Welcome to Business Online Banking

ACH Payments

Bank of Hope®

Bankers. Experts. Neighbors.

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Good Morning, BANK OF HOPE USER

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Payments & Transfers

PAYMENTS & TRANSFERS

Business Billpay
Linkout to Business Billpay

Loan Payments
Submit a Loan Payment

Payments
An advanced workflow to send or collect wire, ACH, and other one-time or recurring payments

Transfer Funds
Transfer between accounts

To send an ACH or Wire, use the Transfer & Payments menu, then the Payments link.

Tax Payments
Pay federal or state taxes

ACCOUNT MANAGEMENT

Billpay Administration

Online Banking Activity

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Payments Hub

MAKE A PAYMENT

New Payment

ACH	Wire
ACH Batch	Domestic Wire
ACH Collection	International Wire
Payroll	

To send a one-off payment, select New Payment. The payment types you have access to will be shown.

			...pients	Last Paid Date	Last Paid Amount	Actions
☆	test-1	ACH Collection (CCD)	1			⋮

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ACH Batch

Change Type

Upload From File

Origination Details

SEC Code

----Select a SEC Code----

----Select a SEC Code----

PPD - Prearranged Payment and Deposit

CCD - Cash Concentration and Disbursement

WEB - Internet-Initiated

From Subsidiary

Search by name

Account

Search by name or number

Recurrence

None

First you must choose the correct SEC code.

Recipients 1

Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount
Search by name or account.	$ 0.00

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You can enter information in the Company Entry Description, such as:

- PPD: for a payroll deposit
- CCD: for a commercial vendor deposit
- WEB: for consumer payments initiated through the internet

Transaction Warnings
- Another user must approve this transaction.

ACH Batch

Change Type

Upload From File

Origination Details

SEC Code

PPD - Prearranged Payment and Deposit

From Subsidiary

GTMS IMPLEM 2222
******2222

Account

Search by name or number

Effective Date

Recurrence

None

Recipients 1

Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount

Transaction Warnings

- Another user must approve this transaction.

ACH Batch

Change Type

Upload From File

Origination Details

SEC Code

PPD - Prearranged Payment and Deposit

From Subsidiary

GTMS IMPLEM 2222
******2222

Account

Effective Date

Recurrence

None

Subsidiaries can be setup to allow you to change the originating company for the payment.

Recipients 1

Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount

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Transaction Warnings

- Another user must approve this transaction.

The Account will default to the account set-up on file. This field will not apply.

