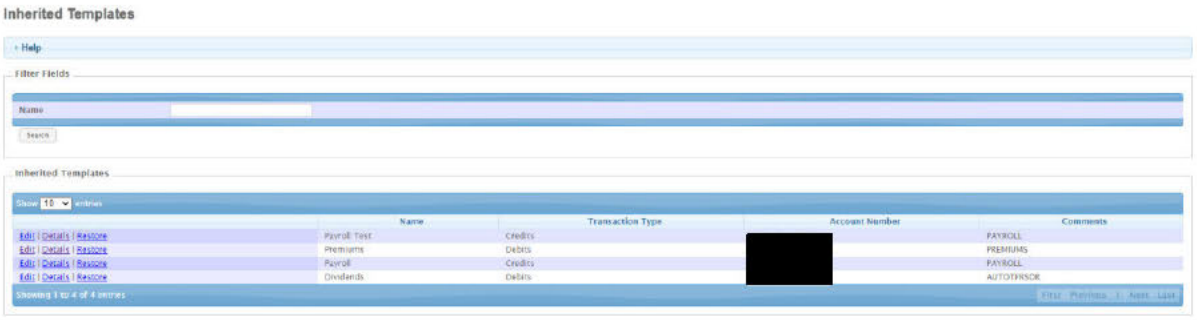
## 5. Import a Transaction File

To import transactions, navigate to the "Inherited Templates" menu from the "Templates and Batches Summary" section on the Home Page or select the "Processing" tab and go to the "Inherited Templates" hyperlink.



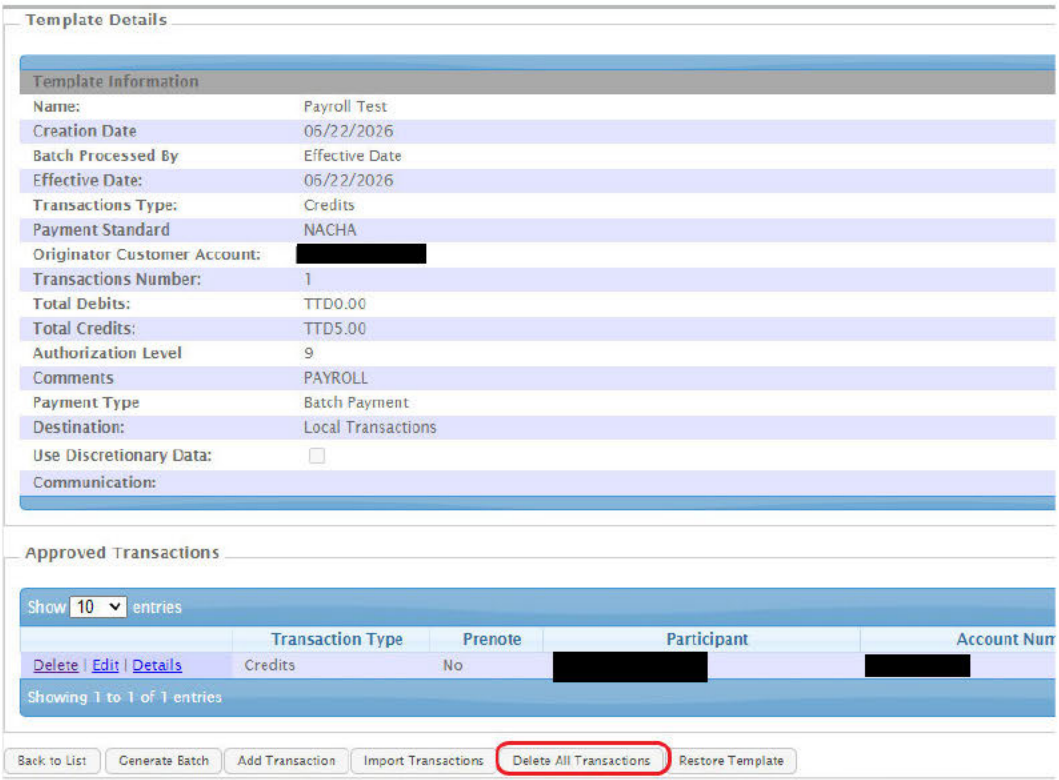

Select "Details" for the relevant template.

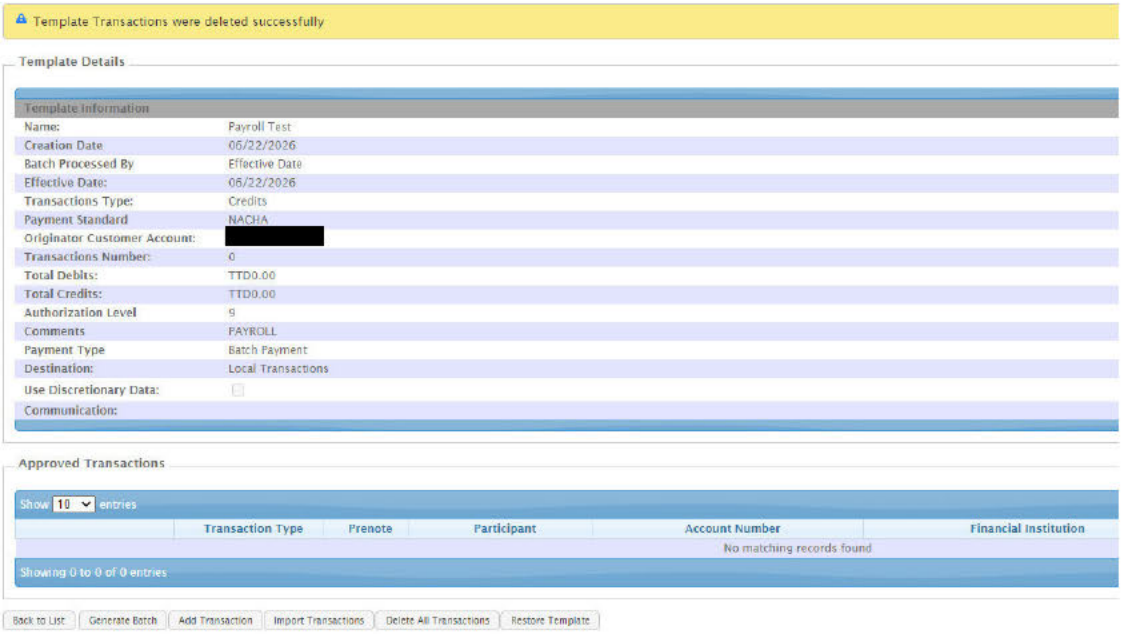
Ensure that the Transactions Number field is zero (0).




