

# Treasury Management

## Payments Reporter User Guide



Payments Reporter is a secure portal that is used to provide access to important ACH-related reports, including:

- ACH Return Notices
- ACH Notification of Change (NOC) Notices
- ACH Reporting

These reports are retained in the portal for 60 days. Automated email notifications are sent to alert you when new reports are available for retrieval.

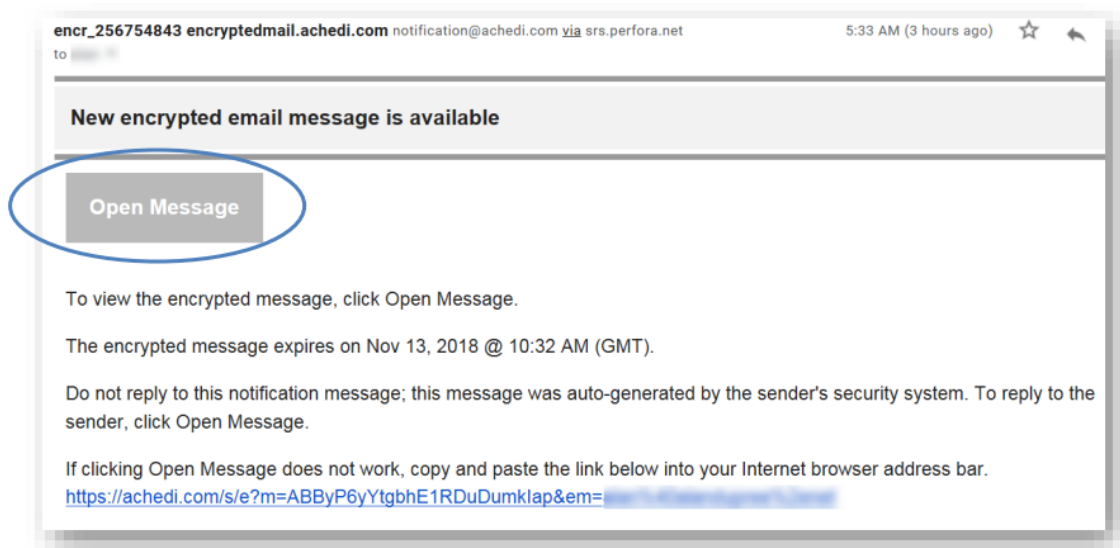
### Important to know:

- Your email needs to be set up in **Payments Reporter** by the bank in order to receive automated emails or have access to the reports through the portal.
- If email notifications are inadvertently blocked or delivered to the spam folder, we recommend establishing a daily routine of logging into the portal directly to ensure timely access to any reports.
- Reports available through the portal are based on the services you are enrolled in.
- The email notification you receive cannot be forwarded to another email address to access.

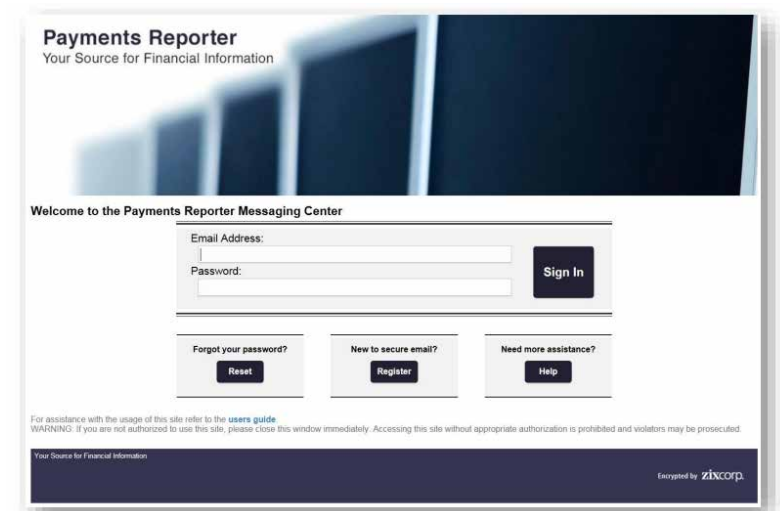
## Accessing the Payment Reporter Portal

Payments Reporter can be accessed in two ways:

1. By clicking the **Open Message** button or link provided in the email notification you received from notification@achedi.com.



2. By navigating directly to **achedi.com**.



Both options will direct you to the homepage of the encrypted internet portal.

**Important:** To access the portal, you must register for an account at [achedi.com](https://achedi.com) using your email address and a secure password.

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**Payments Reporter**  
Your Source for Financial Information

Welcome to the Payments Reporter Messaging Center

Email Address: \_\_\_\_\_  
Password: \_\_\_\_\_ **Sign In**

Forgot your password? **Reset** | **Register** | Need more assistance? **Help**

For assistance with the usage of this site refer to the users guide.  
WARNING: If you are not authorized to use this site, please close this window immediately. Accessing this site without appropriate authorization is prohibited and violators may be prosecuted.