ACH Batch

Change Type

Upload From File

Origination Details

SEC Code

PPD - Prearranged Payment and Deposit

From Subsidiary

GTMS IMPLEM 2222
******2222

Account

Search by name or number

Effective Date

Recurrence

None

Recipients 1

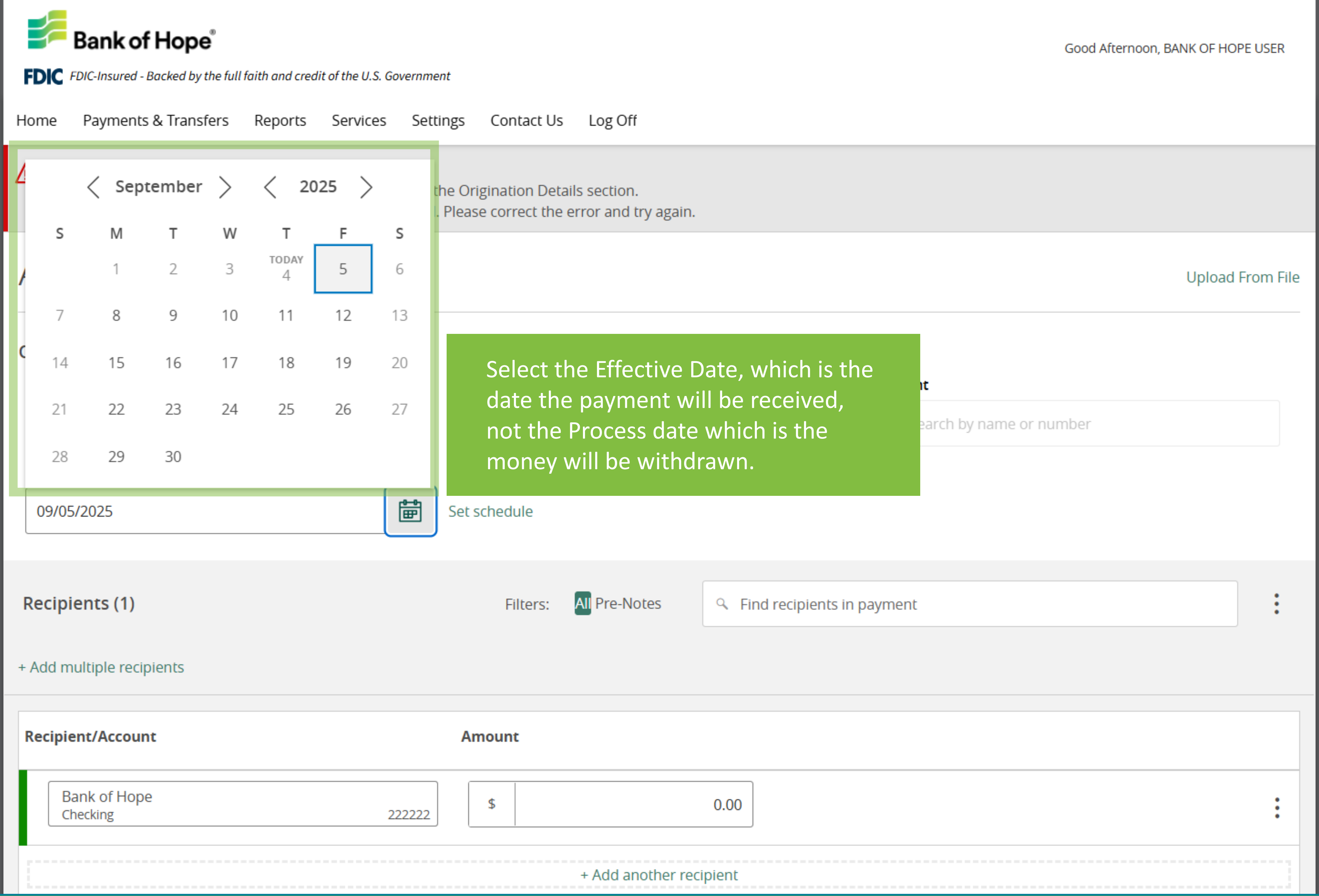
Add multiple recipients

Find recipients in payment

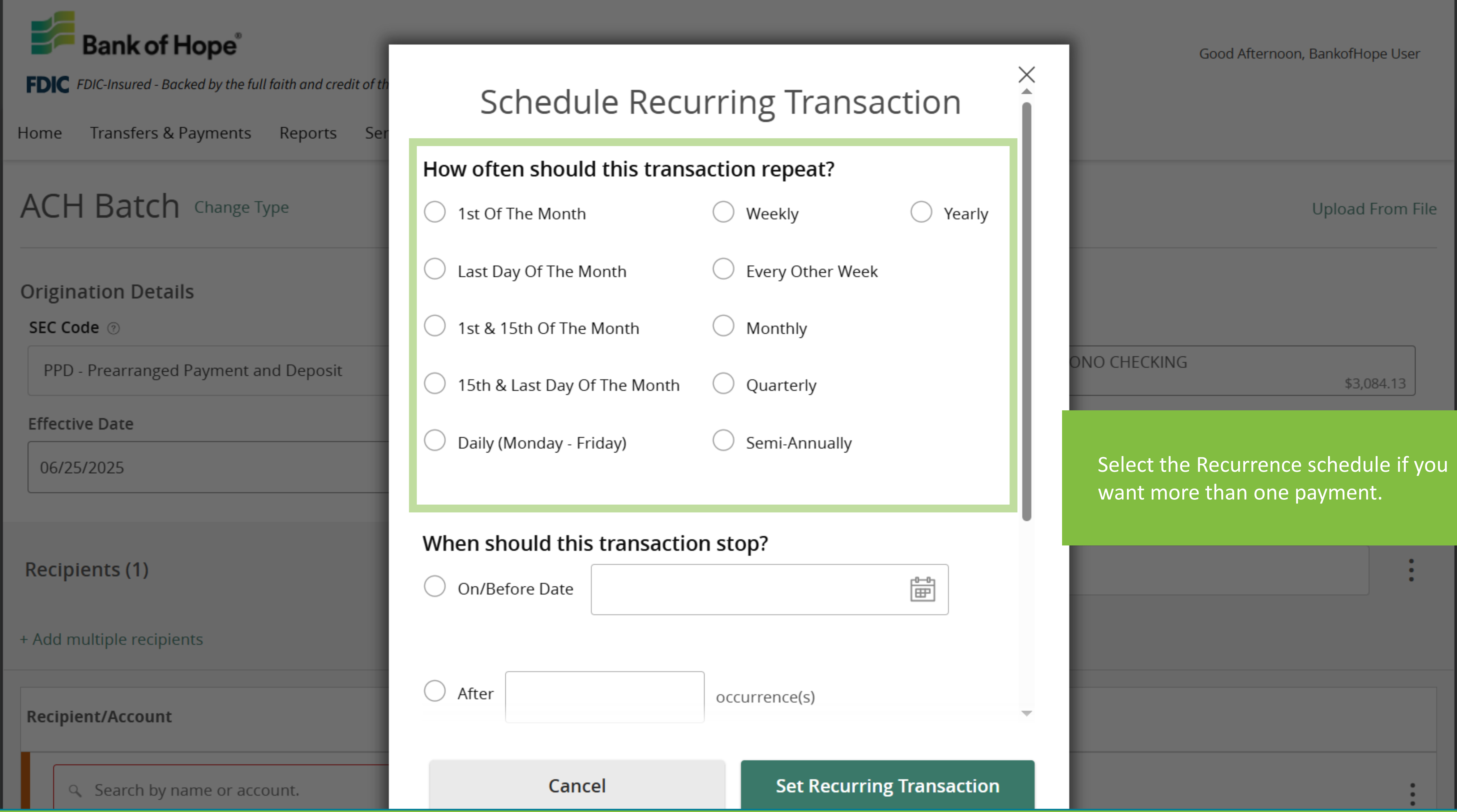
Expand All

Filters: Pre-Notes

Recipient/Account	Amount



Select the Effective Date, which is the date the payment will be received, not the Process date which is the money will be withdrawn.



Select the Recurrence schedule if you want more than one payment.

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Recipients (1)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount

This payment is incomplete

Search by name or account.

$ 0.00

+ New Recipient

No matches found.

Addendum (optional)

Next, select a Recipient.

+ Add another recipient

For assistance please call us at (800)788-4580 or email us at GTMSCustomerService@bankofhope.com

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Hom

Rec

+ Ad

Recipient details

Display Name *

Email Address

Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - New	ACH Only		N/A

Account Type *

Checking

Account *

123456789

Financial Institution (FI)

Refined Search

Bank of hope

BANK OF HOPE

3200 Wilshire Blvd Los Angeles CA, 90010

Wire ABA Number 122041235

ACH ABA Number **122041235**

ACH Routing Number *

122041235

Complete the recipient details

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Origination Details

SEC Code

PPD - Prearranged Payment and Deposit

From Subsidiary

GTMS PRODUCT TEAM
*****2222

Account

BUSINESS ECONO CHECKING
9792 $3,084.13

Effective Date

06/25/2025

Recurrence

Every month on the 1st of the month

Set the amount you want to pay.

Recipients (1)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
This payment is valid.	
TEST001 *(TEST001)* Checking 123456789	$ 1.00
Notify Recipient	Hide Details

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Recipients (1)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

This payment is valid.

TEST001 *(TEST001)*
Checking 123456789

$ 1.00

Notify Recipient

Hide Details

Select Show or Hide Recipient to see Recipient details.

Recipient details

Display Name
TEST001

ACH Name
Test

ACH ID
TEST001

Email Address
Bankofhope@bankofhope.com

Account details

Account Type

Account

ACH Routing Number

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Recipients (1)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
This payment is valid.	
TEST001 *(TEST001)* Checking 123456789	$ 1.00
Notify Recipient	Show Details

Addendum (optional)

+ Add another recipient

You can choose to Notify the Recipient via email.

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Recipients (1)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
This payment is valid.	
TEST001 *(TEST001)* Checking 123456789	$ 1.00
Notify Recipient	Show Details

You can add an Addendum.