If previous transactions exist, select “Delete All Transactions” and confirm the action.

A “successful” message will be displayed.

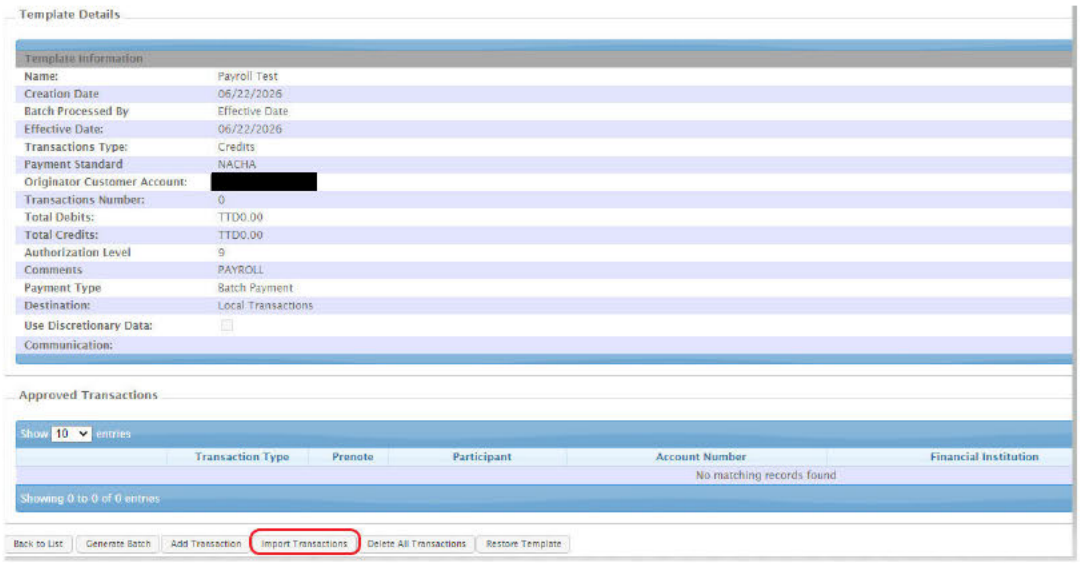


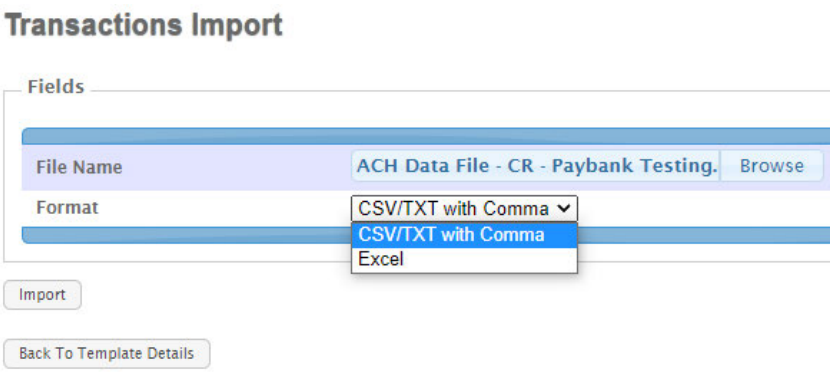



Next, select “Import Transactions”.

Browse and select your transaction file in either CSV or Excel format.

Choose the corresponding file format option and select “Import”.






Once the upload is complete, you will see a confirmation message, the total credit value, and a list of imported individual transactions.




The batch is now ready for generation and approval

## 6. Edit a Transaction

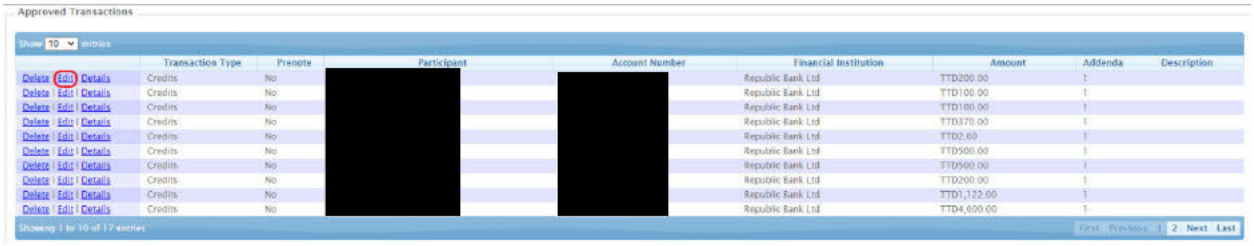
If a transaction requires modification before a batch is generated, navigate to “Processing” and select “Inherited Templates”.