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**Payments Reporter**  
Your Source for Financial Information

**Register Account**  
Register below for your mailbox to receive encrypted messages.

Email Address: \_\_\_\_\_  
Password: \_\_\_\_\_  
Re-enter Password: \_\_\_\_\_ **Cancel** **Register**

**Password Rules**  
Passwords must be at least 8 characters in length, and meet all of the following conditions:  
• Contain both alphabetic and numeric characters  
• Contain both uppercase and lowercase characters  
• Contain at least one special character, such as: ~!@#%&'\*~  
• Passwords will expire every 31 days  
Passwords cannot match email address

For assistance with the usage of this site refer to the users guide

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## Register an Account

1. When accessing the portal for the first time, complete a one-time registration process by clicking on the **Register** button.
2. Enter your email address and set up a password following the rules on the screen.
3. After entering the above information, click on **Register**. You will then see the **Account Change Confirmation** message.
4. Check your email inbox for a confirmation email. This process is designed to confirm that the user has control of this email address.

notification@achedi.com

Payments Reporter Notification

On Thu, Sep 13, 2018 at 4:48 PM <notification@achedi.com> wrote:

Your Payments Reporter password is pending.

To ACTIVATE your new password, click the link below:  
<https://achedi.com/sid?cmd=ABAD2VSpJ6BdlMwQK9kxRaDr>

This is the last step in this one-time process.

To DECLINE your new password, click the link below:  
<https://achedi.com/sid?cmd=ABAD2VSpJ6BdlMwQK9kxRaDr>

If the link above is disabled, copy and paste it into your Internet browser address bar.

**Payments Reporter**  
Your Source for Financial Information

**Activation Successful**

You have successfully activated your new password. Click Continue to return to the Sign In page.

**Continue**

Note: Your password is important. Please store it in a safe place.

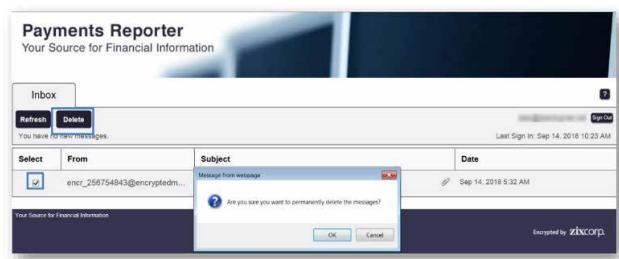
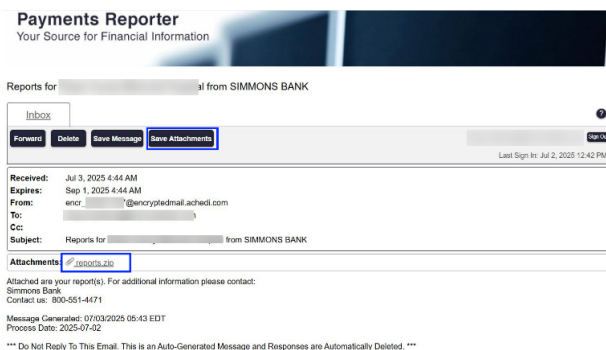
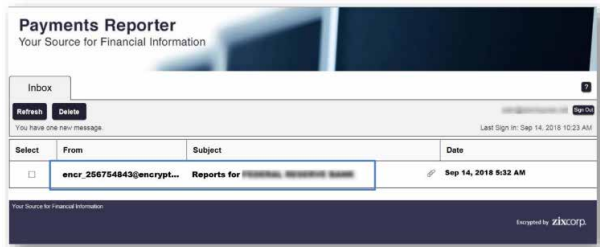
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## Activate an Account

1. To activate the account, click the **Activate** link in the email.
  - If you receive a similar email and did not request it, click the **Decline** link and notify the bank immediately.
2. After clicking the **Activate** link, you will be returned to the portal and presented with an "**Activation Successful**" screen. Click the **Continue** button to sign in to access the reports.

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## Download Reports

1. To download reports, sign in to **Payments Reporter**.
2. Once signed in, you will be taken to the **Inbox** page.
3. Locate the report to download and click either the **From** email address or the Subject line of the report.
4. Click on the **Attachments** link or **Save Attachments** button within the message to download the report.
5. A dialog box may pop up asking if you want to Open or Save the document. Select the **Open** or **Save** button.
6. Reports can be manually deleted if needed by checking the box next to the applicable report and clicking on **Delete** or by clicking **Delete** within a specific message.

## Important to Know

- Deleting a report from your inbox will not remove it from other users' inboxes
- Reports may be in a compressed format to reduce storage space and transfer time. After the download is complete, click on the file to extract the reports from the compressed format.

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## Reset an Account

1. If you forgot your password, or it has expired or been compromised, click the **Reset** button from the homepage to establish a new password.
2. Enter your email address and follow the password rules on the screen to create your new password.
3. After entering the above information, click on the Reset button. You will then see the **Account Change Confirmation** message.

## Activate New Password

1. To activate your new password, click the **Activate** link in the email.
  - If you receive a similar email and did not request it, click the **Decline** link and notify the bank immediately.
2. After clicking the **Activate** link, you will be returned to the portal and presented with a **Payments Reporter** screen. Click the **Continue** button to sign in to access the reports.

## Account Locked

If your account is locked, you will receive an email notification.

Return to the **Payments Reporter** portal and use the **Reset** button to establish a new password.

**Important:** If you did not trigger this message by entering incorrect passwords while trying to access the portal, notify the bank immediately.