Addendum (optional)

+ Add another recipient

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Recipients (2)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
This payment is valid.	
TEST001 *(TEST001)* Checking 123456789	$ 1.00
Notify Recipient	Show Details
Addendum (optional)	
Search by name or account.	$ 0.00

+ Add another recipient

You can add another Recipient if you choose.

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Recipients (3)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

This payment is valid.

TEST001 *(TEST001)*
Checking 123456789

$ 1.00

Notify Recipient

Show Details

You can add multiple Recipients at one time if you choose.

Addendum (optional)

Search by name or account.

$ 0.00

Search by name or account.

$ 0.00

+ Add another recipient

For assistance please call us at (800)788-4580 or email us at GTMSCustomerService@bankofhope.com

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

- [ ] TEST001 *(TEST001)*
  Checking 123456789

Select the Recipients you want and click Add.

Cancel

Add (0)

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Recipients (3)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

This payment is valid.

Recipient	Amount
TEST001 *(TEST001)* Checking 123456789	$ 1.00

Notify Recipient

Show Details

You can add a new Recipient if you choose.

Addendum (optional)

Recipient	Amount
TEST001 *(TEST001)* Checking 123456789	$ 0.01
TEST001 *(TEST001)* Checking 123456789	$ 2.00

+ Add another recipient

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Rec

+ Ad

Recipient details

Display Name *

TEST001

Email Address

Bankofhope@bankofhope.com

Enter a Display Name and email address if you choose.

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *6789	ACH Only		122041235

Recipient Details

ACH Name *

Test

ACH ID

TEST001

Country

United States

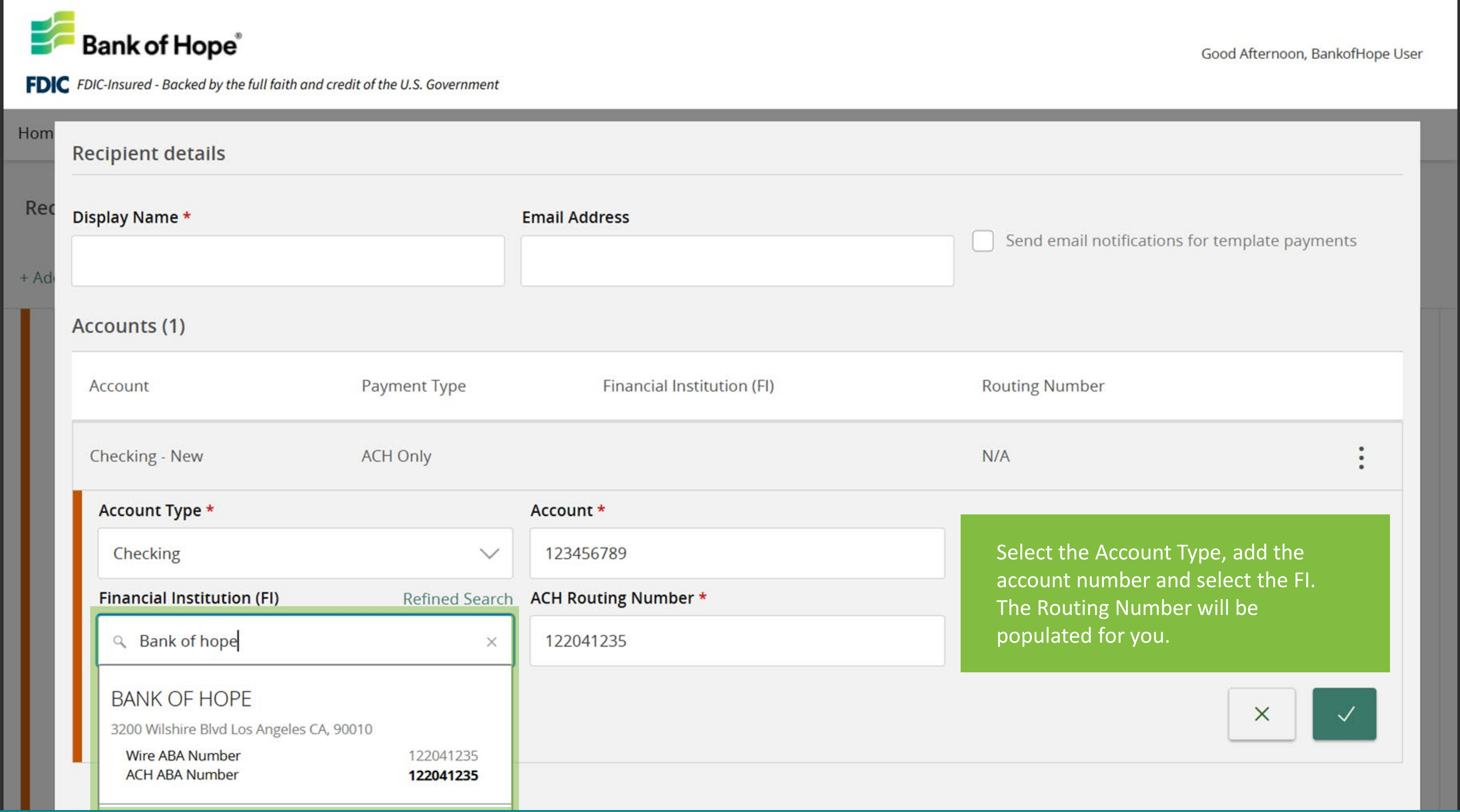
Address 1

Address 2

City

State

ZIP



Select the Account Type, add the account number and select the FI. The Routing Number will be populated for you.