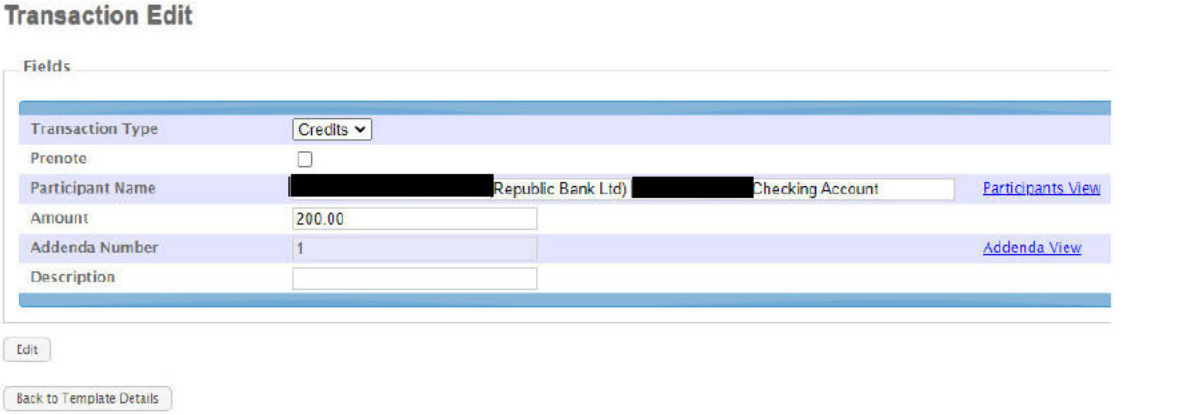
Click on “Details” for the applicable Inherited Template.

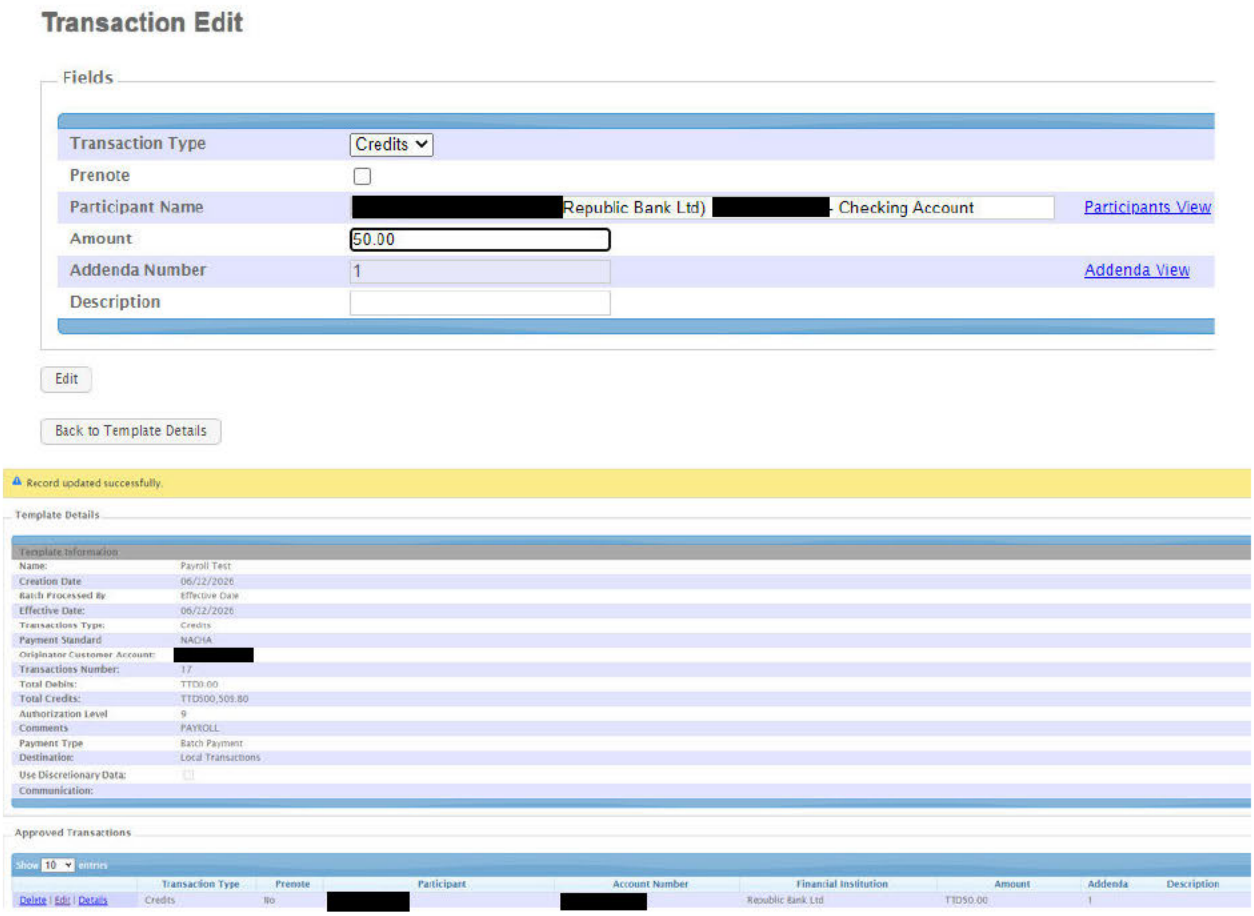
Scroll to the approved transactions and select “Edit” for the specific entry.

