**Direct Deposit & ACH File Walkthrough**

When going through the process of creating an ACH file to be submitted to Kota Pay, American EFT, etc., follow these steps to locate the file for submission.

* Make sure that you have the direct deposit information filled out for the employees.
* Go to your Employee tabA close up of a message

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* Click on “Employee info” A computer screen shot of a person

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* Click On the employee and then Click update (OR Double Click on the employee) to edit or update the employee information

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* Which will open into the “Edit Employee Information box”, click on the last tab for “Direct Deposit” (Seen below)

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Once your Direct Deposit information is set up for the employees that you need, we can move on to creating the ACH File.

After you’ve entered in your check information

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Go to the Direct Deposit tab

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Click on “Make ACH File” and choose the Check Date for the ACH information

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* The checks that are ready to be created as an ACH File will show up in the box (seen above)
* Click OK for a Direct Deposit Report record which will show where the ACH File is located and the title of the document.

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* Go to your desktop to locate the ACH File

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* Log in to your Direct Deposit Distributer site (Kota Pay, etc.) and submit the **TXT** file.
* And that’s Direct Deposit from start to finish!
* If you have any issues with your Direct Deposit please call 1-800-263-9455 for further support.