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+ Ad

Recipient details

Display Name *

Email Address

Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - New	ACH Only		N/A

Account Type *

Checking

Account *

123456789

Financial Institution (FI) Refined Search

Bank of hope

BANK OF HOPE

3200 Wilshire Blvd Los Angeles CA, 90010

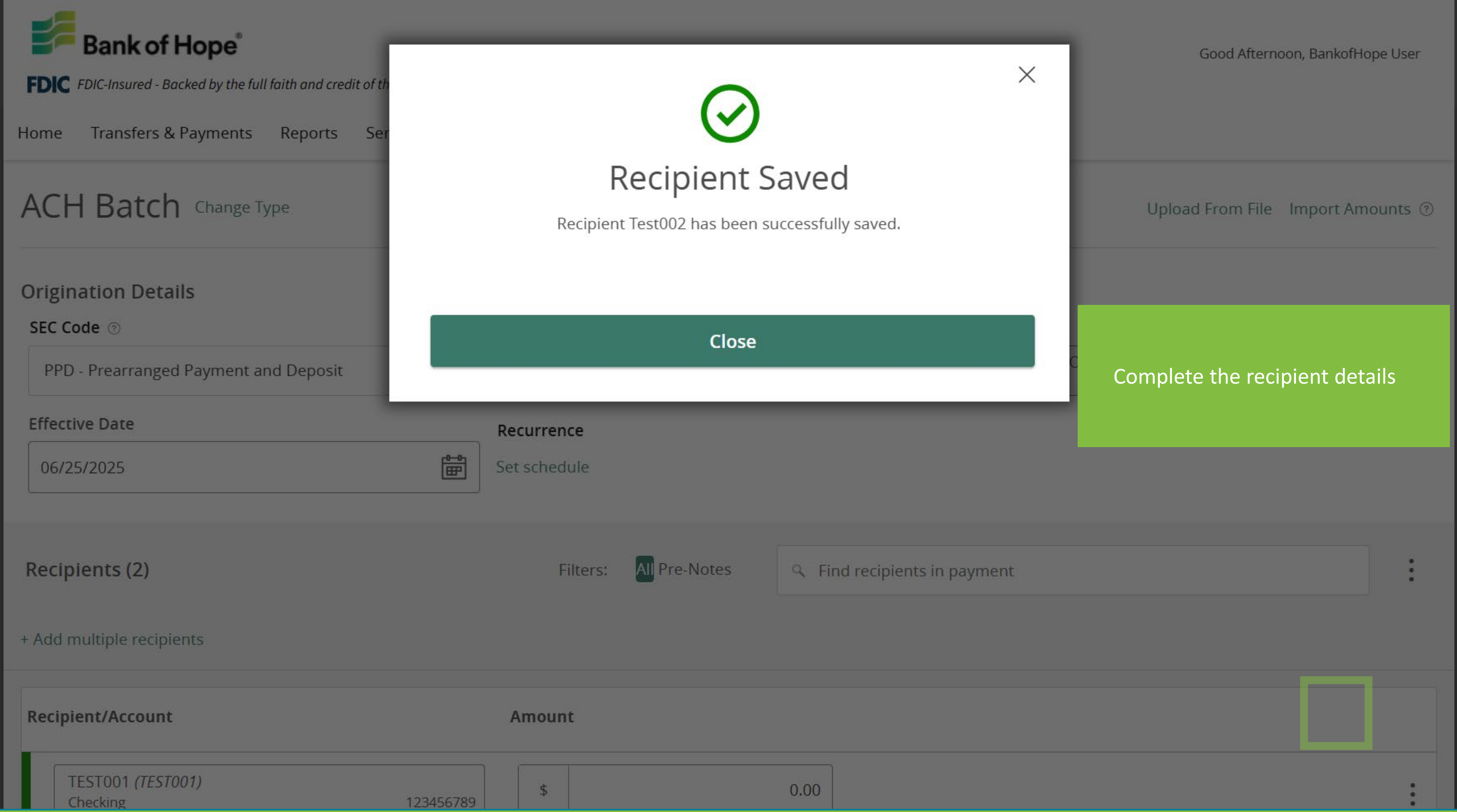
Wire ABA Number 122041235

ACH ABA Number **122041235**

ACH Routing Number *

122041235

Click the tick mark when you are done.



Complete the recipient details

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Rec

+ Ad

Recipient details

Display Name *

TEST001

Email Address

Bankofhope@bankofhope.com

☐ Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *6789	ACH Only		122041235

Recipient Details

ACH Name *

Test

ACH ID

TEST001

You can complete the Recipient Details if you choose, or default values will be used if you leave the fields blank.

Country

United States

Address 1

Address 2

City

State

ZIP

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Rec

+ Ad

Checking

Financial Institution (FI) Refined Search

Search by name or routing #.

ACH Routing Number *

Recipient Details

ACH Name *

ACH ID

Country

United States

Address 1

Address 2

City

State

Select State

ZIP

Cancel | Use Without Save | Save Recipient

You can use the recipient without saving or save recipient for future use.

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ACH Batch

Change Type

Upload From File

Origination Details

SEC Code

PPD - Prearranged Payment and Deposit

From Subsidiary

GTMS PRODUCT TEAM
*****2222

Account

BUSINESS ECONO CHECKING
9792 $3,084.13

Effective Date

06/25/2025

Recurrence

Set schedule

You can either Draft or Approve the transaction, depending on your rights.

Recipients (3)