Amend the respective data field value and in the “Transaction Edit” page and select “Edit”.

A confirmation message will indicate that the record was updated successfully.






Please note that participant profile information, including the participant's name, account number, and financial institution, cannot be edited within the template. If an error is identified within any of these fields, the transaction must be deleted entirely and a new transaction must be created or imported to the template.

## 7. Delete a Transaction

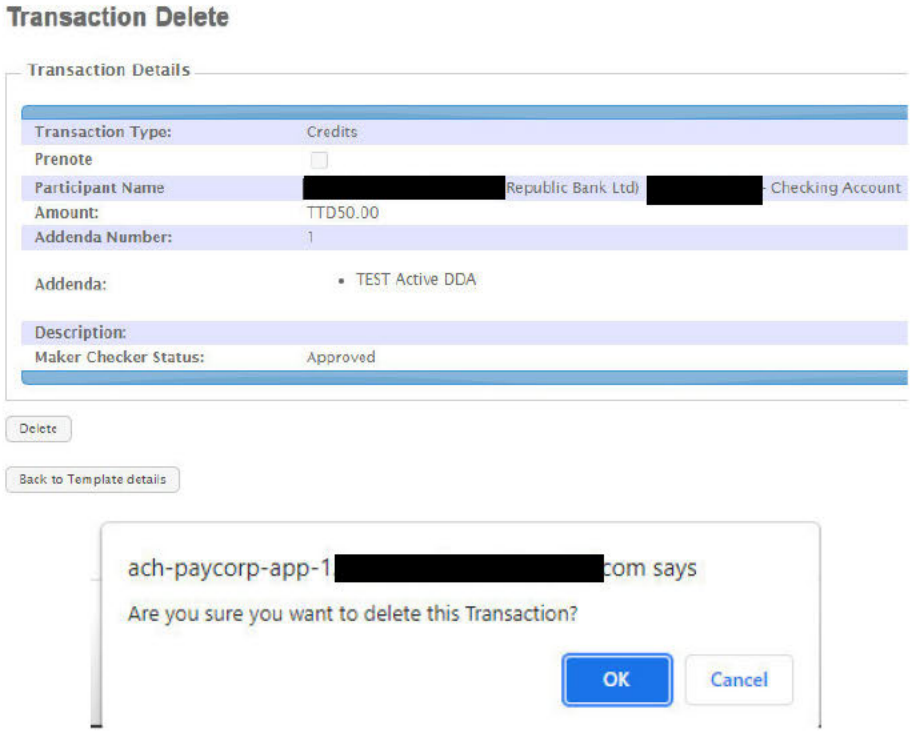
To delete a transaction, navigate to "Processing" tab and the applicable Inherited Template hyperlink.

Select "Delete" for the applicable Inherited Template.

Scroll to the approved transactions and click the "Delete" link and select the "Delete" action button on the "Transactions Delete" page.

Select "OK" when prompted.

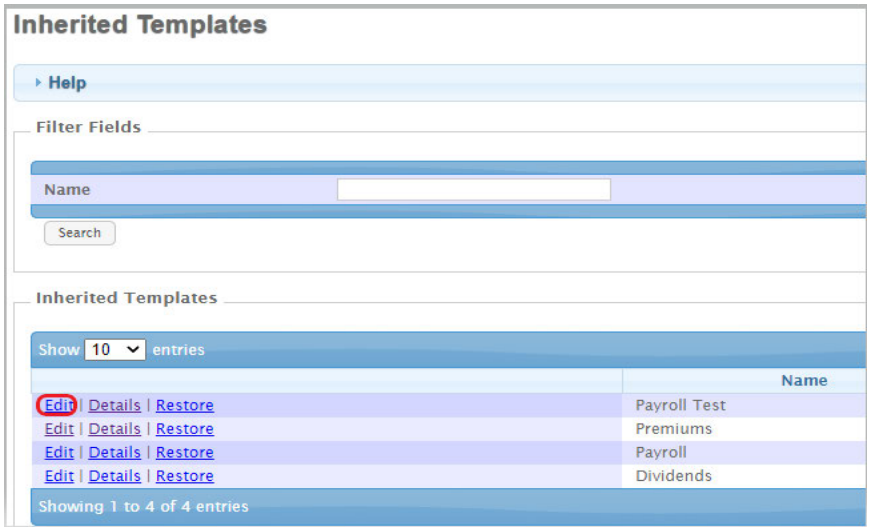
The message "Record deleted successfully" will be displayed.



