

# How to Make ACH Direct Deposit with ezACH Software From Halfpricesoft.com

No more hassle dealing with the banks.

## ezACH Deposit Main Screen



Click image to enlarge

## Your Account Settings

Settings

ACH File Header Settings. Please enter as provided by your financial institution.

Immediate Destination Routing Number: 123456789 (Required)

Immediate Destination Name: TEST BANG (Optional)

Immediate Origin Number: 1234567890 (Required)

Immediate Origin Name: Test Company (Optional)

Company and Bank

Company Name: Test Company (Required)

EIN/Federal Tax ID: 123456789 (Required)

Bank Routing Number: 123456789 (Required)

Bank Name: TEST BANK (Required)

Account Number: 123456789 (Required)

Advanced Settings

Save Close

Click image to enlarge

### Step 1: Add New Client


You can add account information for employees, Government TAX, Vendors and customers here.

**Add Client Account**

Basic Settings for Clients Receiving or Sending Money

Account Name\*:

Employee ID:

Routing Number\*:  

Bank Name:

Account Number\*:

Additional Information (Optional)

Default SEC:

Account Type:

Credit/Debit

Credit  Debit

Save Cancel

Click image to enlarge

## Step 2: Add New Transaction

- You can enter the transactions manually.
- Or you can import the transaction from external csv file.
- Or you can import paychecks from EzPaycheck payroll software
- Or you can import checks from EzCheckPrinting software

**Add Transaction**

ACH transaction

ACH Entry Class Code: PPD (Personal) ▼

Effective Date: 10/ 1/2012 ▼

Credit/Debit Amount: 0.00 ▼

Credit/Debit

Credit  Debit ?

Select/Input Client - Customer, Employee, Vendor or Others

Name\*:  Select

ID/SSN:

Routing Number\*:  ?

Bank Name:

Account Number\*:

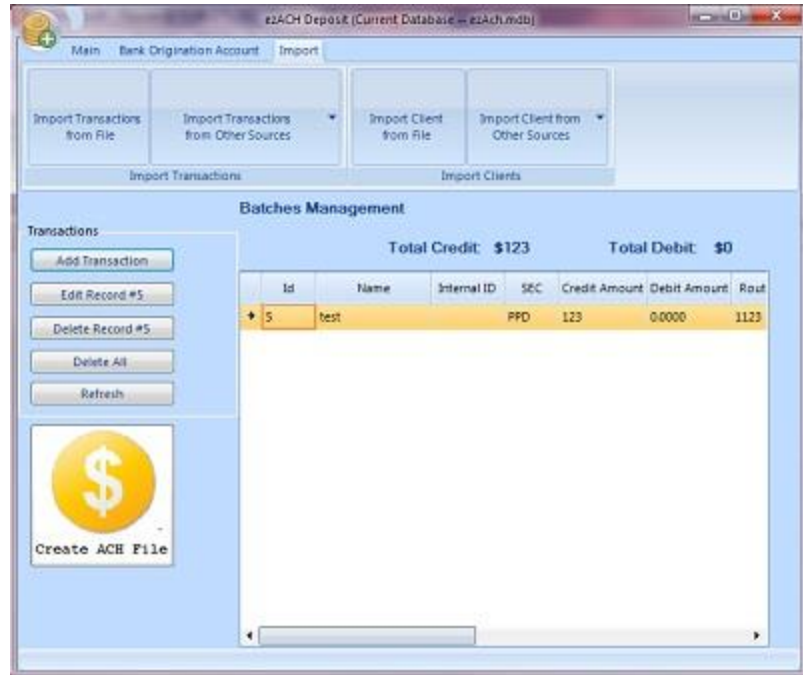
Account Type: Checking ▼

Addenda:

Save Cancel

Click image to enlarge

### Step 3: Create the ACH file



Click image to enlarge

### Step 4: Upload ACH file to your bank

You can save your bank link inside ezACH application and open the bank site quickly.

