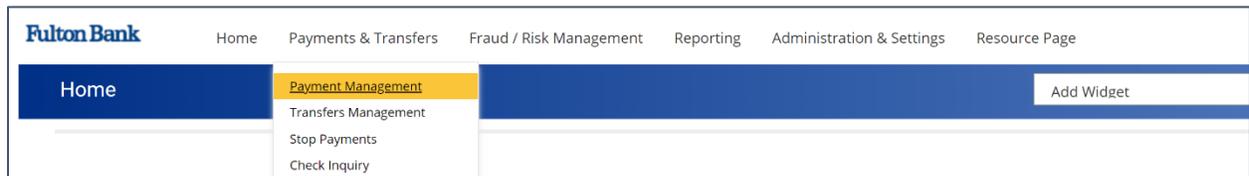# BOSS Online Banking Guide

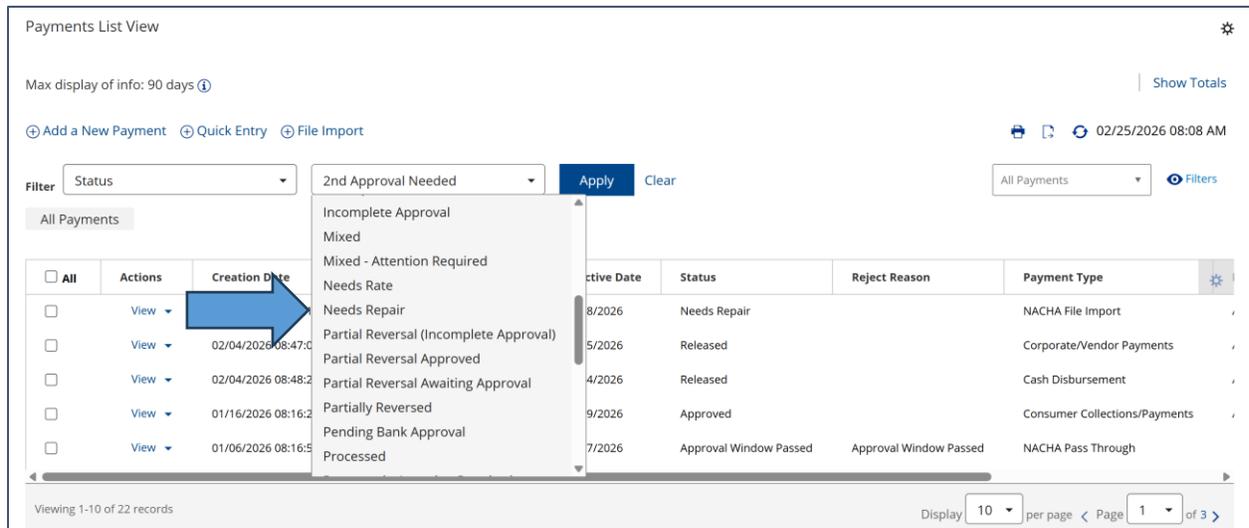## ACH File Import – Needs Repair Status

Please follow the step-by-step instructions on this user guide to correctly modify your ACH File Import that is in a Needs Repair Status.

Accessing your ACH Payment in BOSS Online Banking

1. Log into BOSS Online Banking
2. Select the **Payments & Transfers** tab
3. Click on **Payment Management**

4. Scroll down to **Payment List View**
5. Filter on **Status > Needs Repair > Click Apply**

6. In the **Actions** column, from the drop field select **Modify** next to your ACH payment that is in a Needs Repair Status

7. Within your NACHA File Import payment details, make the necessary modifications to your ACH payment.

8. Click **Submit.** Located at the bottom of the screen.

Contact Information

If you need further assistance with modifying your ACH payment, please contact our Cash Management Team at:
Cash Management Services – 1.**866.943.8739**