8. Update Effective Date

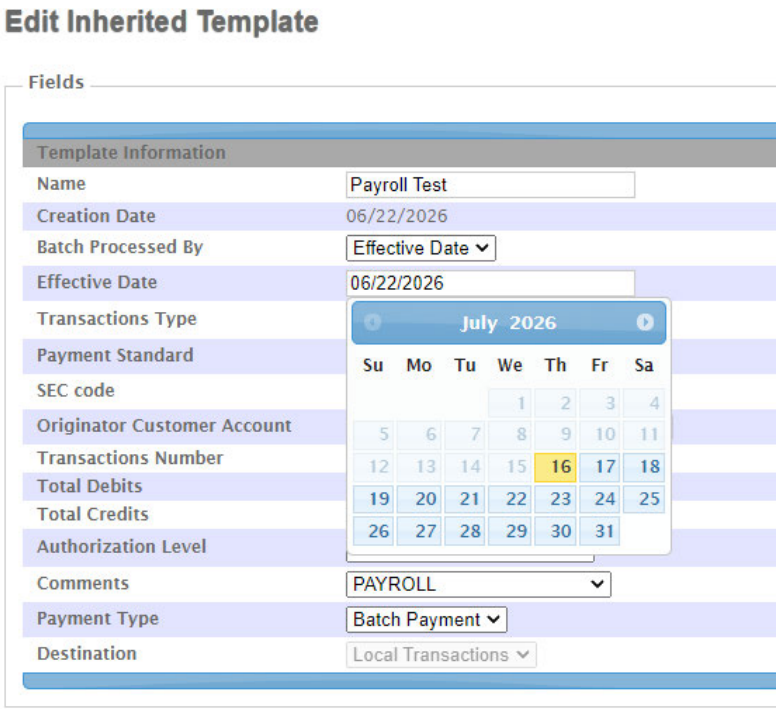
The effective date determines when transactions will be credited.

To update this date, on the Home Page, navigate to “Processing” and select “Inherited Templates”.



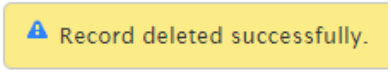

Select “Edit” for the desired template.

Using the calendar, update the Effective Date field to the required processing date.




Select “Edit” to save your changes.

A confirmation message will indicate that the record has been updated successfully.

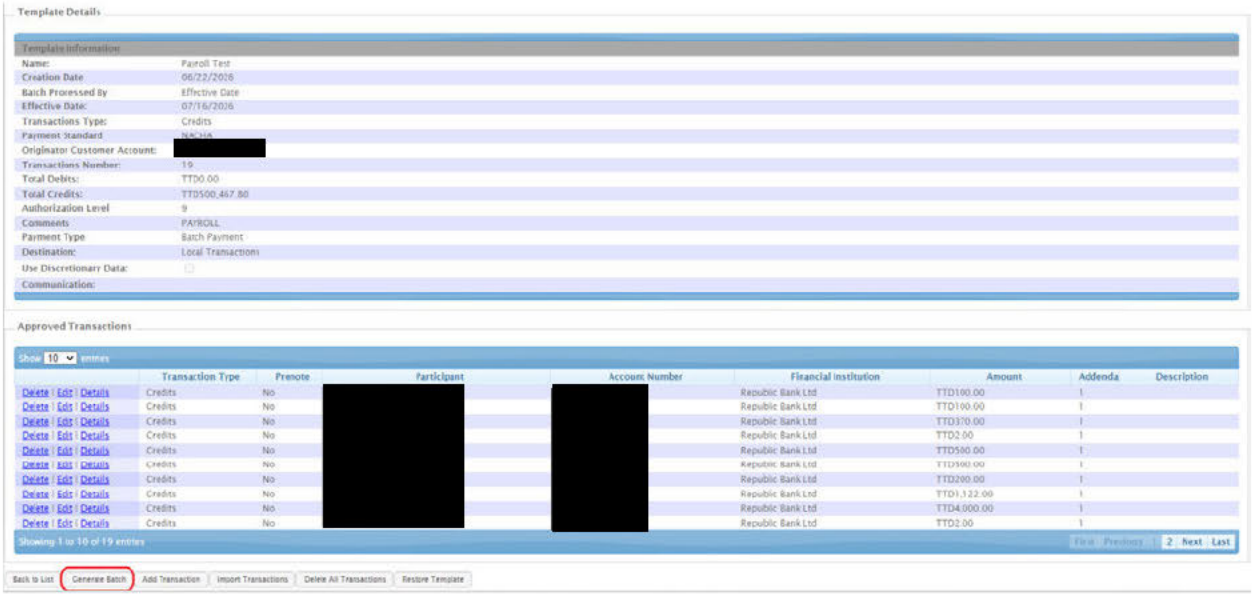


## 9. Generate a Batch

Before generating a batch, review all approved transactions to ensure that the information is accurate.

Then, scroll to the bottom of the Template Details page and select "Generate Batch".

A confirmation message will indicate that the batch has been generated successfully.

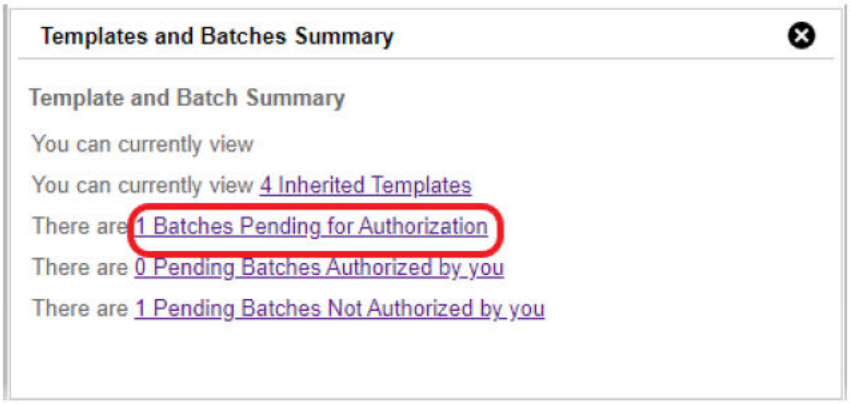



Batch Succesfully generated

## 10. Approve a Batch

To approve a batch, select "Batches Pending for Authorization" on the Home Page.

