

TREASURY MANAGEMENT

ACH

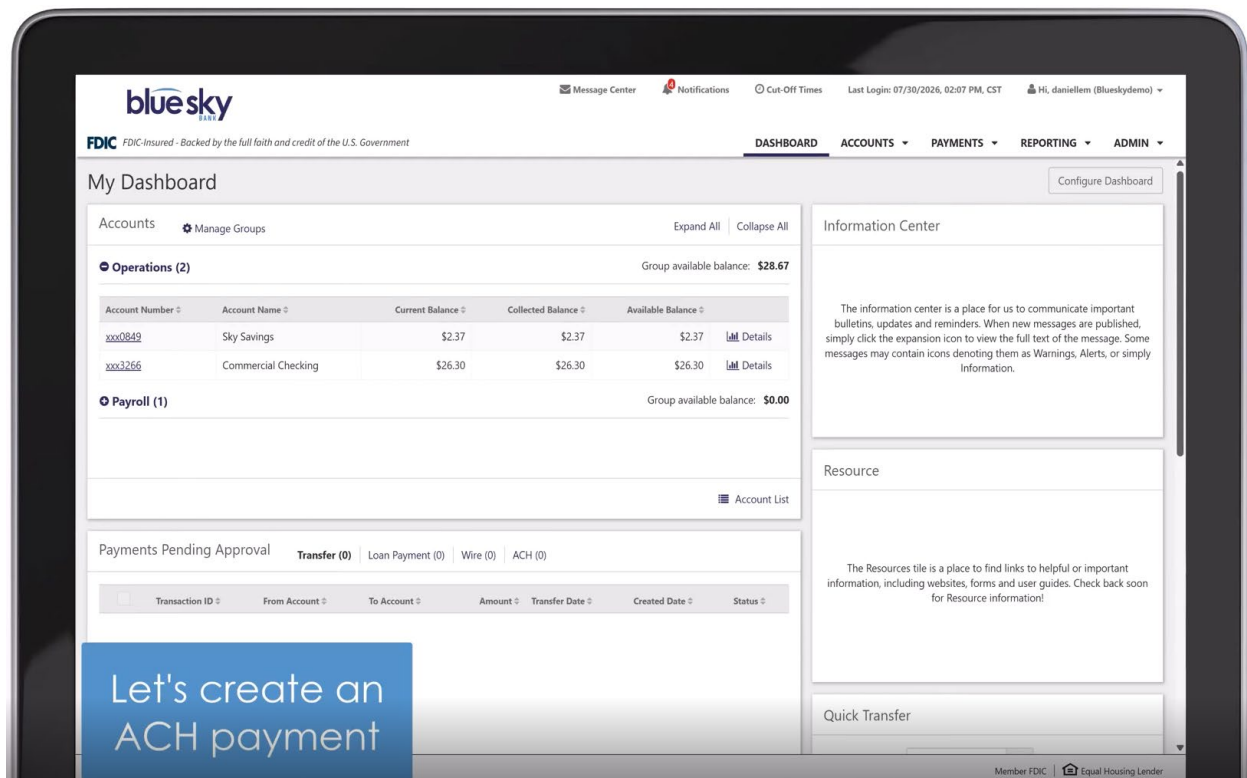


Table of Contents

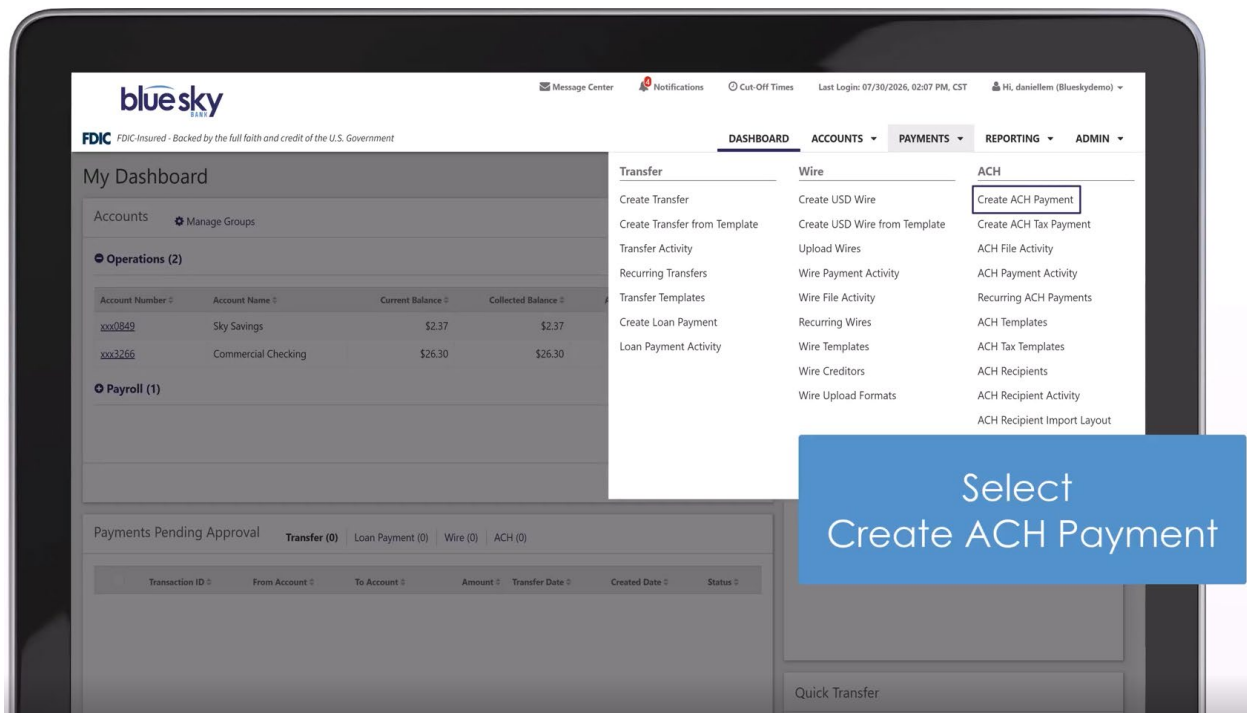
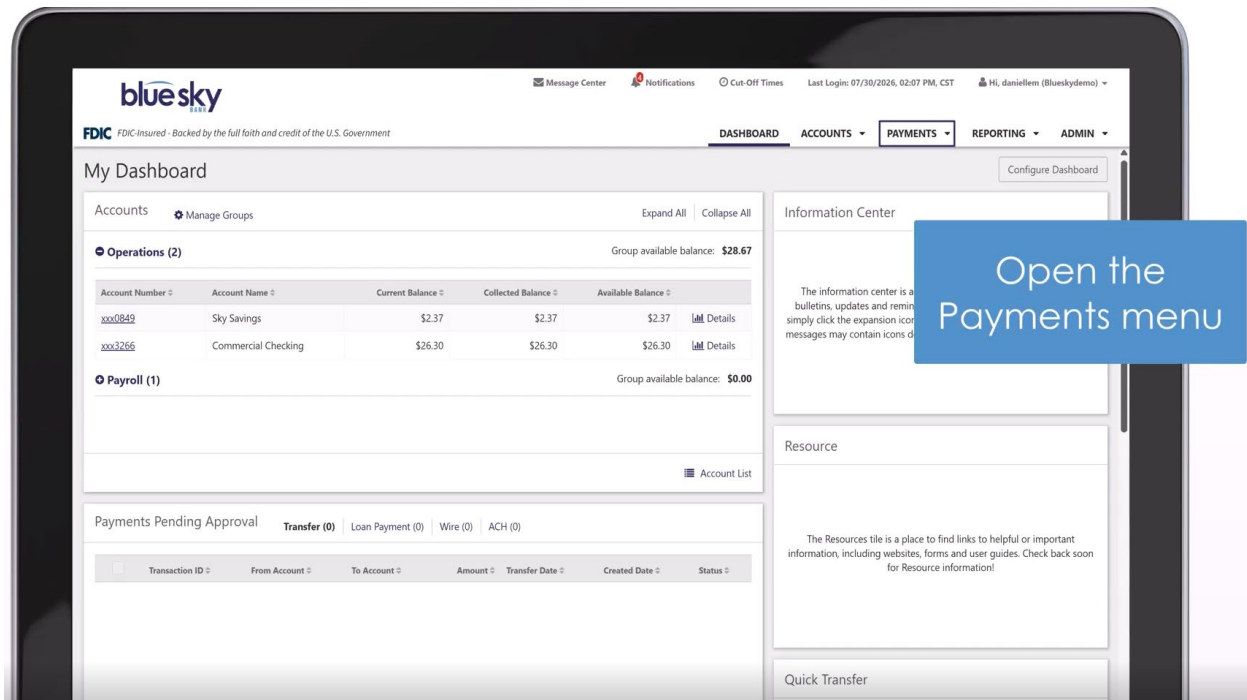
- | | |
|-----------------------------|--------|
| 1. Creating an ACH Payment | Pg. 2 |
| 2. Approving an ACH Payment | Pg. 11 |
| 3. Uploading a NACHA File | Pg. 14 |