Filters: All Pre-Notes

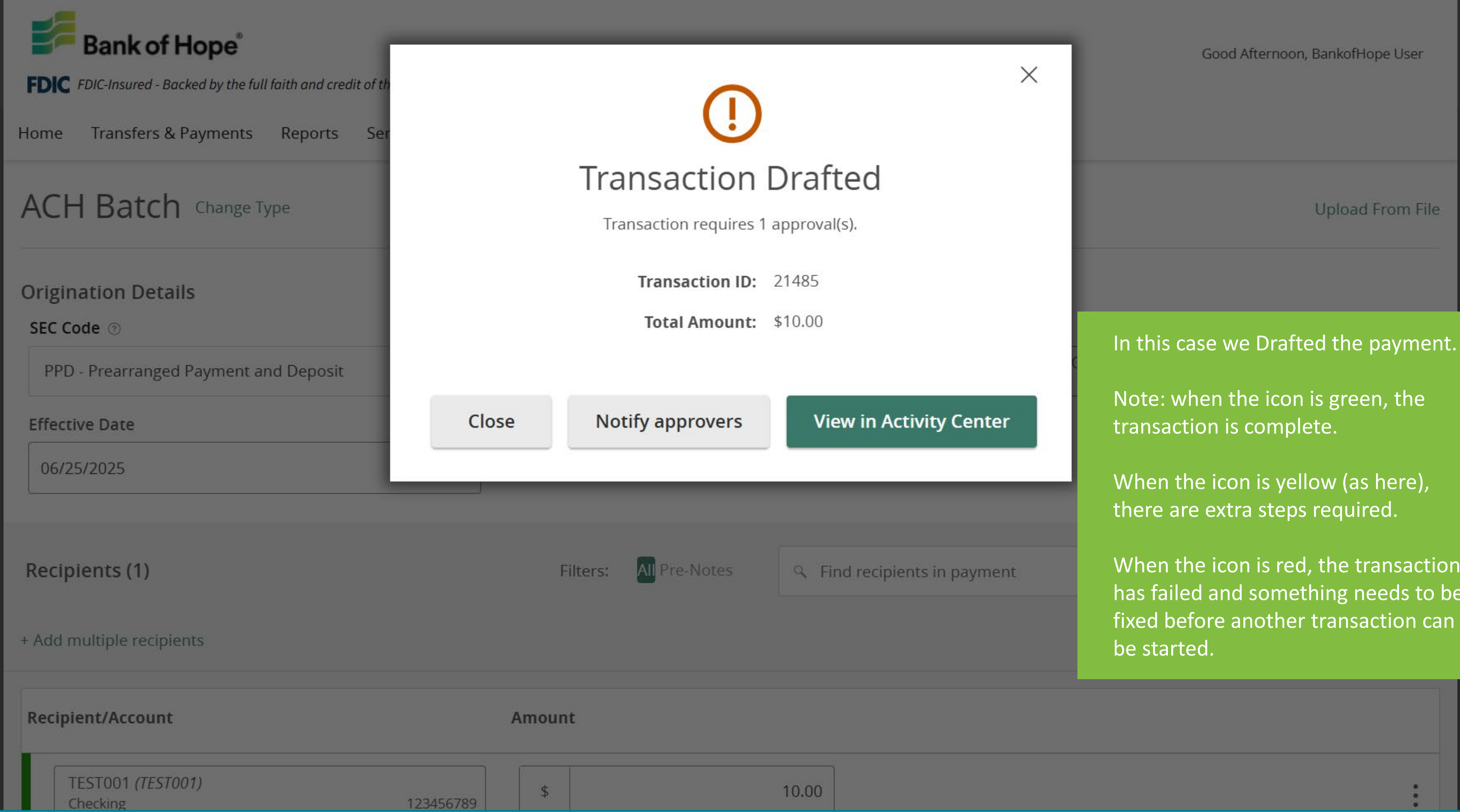
Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
TEST001 *(TEST001)* Checking 123456789	$ 0.00

$0.00
3 payments (3 for $0.00)

Cancel Draft Approve



In this case we Drafted the payment.

Note: when the icon is green, the transaction is complete.

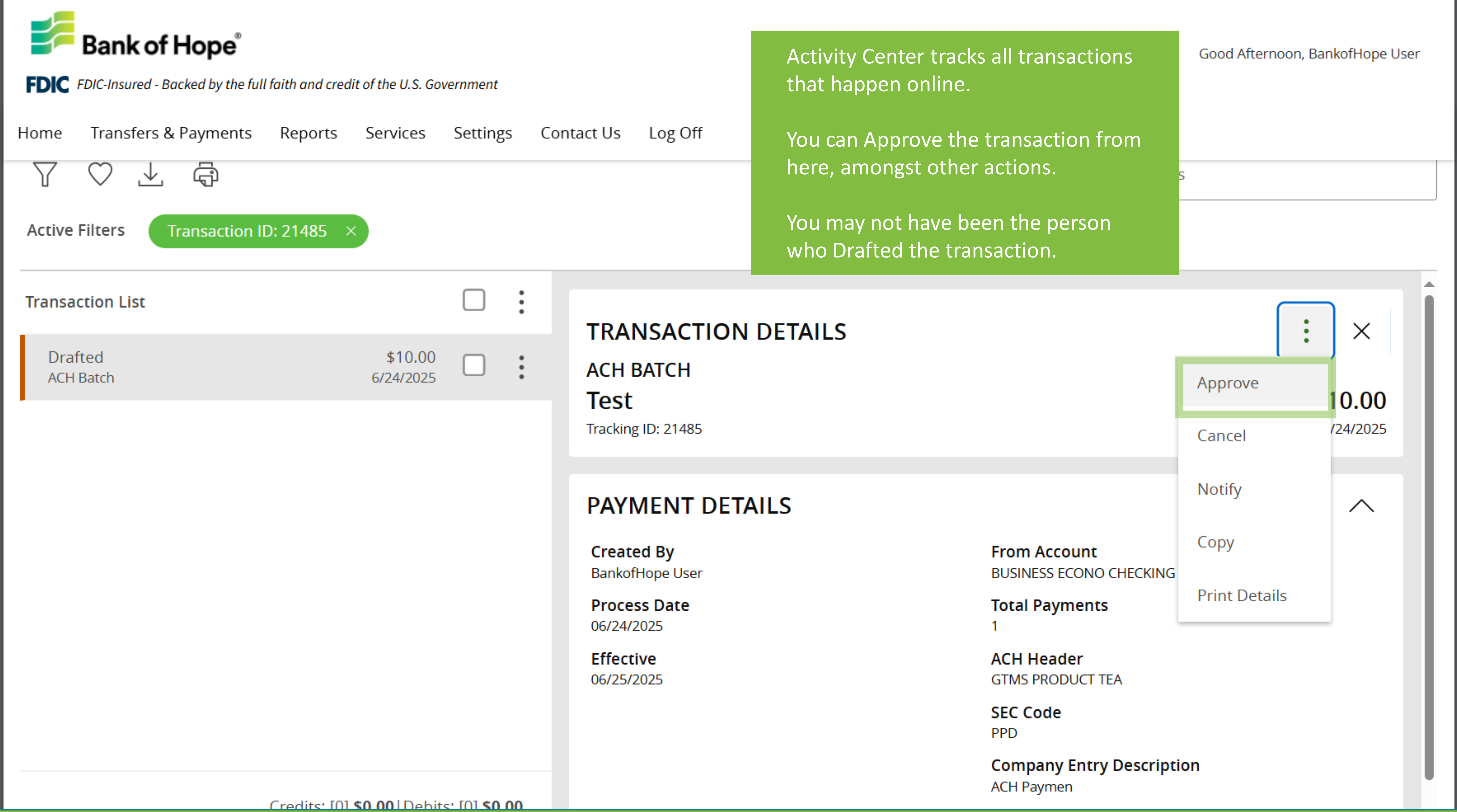
When the icon is yellow (as here), there are extra steps required.

When the icon is red, the transaction has failed and something needs to be fixed before another transaction can be started.

Activity Center tracks all transactions that happen online.

You can Approve the transaction from here, amongst other actions.