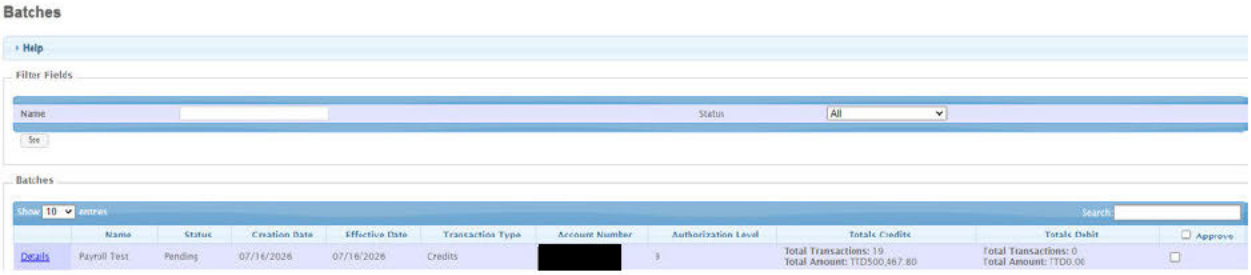
Alternatively, select "Processing" and then "Batch Templates".



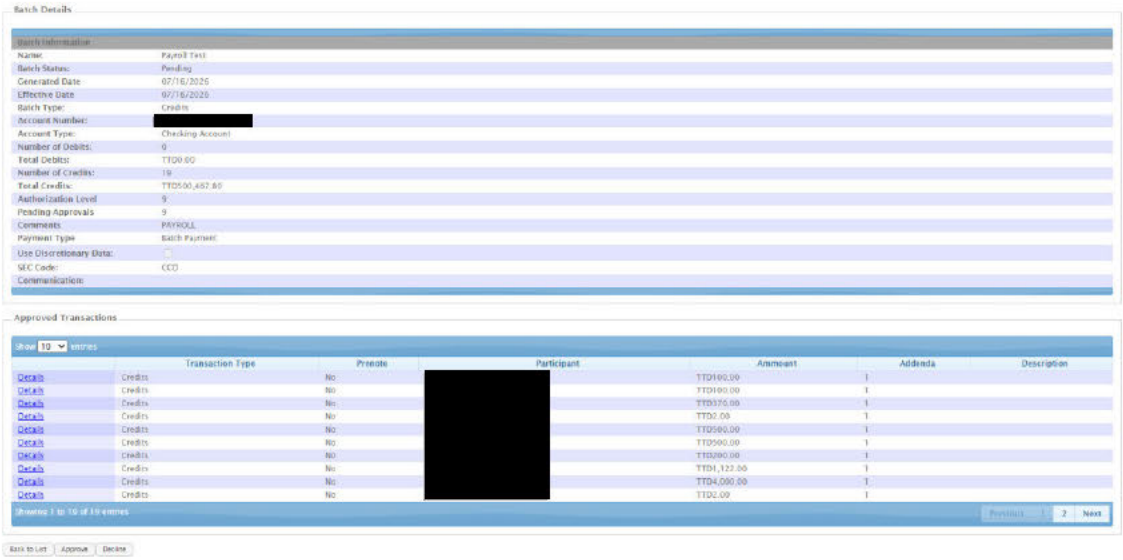




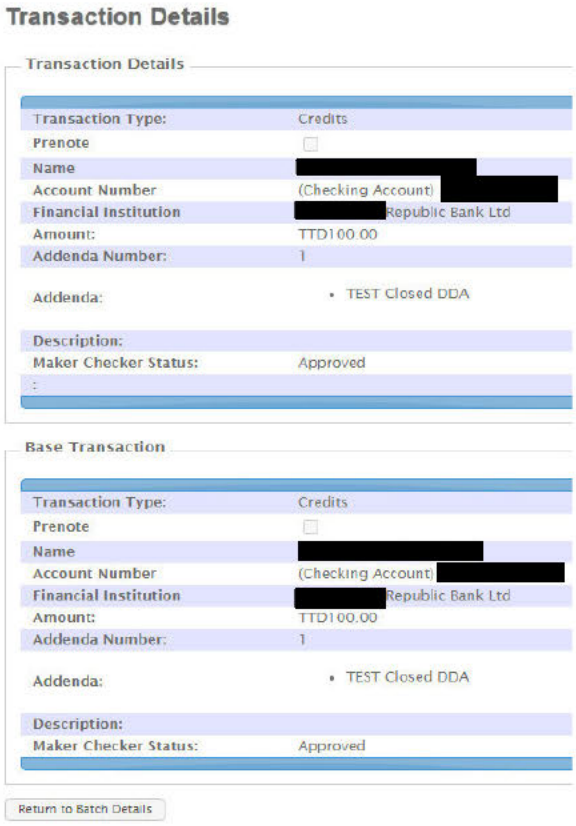
Locate the relevant batch and review the information, including transaction type, effective date, account number, total value, and total transactions.




Select "Details" and verify the approved transactions against the corresponding CSV/Excel file.




If necessary, review individual transaction details, including participant information, account numbers, financial institutions, transaction amounts, and Addenda descriptions.