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Creating an ACH Payment



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Message Center Notifications Cut-Off Times Last Login: 07/29/2026, 10:11 AM, CST Hi, daniellem (Blueskydemo)

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create ACH Payment [®]

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

☒ Manual Entry ☐ From Template ☐ Upload Nacha File

Payment Header Information

* Indicates Required Field

Payment Name: *

ACH Company Name: * Type to filter

ACH Company ID: *

SEC Code: *

Entry Description: *

Discretionary Data:

☐ Restrict Payment

Choose the Manual Entry option

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create ACH Payment [®]

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

☒ Manual Entry ☐ From Template ☐ Upload Nacha File

Payment Header Information

* Indicates Required Field

Payment Name: *

ACH Company Name: * Type to filter

ACH Company ID: *

SEC Code: *

Entry Description: *

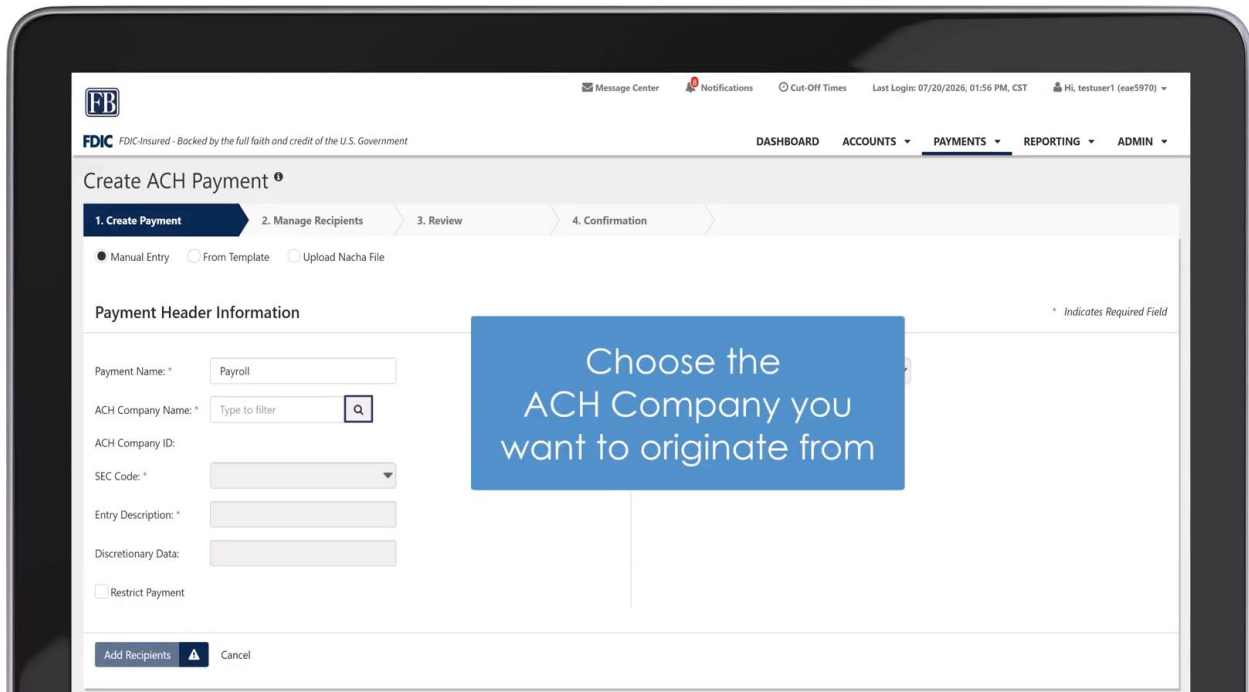
Discretionary Data:

☐ Restrict Payment

Enter a name for the payment

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Message Center Notifications Cut-Off Times Last Login: 07/20/2026, 01:56 PM, CST Hi, testuser1 (see5970)

DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create ACH Payment

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

Manual Entry From Template Upload Nacha File

Payment Header Information

Payment Name: * Payroll

ACH Company Name: * Type to filter

ACH Company ID:

SEC Code: *

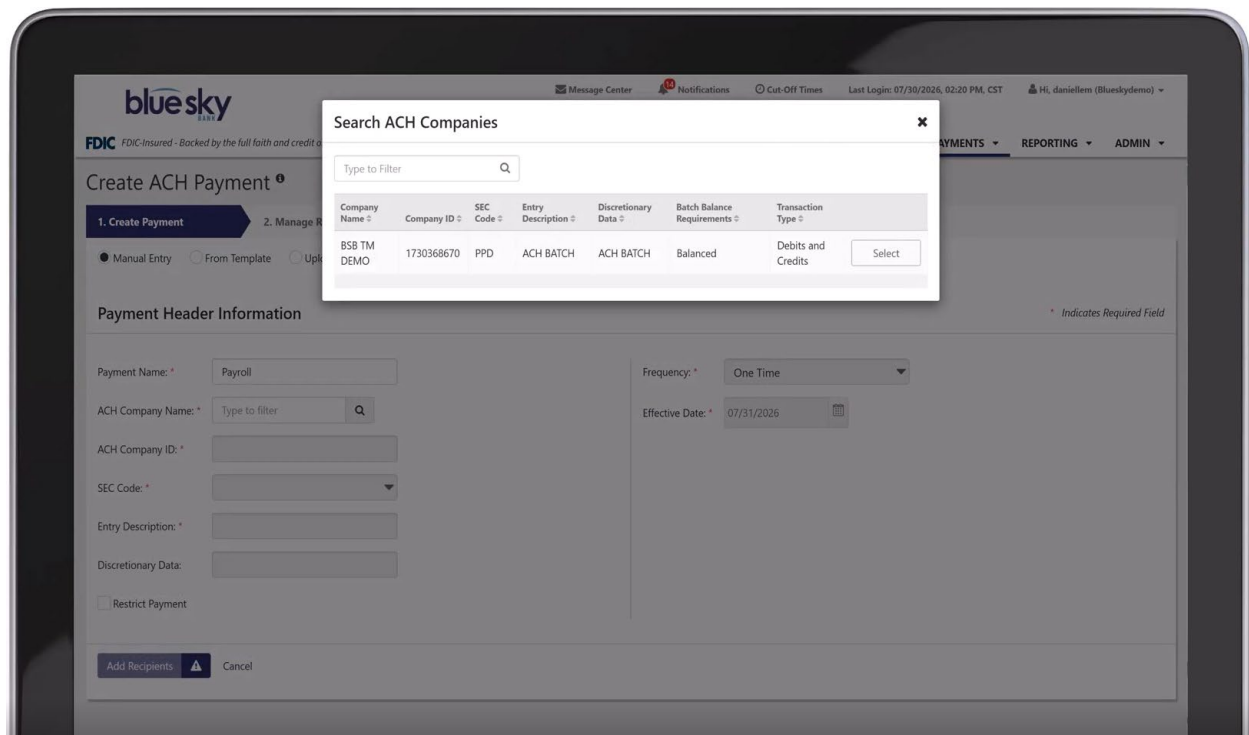
Entry Description: *

Discretionary Data:

☐ Restrict Payment

Add Recipients Cancel

Choose the ACH Company you want to originate from



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Message Center Notifications Cut-Off Times Last Login: 07/30/2026, 02:20 PM, CST Hi, daniellem (Blueskydemo)

DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create ACH Payment

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

Manual Entry From Template Upload Nacha File

Payment Header Information

Payment Name: * Payroll

ACH Company Name: * Type to filter

ACH Company ID: *

SEC Code: *

Entry Description: *

Discretionary Data:

☐ Restrict Payment

Add Recipients Cancel

Frequency: * One Time

Effective Date: * 07/31/2026

Search ACH Companies

Company Name	Company ID	SEC Code	Entry Description	Discretionary Data	Batch Balance Requirements	Transaction Type
BSB TM DEMO	1730368670	PPD	ACH BATCH	ACH BATCH	Balanced	Debits and Credits

Select

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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Create ACH Payment

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

☒ Manual Entry ☐ From Template ☐ Upload Nacha File

Payment Header Information

* Indicates Required Field

Payment Name: * Payroll

ACH Company Name: * BSB TM DEMO

ACH Company ID: * 1730368670

SEC Code: * PPD - Prearranged Payments and

Entry Description: * PAYROLL

Discretionary Data: PAYROLL

☐ Restrict Payment

Frequency: * One Time

Effective Date: * 08/28/2026

Modify the details if necessary

Add Recipients Cancel

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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Create ACH Payment

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

☒ Manual Entry ☐ From Template ☐ Upload Nacha File

Payment Header Information

* Indicates Required Field

Payment Name: * Payroll

ACH Company Name: * BSB TM DEMO

ACH Company ID: * 1730368670

SEC Code: * PPD - Prearranged Payments and

Entry Description: * PAYROLL

Discretionary Data: PAYROLL

☐ Restrict Payment

Frequency: * **One Time**

Effective Date: *

Select a recurring frequency if applicable

Add Recipients Cancel



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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Create ACH Payment

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

☒ Manual Entry ☐ From Template ☐ Upload Nacha File

Payment Header Information * Indicates Required Field

Payment Name: * Payroll

ACH Company Name: * BSB TM DEMO

ACH Company ID: * 1730368670

SEC Code: * PPD - Prearranged Payments and

Entry Description: * PAYROLL

Discretionary Data: PAYROLL

☐ Restrict Payment

Frequency: * One Time

Effective Date: * 08/28/2026

Choose the effective date

Add Recipients Cancel

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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Create ACH Payment

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

☒ Manual Entry ☐ From Template ☐ Upload Nacha File

Payment Header Information * Indicates Required Field

Payment Name: * Payroll

ACH Company Name: * BSB TM DEMO

ACH Company ID: * 1730368670

SEC Code: * PPD - Prearranged Payments and

Entry Description: * PAYROLL

Discretionary Data: PAYROLL

☐ Restrict Payment

Frequency: * One Time

Effective Date: * 08/28/2026

Select Add Recipients to continue

Add Recipients Cancel

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create ACH Payment

1. Create Payment **2. Manage Recipients** 3. Review 4. Confirmation

Manage Recipients

* Indicates Required Field

Payroll

ACH Company Name: **BSB TM DEMO** Debit: **\$0.00**
 ACH Company ID: **1730368670** Credit: **\$0.00**
 SEC Code: **PPD** Effective Date: **08/28/2026**
 Entry Description: **PAYROLL**
 Discretionary Data: **PAYROLL**
☐ Restrict Payment

Type to filter ☐ Prenote Only (0) ☐ Hold Only (0) ☐ Errors (1)

Recipient Name *	ID Number *	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote	Hold	Addenda
			Checking	Type to filter	CR	\$0.00	☐	☐	Addenda Add

Viewing 1 - 1 of 1 recipients 25

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create ACH Payment

1. Create Payment **2. Manage Recipients** 3. Review 4. Confirmation

Manage Recipients

* Indicates Required Field

Payroll

ACH Company Name: **BSB TM DEMO** Debit: **\$0.00**
 ACH Company ID: **1730368670** Credit: **\$1.00**
 SEC Code: **PPD** Effective Date: **08/28/2026**
 Entry Description: **PAYROLL**
 Discretionary Data: **PAYROLL**
☐ Restrict Payment