You may not have been the person who Drafted the transaction.



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ACH Collection

Change Type

Upload From File

Origination Details

SEC Code

----Select a SEC Code----

----Select a SEC Code----
- PPD - Prearranged Payment and Deposit
- CCD - Cash Concentration and Disbursement
- TEL - Telephone-Initiated
- WEB - Internet-Initiated

To Subsidiary

GTMS PRODUCT TEAM
*****2222

Account

Search by name or number

Recurrence

None

ACH Collection file type would include the following SEC types if authorized to process (PPD,CCD, TEL and WEB)

Recipients (1)

Filters: All Pre-Notes

Find recipients in collection

+ Add multiple recipients

Recipient/Account	Amount
Search by name or account.	$ 0.00

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Origination Details

SEC Code

TEL - Telephone-Initiated

To Subsidiary

GTMS PRODUCT TEAM
*****2222

Account

BUSINESS ECONO CHECKING
9792 $3,084.13

Effective Date

06/26/2025

Recurring calendar is disabled.

Recipients (2)

Filters: All Pre-Notes

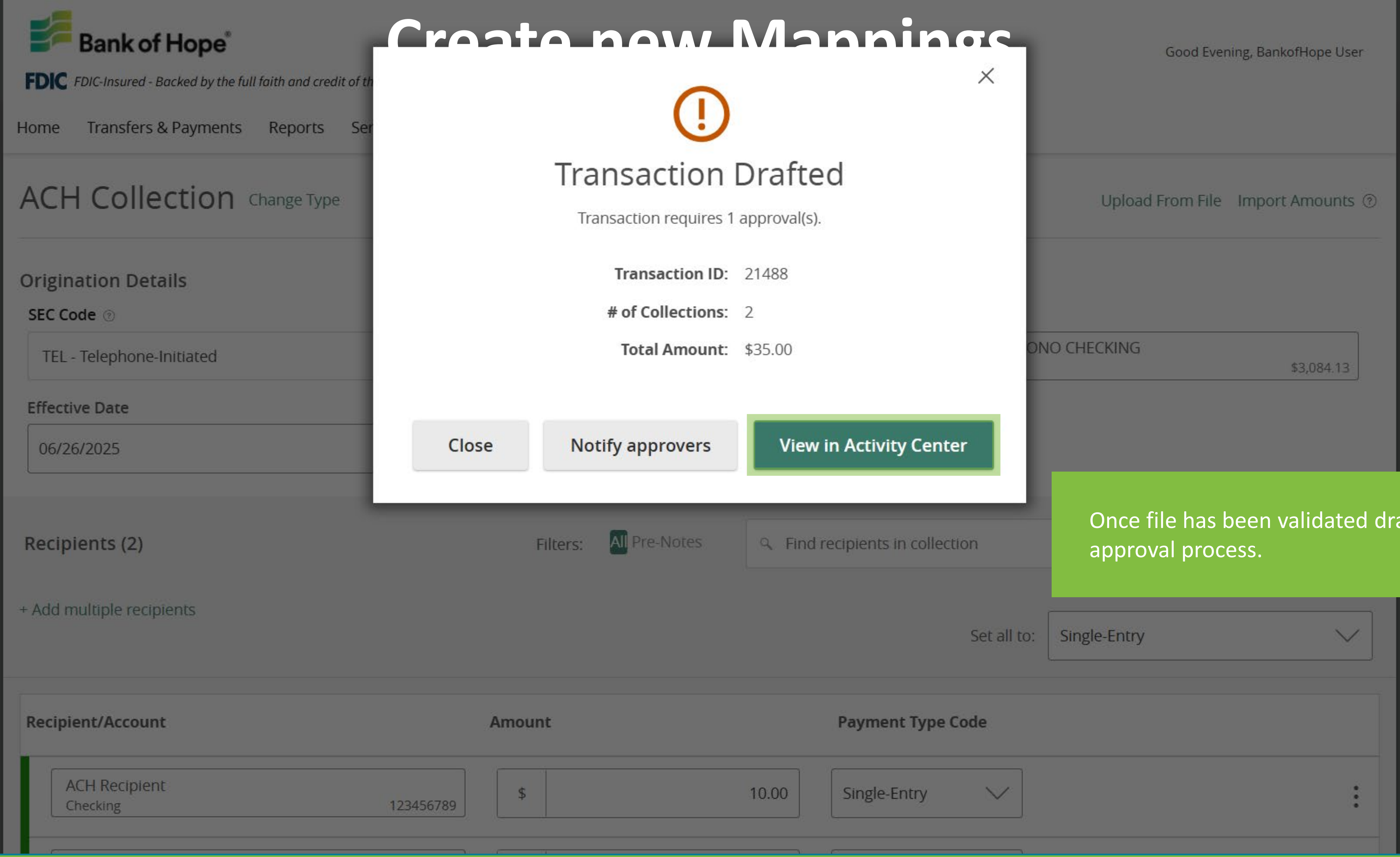
Find recipients in collection

+ Add multiple recipients

Upload file data will be added to the recipient section for validation

Recipient/Account	Amount	Payment Type Code
ACH Recipient Checking 123456789	$ 10.00	Single-Entry
Another Recipient Savings 987654321	$ 25.00	Single-Entry

Create new Mappings



Once file has been validated draft for approval process.

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Payments Hub

MAKE A PAYMENT

New Payment

ACH	Wire
ACH Batch	Domestic Wire
ACH Collection	International Wire
Payroll	

ACH Collections and Payroll follows the same workflow.

There are no templates to display

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Payroll

Change Type

Upload From File

You can make a payment using a file:

5 column CSV containing name, account number, routing number, account type and amount

Or

A NACHA formatted file

Origination Details

From Subsidiary

GTMS PRODUCT TEAM
*****2222

Account

Search by name or number

Effective Date

Recurrence

None

Recipients (1)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
Search by name or account.	$ 0.00

For assistance please call us at (800)788-4580 or email us at GTMSCustomerService@bankofhope.com

File Mapping Management

SAVED FILE MAPPINGS

New Mapping

Search

2 Results

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard

Use

Save Recipients

View Specifications

You can make a payment using a file:

5 column CSV containing name, account number, routing number, account type and amount
Or
A NACHA formatted file

Payroll Upload Guidelines

You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, ACH Collection, or Payroll.