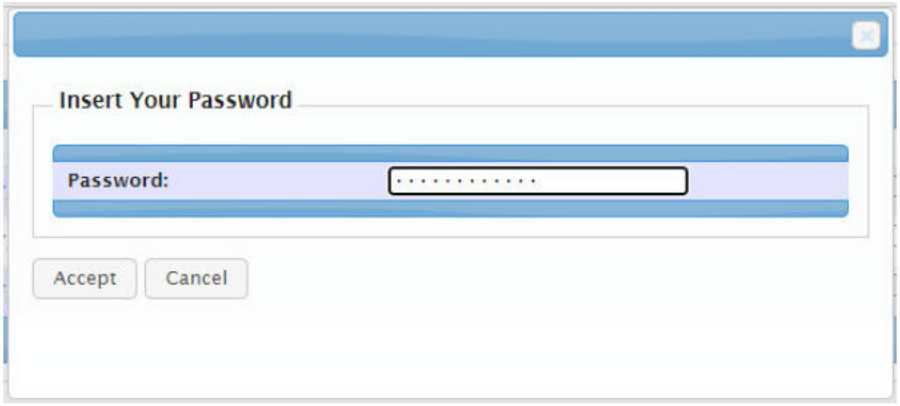
Once the verification is completed, select “Approve” or return to the previous page, select the checkbox for the pending batches, and action accordingly.

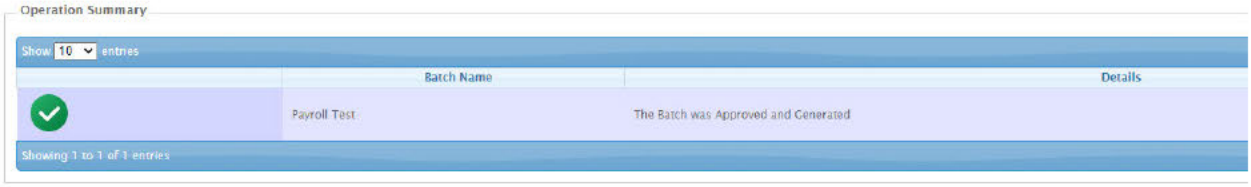
If the data is in order, click “Approve”.

If discrepancies are identified, click “Decline”.




Enter your login password and select “Accept”.

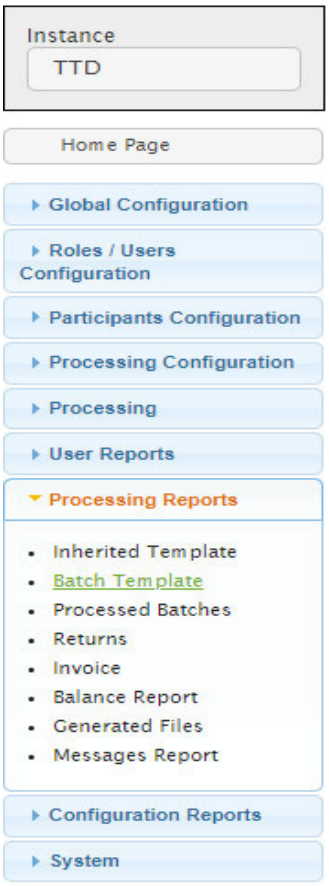



The batch status will be updated accordingly, and a corresponding confirmation message will be displayed in the “Operations Summary” section.

## 11. Generating The Batch Templates Report

From the Home Page, select the "Processing Reports" tab and choose "Batch Template" from the drop-down menu.




On the Batch Template Report page, complete the required data fields.

Begin by selecting the Initial Date, which is the start date for the report.

Next, select the End Date.

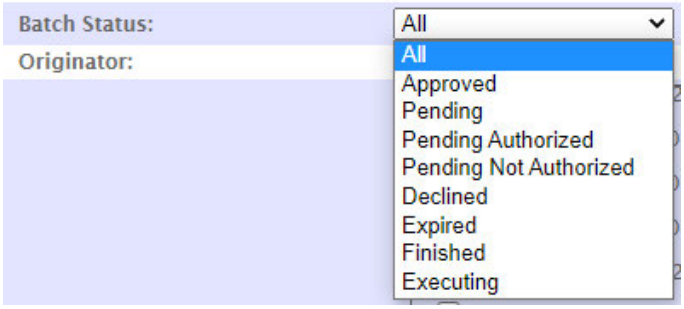
Choose the Batch Status from the drop-down menu or leave it set to “All” if you would like to include every batch status.