Type to filter ☐ Prenote Only (0) ☐ Hold Only (0) ☐ Errors (0)

Recipient Name *	ID Number *	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote	Hold	Addenda
Employee One		123123123	Checking	124084834	CR	\$1.00	☐	☐	Addenda Add

Viewing 1 - 1 of 1 recipients 25

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create ACH Payment ⁰

1. Create Payment **2. Manage Recipients** 3. Review 4. Confirmation

Manage Recipients * Indicates Required Field

Payroll

ACH Company Name: **BSB TM DEMO** Debit: **\$0.00**
 ACH Company ID: **1730368670** Credit: **\$1.00**
 SEC Code: **PPD** Effective Date: **08/28/2026**
 Entry Description: **PAYROLL**
 Discretionary Data: **PAYROLL**
☐ Restrict Payment

Type To filter ☐ Prenote Only (0) ☐ Hold Only (0) ☐ Errors (0)

Recipient Name *	ID Number *	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote *	Hold *	Addenda
Employee One		123123123	Checking	124084834	CR	\$1.00	☐	☐	Addenda +

Viewing 1 - 1 of 1 recipients 25

Click + to add another recipient or to balance your payment

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create ACH Payment ⁰

1. Create Payment **2. Manage Recipients** 3. Review 4. Confirmation

Manage Recipients * Indicates Required Field

Payroll

ACH Company Name: **BSB TM DEMO** Debit: **\$1.00**
 ACH Company ID: **1730368670** Credit: **\$1.00**
 SEC Code: **PPD** Effective Date: **08/28/2026**
 Entry Description: **PAYROLL**
 Discretionary Data: **PAYROLL**
☐ Restrict Payment

Type To filter ☐ Prenote Only (0) ☐ Hold Only (0) ☐ Errors (0)

Recipient Name *	ID Number *	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote *	Hold *	Addenda
Employee One		123123123	Checking	124084834	CR	\$1.00	☐	☐	Addenda X
Offset		112233	Checking	103101877	DR	\$1.00	☐	☐	Addenda X +

Viewing 1 - 2 of 2 recipients 25

Update the details and scroll down when done



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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Payroll

ACH Company Name: **BSB TM DEMO** Debit: **\$1.00**
ACH Company ID: **1730368670** Credit: **\$1.00**
SEC Code: **PPD** Effective Date: **08/28/2026**
Entry Description: **PAYROLL**
Discretionary Data: **PAYROLL**
☐ Restrict Payment

Type To filter ☐ Prenote Only (0) ☐ Hold Only (0) ☐ Errors (0)

Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Amount	Prenote	Hold	Addenda
Employee One		123123123	Checking	124084834	CR	\$1.00	☐	☐	Addenda
Offset		112233	Checking	103101877	DR	\$1.00	☐	☐	Addenda

Viewing 1 - 2 of 2 recipients 25

Click Review to continue

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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Review Payment

Payroll 2 Recipients

ACH Company Name: **BSB TM DEMO** Debit: **\$1.00**
ACH Company ID: **1730368670** Credit: **\$1.00**
SEC Code: **PPD** Effective Date: **08/28/2026**
Entry Description: **PAYROLL**
Discretionary Data: **PAYROLL**
☐ Restrict Payment

Type To filter ☐ Prenote Only (0) ☐ Hold Only (0) ☐ Errors (0)

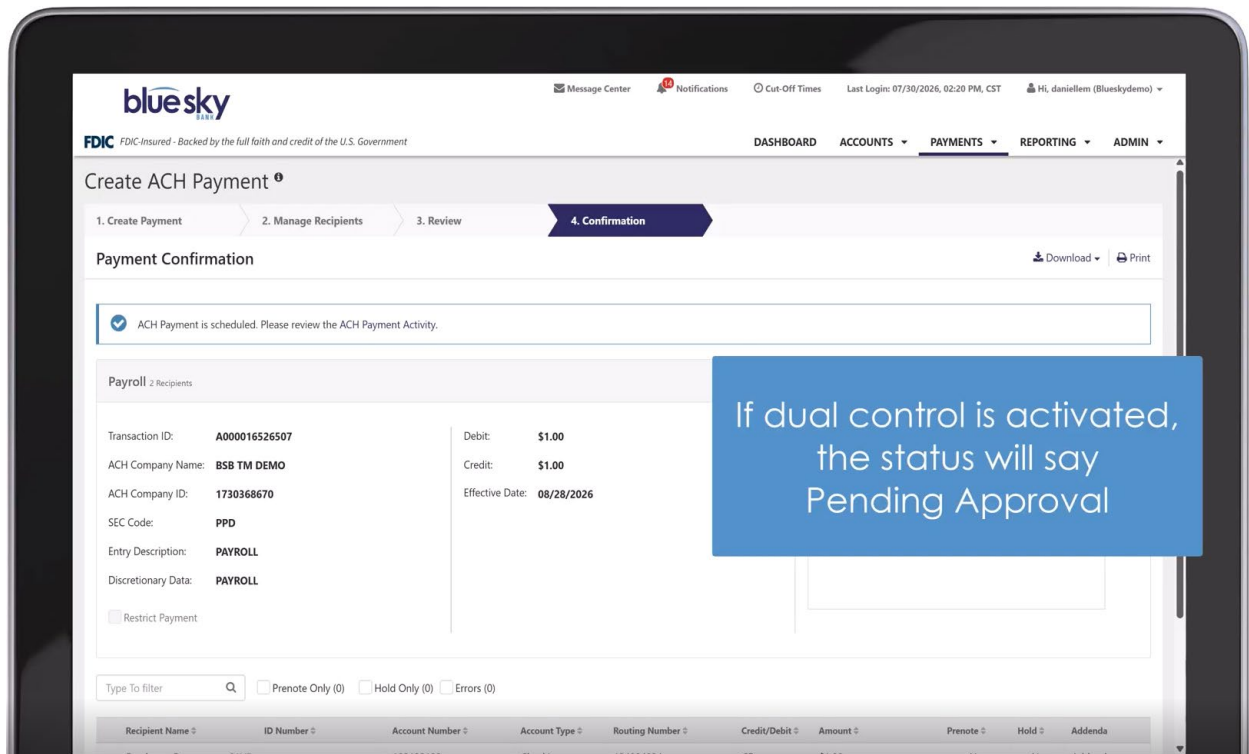
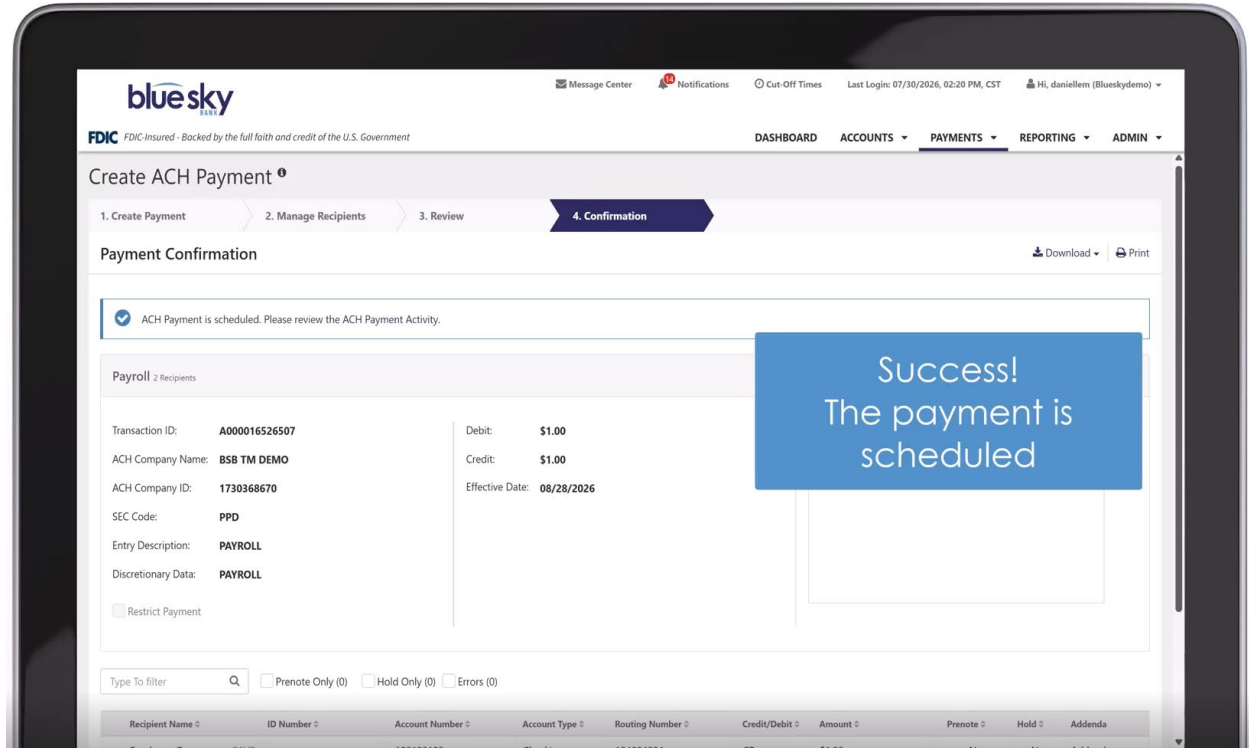
Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Amount	Prenote	Hold	Addenda
Employee One		123123123	Checking	124084834	CR	\$1.00	No	No	Addenda
Offset				103101877	DR	\$1.00	No	No	Addenda

