

ACH Contact Registry

Presented by:
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Risk Management Portal

Located at
<https://riskmanagmenetportal.nacha.org>

The Administrator must complete the registry.



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When



Registry is available

1 July 2020

30 Oct. 2020

Must be completed



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What

- Mandatory Contact Categories
 - ACH Operations
 - ACH Risk/Fraud
- Optional Contact Categories
 - AML
 - Check
 - Compliance
 - Credit Card
 - Debit Card
 - Faster Payments
 - Legal
 - LOI Processing
 - Treasury Management
 - Wire



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Contact Type

Department

- Only need to list one department information per category
- 1-2 department contacts

Individual




- Primary
- Secondary
- 2-4 individual contacts



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Bulk Uploads

- Under ACH Contact Registry drop down
- Templates for .xls, .csv, and .xml formats

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Bulk Upload



williamskeynd@gmail.com
 801-438-8888

HOME
 TERMINATED
 ORIGINATOR
 DATABASE

ACH CONTACT

CONTROL
 MENU

Bulk Upload File

File* : Select the file by clicking on browse button or drag-n-drop the file here and click on upload button.

No file chosen




Download sample Template Files for Bulk Upload

- CSV Template
- Excel Template
- XML Template

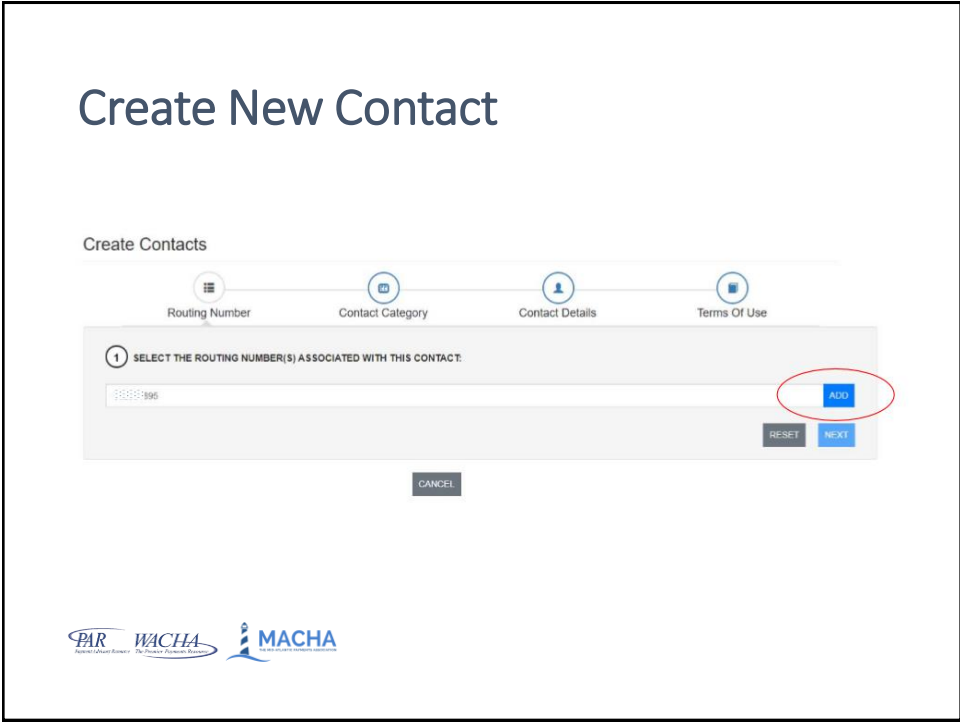
Fields Information:

Following are the information about each field for the bulk upload file:

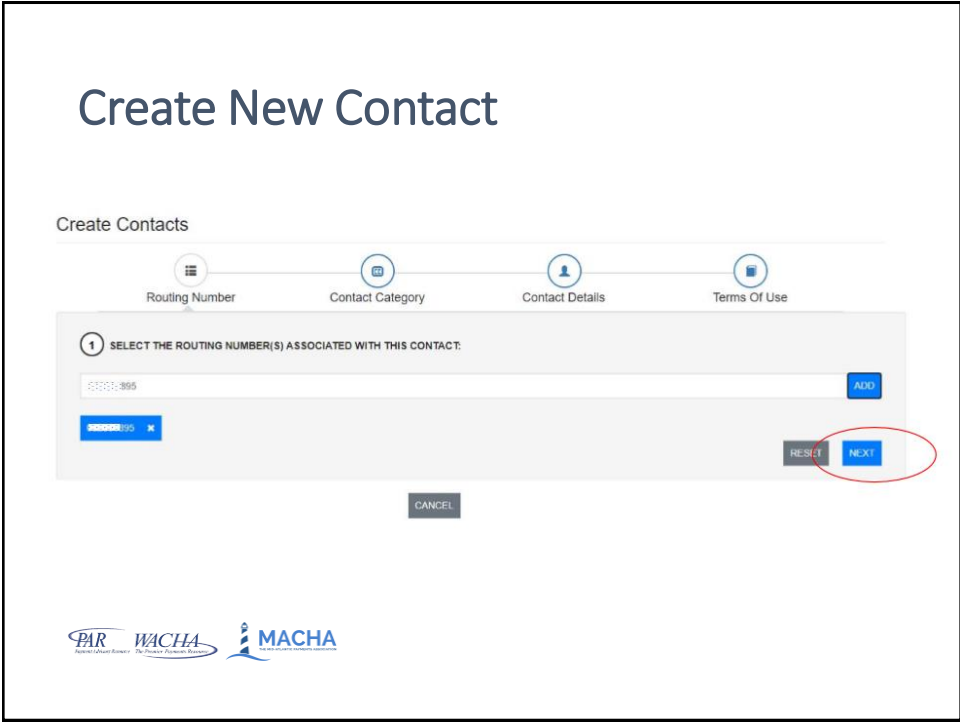
- Routing Numbers
- Contact Category
- Contact Type
- Department Name
- First Name
- Last Name
- Job Title
- Email Address
- Telephone Number
- Extension
- Business Hours
- Time Zone Code
- Fax

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Create New Contact



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Create New Contact



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Department Contact

Routing Number Contact Category Contact Details Terms Of Use

1 ENTER CONTACT DETAILS:

ACH Operations

Contact Type: Department Individual

Department Contact

Department Name*: ACH Operations

Telephone Number (format: xxx-xxx-xxxx (st) xxx-xxx-xxxx xxxxxx*): 703 - 999 - 9999

Email Address*: achoperations@bank.com

Business Hours + Time Zone*: 08:00 AM - 05:00 PM - Select

Fax Number (format: xxx-xxx-xxxx): 703 - 999 - 9999

Provide login access to Risk Management Portal as ACH Contact User

ACH Risk/Fraud

PREV RESET **NEXT**



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Individual Contacts

ACH Risk/Fraud

Contact Type: Department Individual

Primary Contact

First Name*: Lisa

Last Name*: Smith

Job Title*: ACH Fraud Investigations

Telephone Number (format: xxx-xxx-xxxx (st) xxx-xxx-xxxx xxxxxx*): 703 - 999 - 9997

Email Address*: lisasmith@bank.com

Business Hours + Time Zone*: 08:00 AM - 05:00 PM - ATLANTIC ST

Fax Number (format: xxx-xxx-xxxx): 703 - 999 - 9999

Provide login access to Risk Management Portal as ACH Contact User

Secondary Contact

First Name*: Rocky

Last Name*: Jones

Job Title*: ACH Risk Manager

Telephone Number (format: xxx-xxx-xxxx (st) xxx-xxx-xxxx xxxxxx*): 703 - 999 - 9998