- The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, and Amount
- Account Type is a numeric value: Checking = 1; Savings = 2; and Loan = 3
- For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date

Download a sample file

Payroll Sample File (.csv)

Download specification

Payroll File Specification (.pdf)

Select and Download a sample file and file specification if processing an .csv file format

OK

File Mapping Management

×

SAVED FILE MAPPINGS

New Mapping

Search

2 Results

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard

Use

Save Recipients

View Specifications

Click on New Mapping to upload ACH file

Upload Wizard

1 File Set-up — 2 File Mapping — 3 Review

How is your data separated?

- (•) Delimited
- ( ) Fixed Width

What separates your data?

- (•) Comma
- ( ) Tab
- ( ) Colon
- ( ) Semi-Colon
- ( ) Other

Header Rows to Skip: 0

Trailer Rows to Skip: 0

Confirm file parameters and continue

Cancel | Continue

Upload Wizard

File Set-up | **File Mapping** | Review

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
Column_1	ACH Recipient	Company/Subsidiary: Name	Ready
Column_2	62203984	Company/Subsidiary: Accoun...	Ready
Column_3	123456789	Recipient: Routing Number	Ready
Column_4	1	Recipient: Amount	Ready
Column_5	10	Recipient: Account Type	Ready

Select system fields and continue

Back Cancel Continue

Upload Wizard

Mapping

Review Selected File Mappings

Uploaded File Header	System Field
Column_1	Recipient: Display Name
Column_2	Company/Subsidiary: Account Number
Column_3	Recipient: Routing Number
Column_4	Recipient: Amount
Column_5	Recipient: Account Type

Insert a decimal into the Recipient: Amount value? (e.g. 2589 becomes 25.89)

- ( ) Yes
- (•) No

Would you like to save these file mapping instructions?

- ( ) No
- (•) Yes

Mapping Instruction Name

Do you want this File Mapping to be Private or Shared?

- ( ) Private
- (•) Shared

Confirm questions and continue

Back | Cancel | Finish

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Transaction Errors

- 2 payment(s) in this transaction are incomplete.

Origination Details

From Subsidiary
GTMS PRODUCT TEAM
*****2222

Account
BUSINESS ECONO CHECKING
9792 $3,084.13

Effective Date
06/25/2025

Recurrence
Set schedule

Confirm the ACH Type, Company Entry Description, account, Subsidiary (if required), Effective Date and Company Entry Description.

If you want to be certain that the file contains the right payments, Draft it first then review in Activity Center.

Recipients (2)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
Checking 62203984	$ 0.00
Checking 62203984	$ 0.00

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Transaction List

PAYROLL

Test

Tracking ID: 21486

$0.00

Created Date: 6/24/2025

PAYMENT DETAILS

Created By
BankofHope User

Process Date
06/24/2025

Effective
06/25/2025

From Account
BUSINESS ECONO CHECKING 9792

Total Payments
1

ACH Header
GTMS PRODUCT TEA

SEC Code
PPD

Company Entry Description
ACH Payrol

Subsidiary Name
GTMS PRODUCT TEA

Tax ID
9222222222

You can see all the recipients and the amount they will be paid in Activity Center.

Approve it if your file is accurate or Cancel the transaction.

RECIPIENT DETAILS

Show masked details

Name	Account	Type	Routing	Amount
TEST001	XXXXX6789	Checking	XXXXX1235	$0.00

Recipient Information

ACH Name
Test

ACH ID
TEST001

Credits: [0] **$0.00** | Debits: [0] **$0.00**

1-1 of 1 transactions

TRANSACTION PROCESS

For assistance please call us at (800)788-4580 or email us at GTMSCustomerService@bankofhope.com

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Transfers & Payments

With ACH Pass Thru, you can upload any correctly formatted NACHA file.

Note: ACH Pass Thru uses Process dates and not Effective Dates.

Search page

TRANSFERS & PAYMENTS

ACH File Upload
Upload ACH Pass-Thru files

Business Billpay
Create, schedule, modify, and initiate a bill payment.