Viewing 1 - 2 of 2 recipients 25

Click Confirm, and authenticate

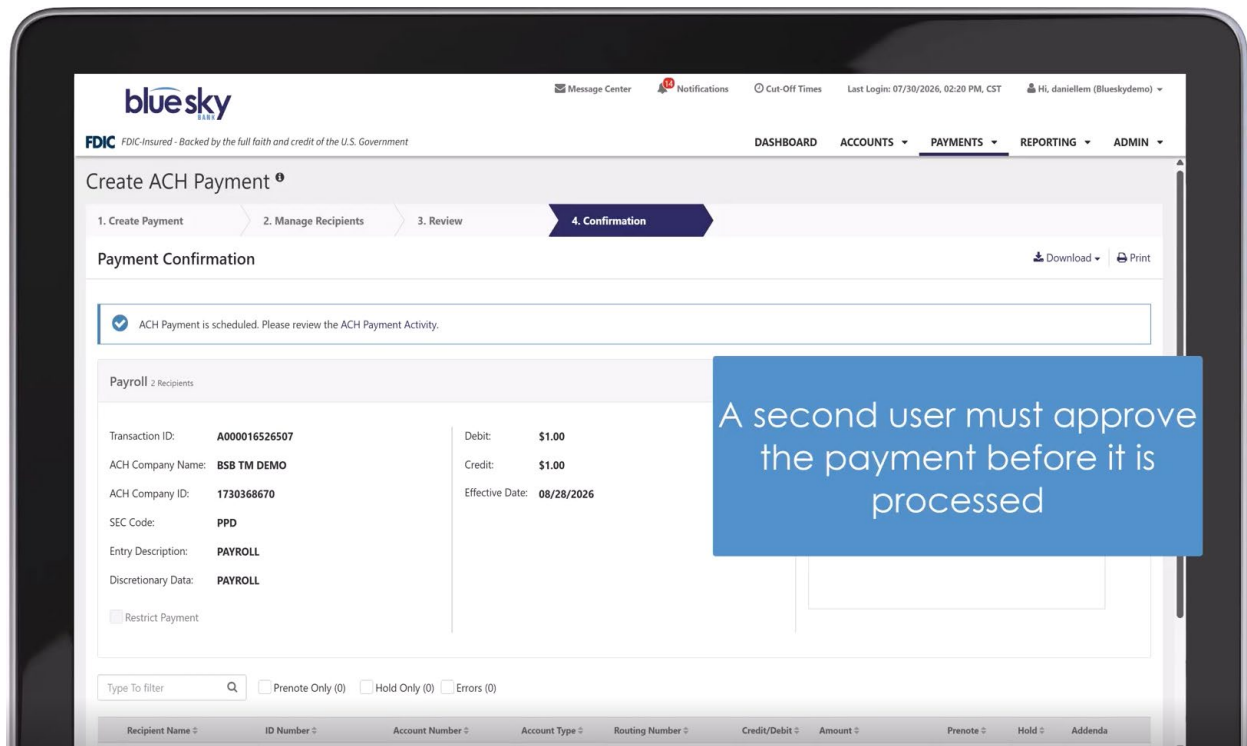
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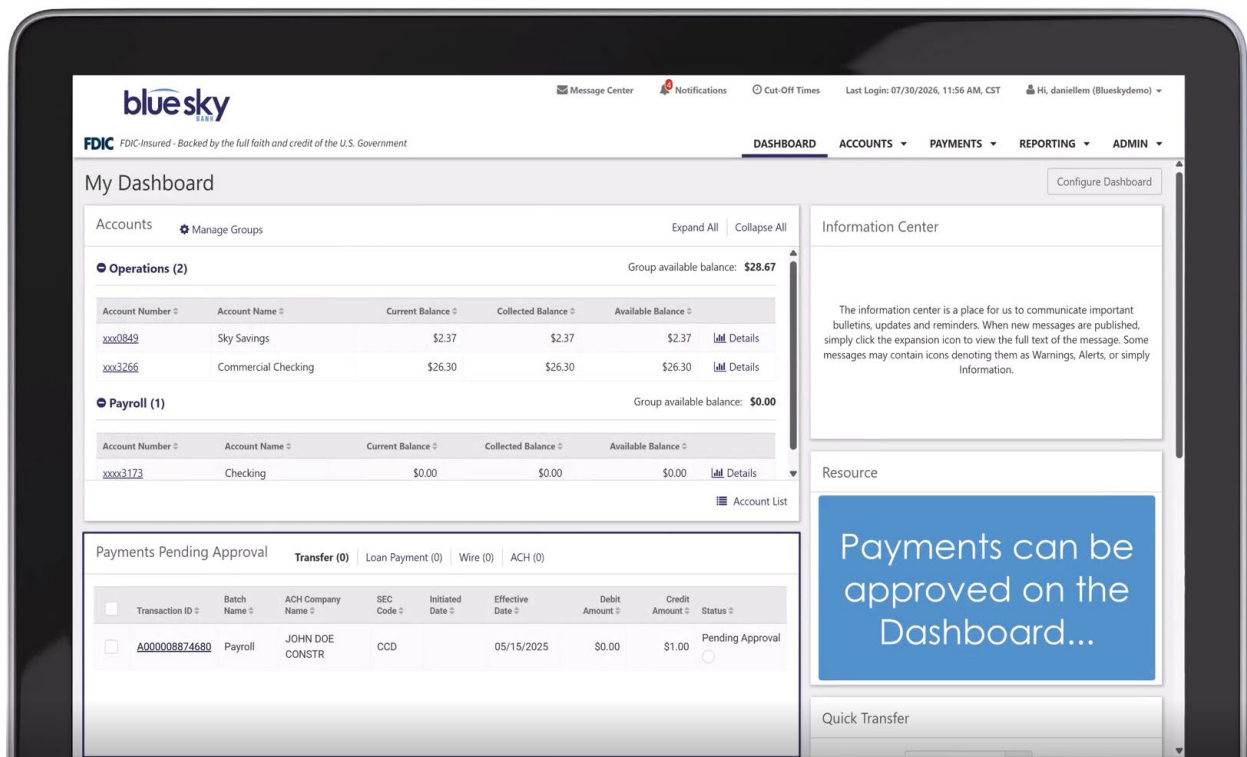