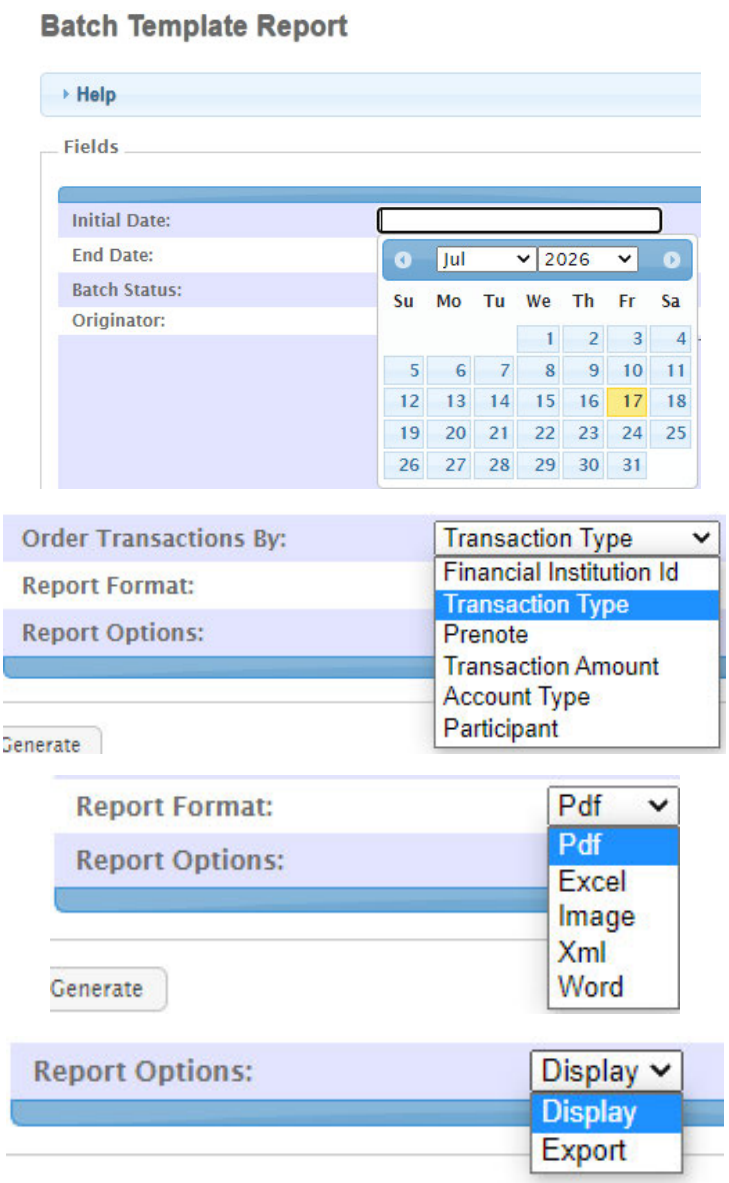
Under “Batches”, select the specific batch name you wish to include, or choose “Select All” to include every available batch.

To display the individual transactions within the report, ensure that the “View Transactions” checkbox is selected.

Next, choose how you would like the transactions to be sorted by selecting an option from the “Order Transactions By” drop-down menu.

Then, select your preferred Report Format and Report Options.






Once all fields have been completed, select “Generate.”

The Batch Template Report will either be displayed at the bottom of the Batch Template Report page or exported to your selected Reports folder.

The Batch Template Report includes:

- The date and time the report was generated
- The Originator Name
- The Originator ID
- The Template Name
- File and transaction details

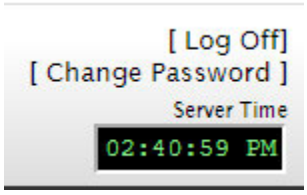
**Batch Templates Report** 7/17/2026 12:22:23 PM

| | | | |
|---|---|---|---|
| **Originator Name:** | [redacted] | **Originator Id:** | [redacted] |
| **Template Name:** | Premiums | | |
| | | | |
| **Date Created:** | 7/13/2026 1:34:41 PM | **Batch Type:** | Debit |
| **Corporate Customer Account:** | [redacted]-Current | **Financial Institution:** | Republic Bank Ltd [redacted] |
| **Number of Debits:** | 2 | **Number of Credits:** | 0 |
| **Total Debits:** | TTD 622.85 | **Total Credits:** | TTD 0.00 |
| **Authorization Level:** | 9 | **Effective Date:** | 7/13/2026 |
| **Comments:** | PREMIUMS | **Batch Status:** | Expired |
| **Product:** | 0 | **Processed Via** | ACH |
| **Currency:** | TTD | | |
| **Destination:** | Local Transactions | | |

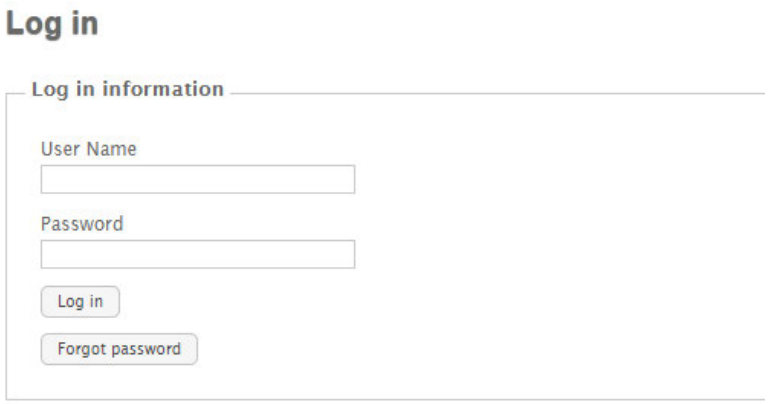
| Trx Type | Prenote | Account | Bank | Amount | Part. ID | Part. Name | Description |
|---|---|---|---|---|---|---|---|
| Debit | No | [redacted] - Current | Republic Bank Ltd [redacted] | TTD 422.85 | TEST NSF | [redacted] | |
| Debit | No | [redacted] - Current | Republic Bank Ltd [redacted] | TTD 200.00 | TEST R16 | [redacted] | |

## 12. Log Off Procedure

To log off, simply select the "Log Off" button.




You will be returned to the login page, completing your session securely.




Thank you for using PayCorp.

For additional assistance, please contact your system administrator.