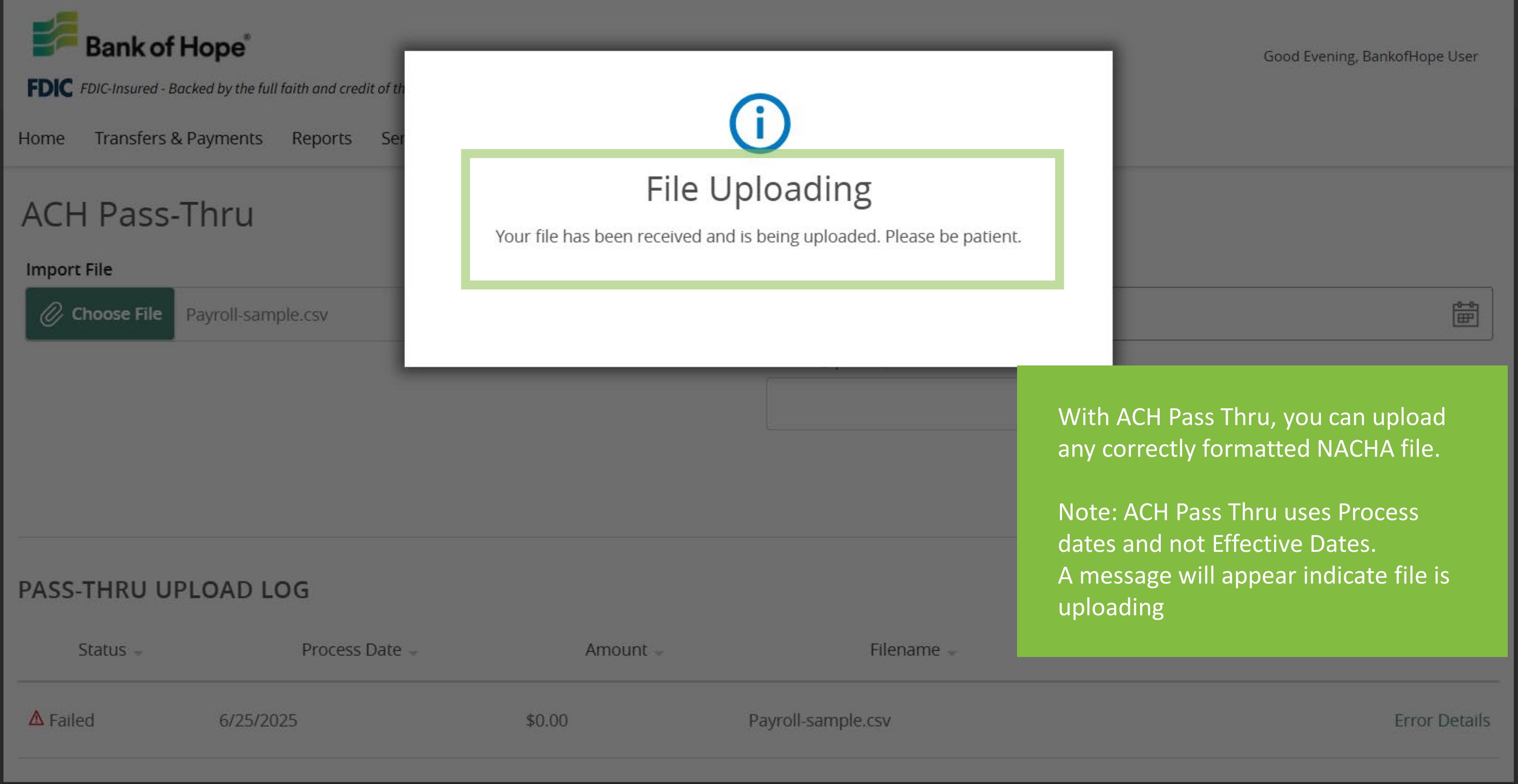
Loan Payments
Submit a Loan Payment

Payments
Create, modify, initiate or delete ACH or Wire Payment templates

Tax Payments
Initiate Federal and State Tax Payments electronically

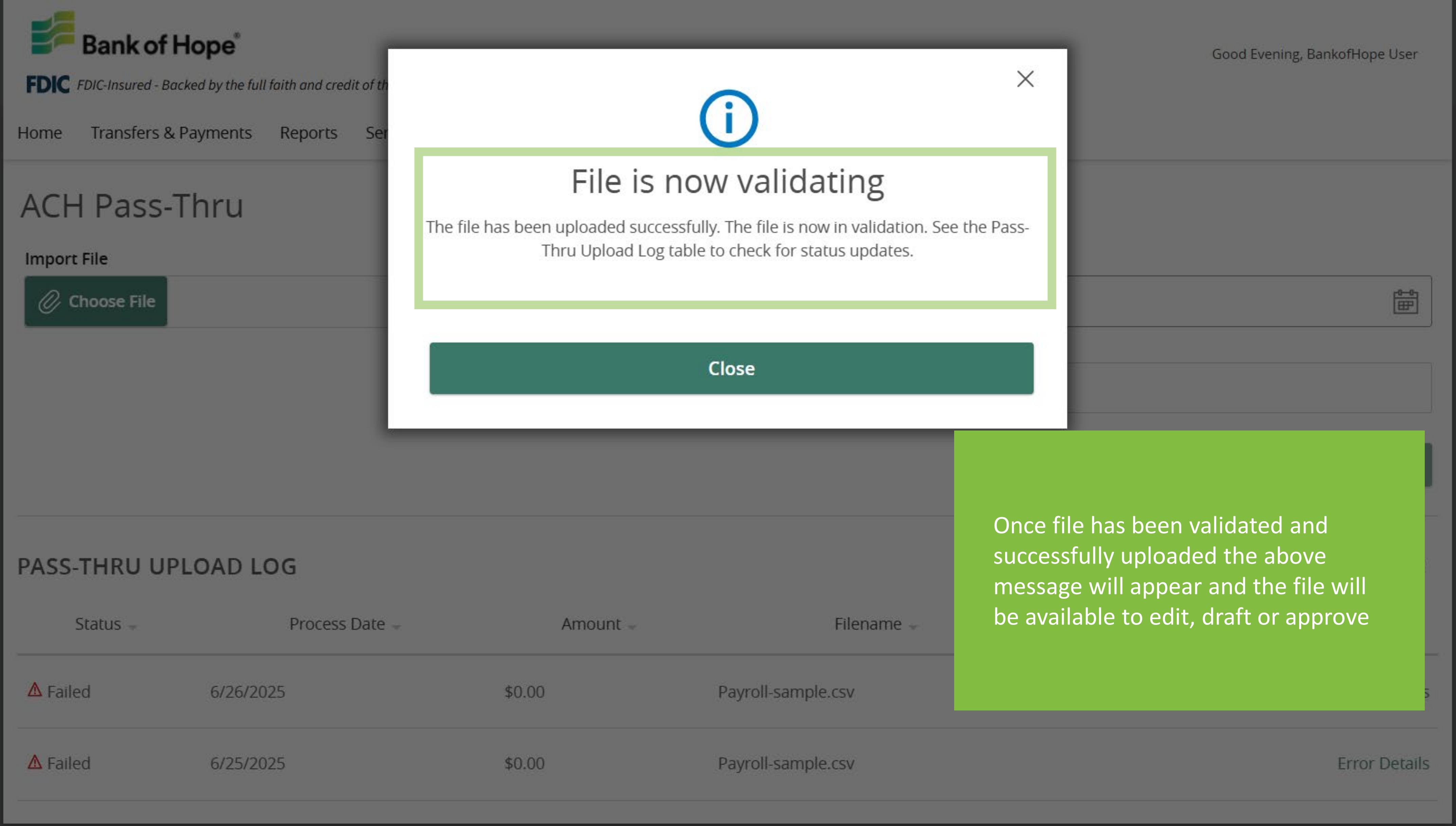
Transfer Funds
Transfer between accounts.

ACCOUNT MANAGEMENT



With ACH Pass Thru, you can upload any correctly formatted NACHA file.

Note: ACH Pass Thru uses Process dates and not Effective Dates.
A message will appear indicate file is uploading



Once file has been validated and successfully uploaded the above message will appear and the file will be available to edit, draft or approve

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ACH Pass-Thru

Import File

Choose File

Process Date

Memo (optional)

The file is now available to edit, draft or approve

Draft Approve

PASS-THRU UPLOAD LOG

Create Alert

Status	Process Date	Amount	Filename	Memo	
Failed	6/26/2025	$0.00	Payroll-sample.csv		Error Details
Failed	6/25/2025	$0.00	Payroll-sample.csv		Error Details

Visit us at Bankofhope.com Business Banking for additional information

https://www.bankofhope.com/business-banking