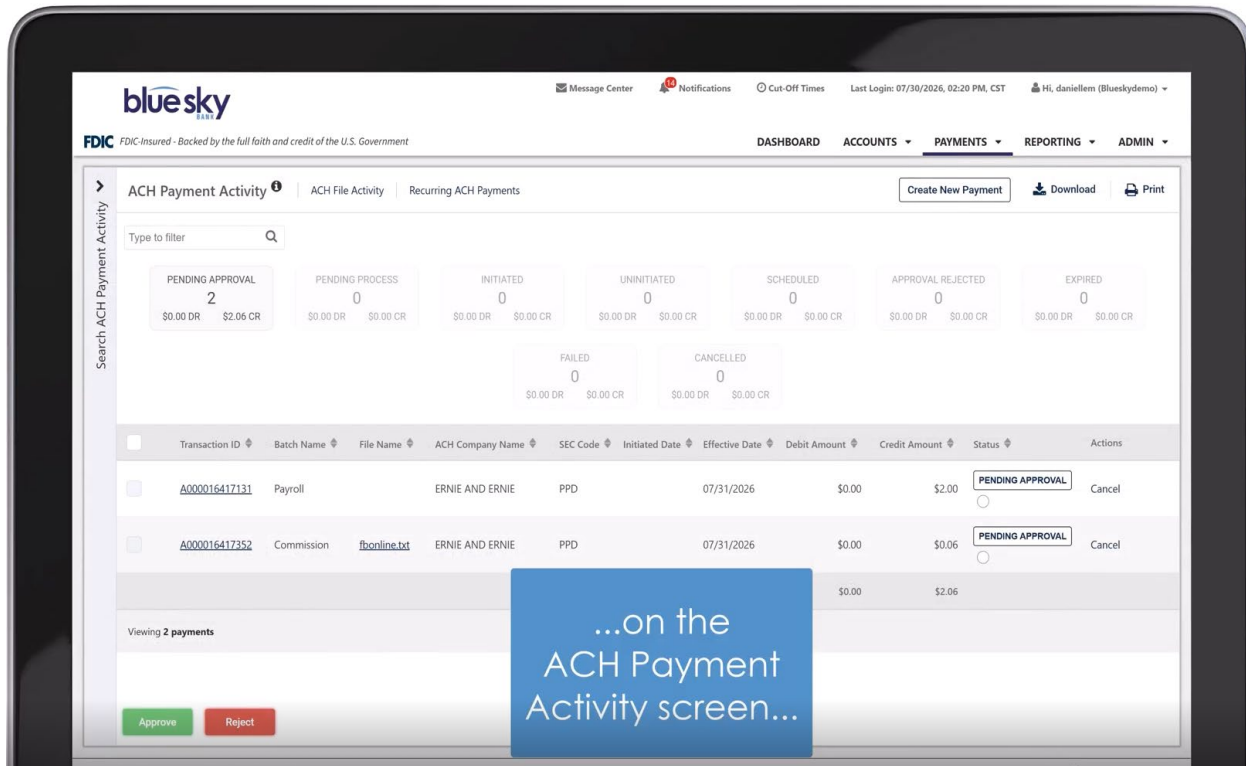
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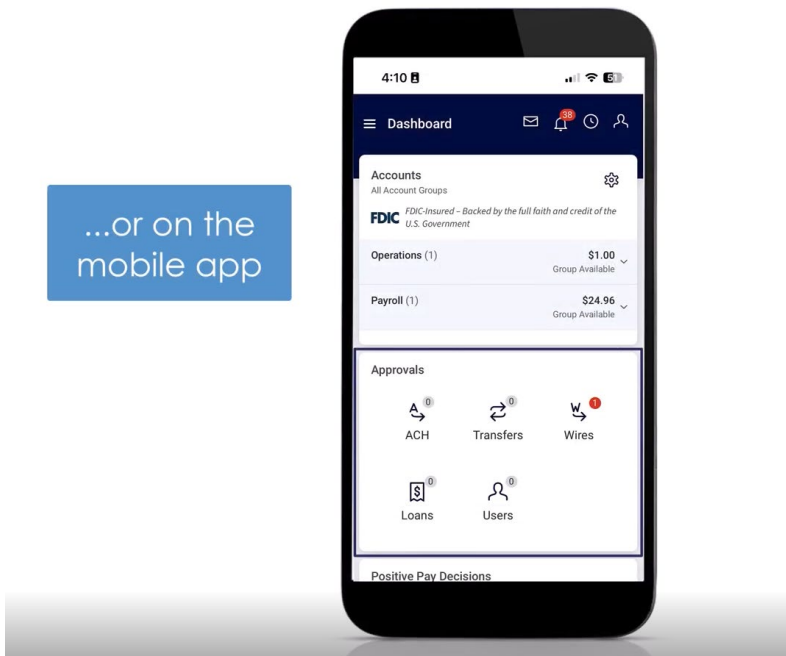


Approving ACH Payments



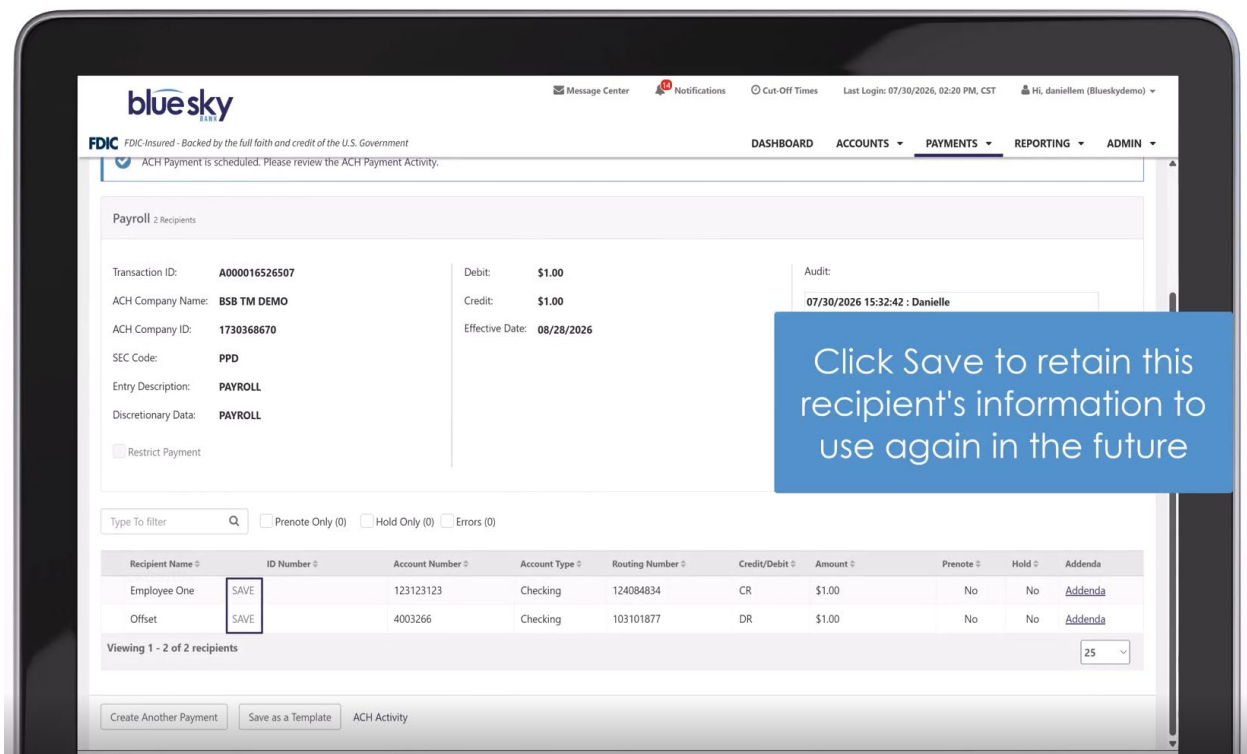
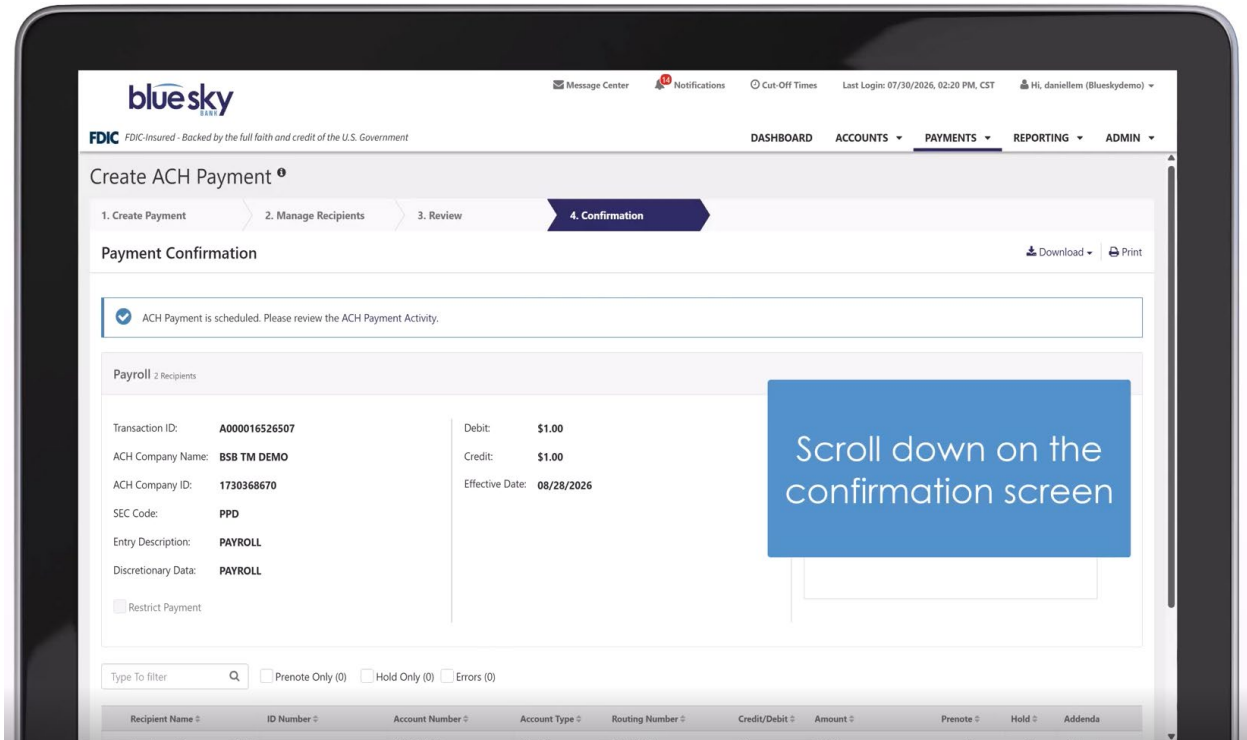


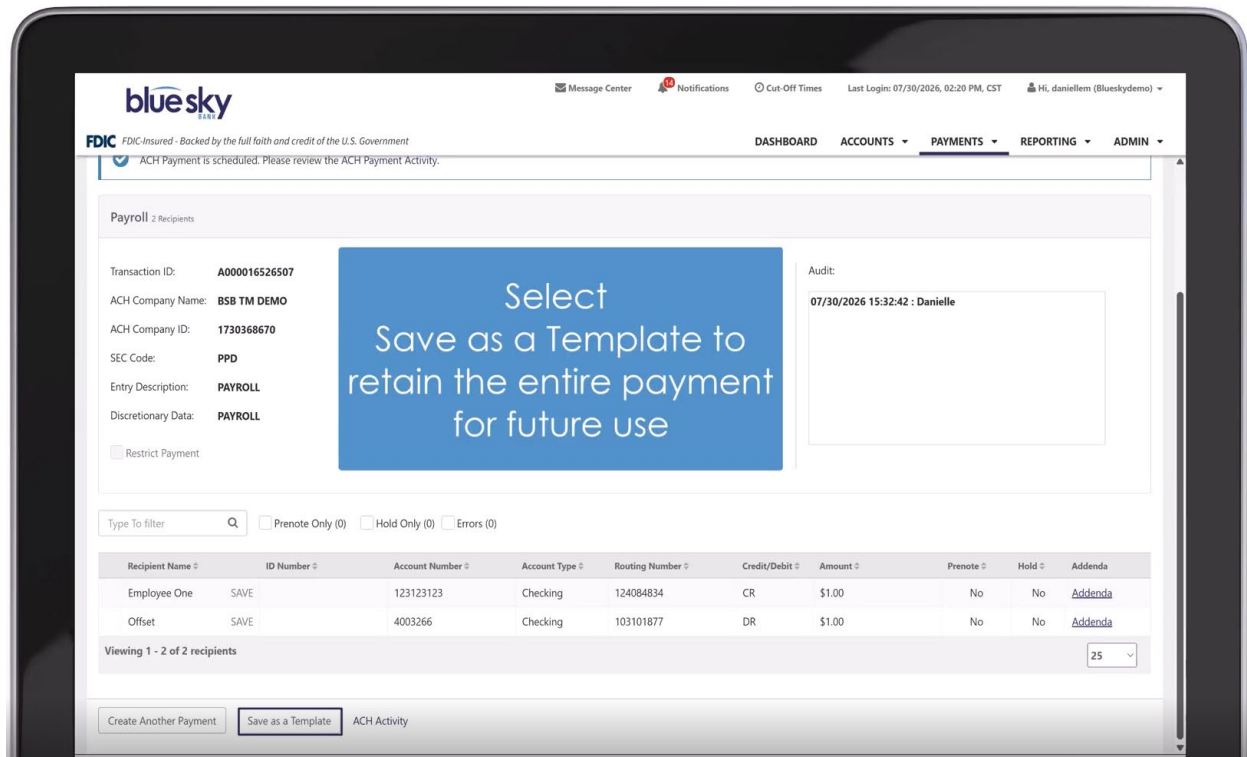
...or on the
mobile app



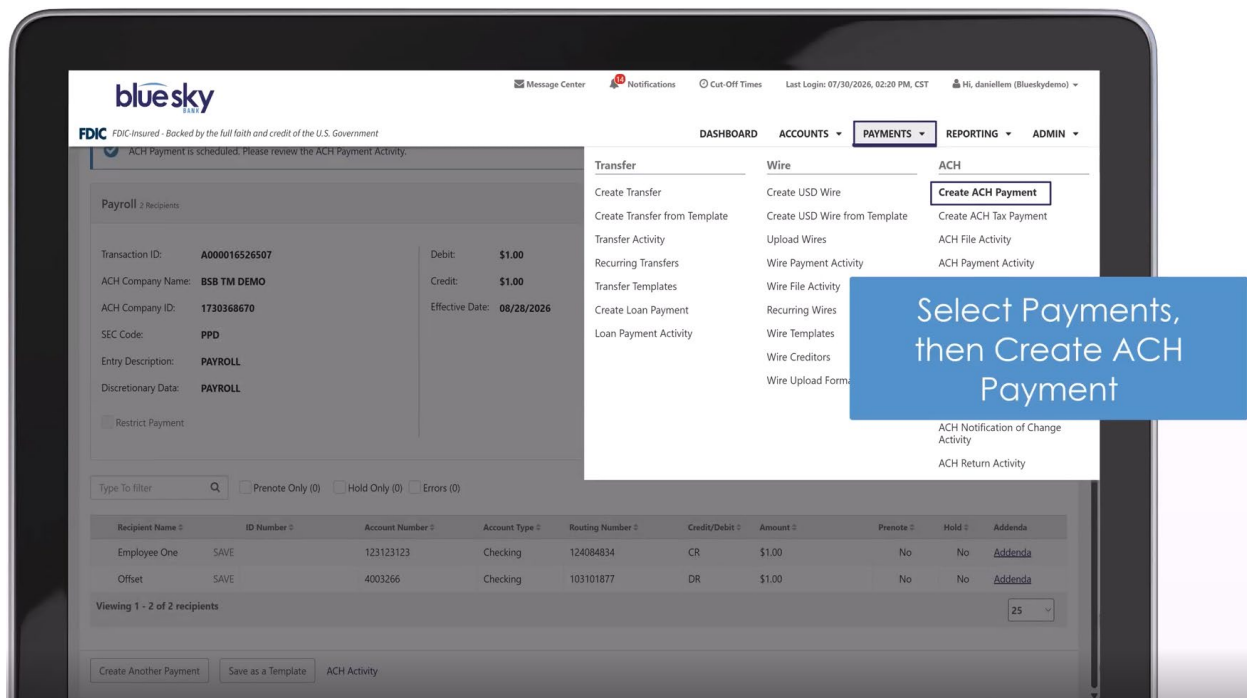
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Uploading a NACHA File



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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Create ACH Payment

1. Upload File 2. File Summary 3. Review 4. Confirmation

☐ Manual Entry ☐ From Template ☒ Upload Nacha File

Upload Nacha Formatted File

Select File

BSOK.txt

Maximum of 10,000 payments

Upload Cancel

Select Upload Nacha File, browse for your file, and click Upload

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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Create Payment

1. Upload File 2. Payment Details 3. Review 4. Confirmation

Payment Detail

BSB TM DEMO 0000001 ☐ Restricted 4 Recipients

Status: Ready

ACH Company Name: BSB TM DEMO

ACH Company ID: 1730368670

SEC Code: PPD

Entry Description: PAYROLL

Discretionary Data:

Frequency: One Time

Please validate the Effective Date for accuracy

Effective Date: 07/31/2026

Q ☐ Prenote Only (0) ☐ Hold Only (0)

Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Amount	Prenote	Hold	Addenda
Employee One	S1245	123456	Checking	101000925	CR	\$0.01	No	No	Addenda
Employee Two	J4565	456815	Checking	082901855	CR	\$0.01	No	No	Addenda
Employee Three	H5698	159415	Checking	082901855	CR	\$0.01	No	No	Addenda
Offset	B32333	4024118560	Checking	103101877	DR	\$0.03	No	No	Addenda

Rename your payment if desired