Email Address*: rockyjones@bank.com

Business Hours + Time Zone*: 08:00 AM - 04:00 PM - ATLANTIC ST

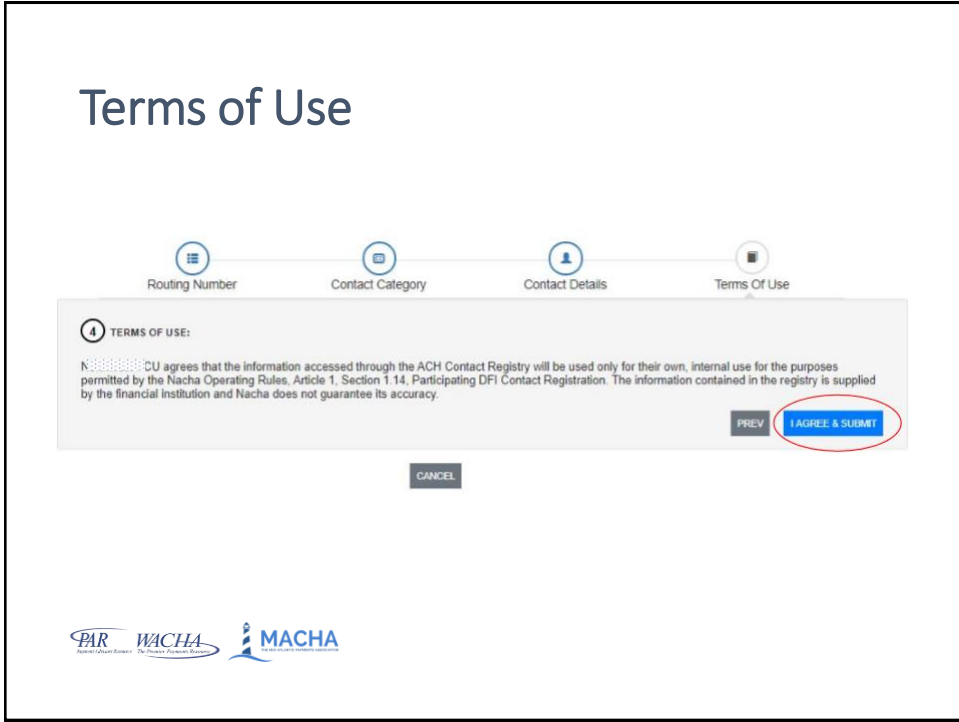
Fax Number (format: xxx-xxx-xxxx): 703 - 999 - 9999

Provide login access to Risk Management Portal as ACH Contact User

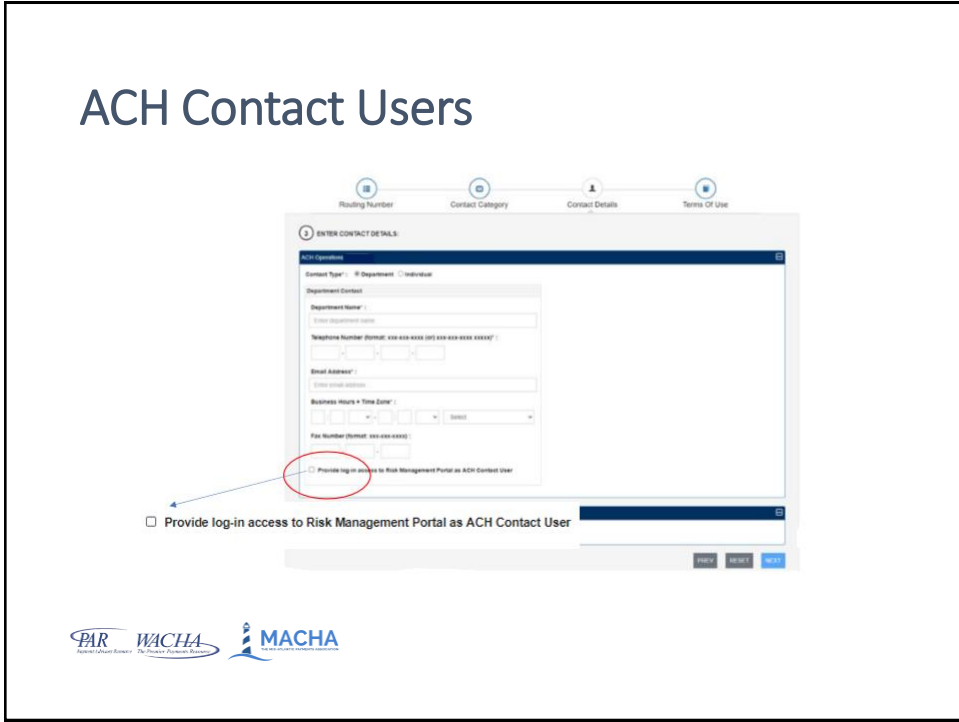
PREV RESET **NEXT**



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New ACH Contact User




This new role in the Portal will have access to the ACH Contact Registry only




Receive email to establish credentials



Search and view other financial institutions




Update their own Registry contact Information



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Email Alerts

The Portal will send an alert via email to every registered ODFI/RDFI to confirm and/or update their Registry information
Email will go to ODFI/RDFI Administrators




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Reminders

9-month grace period

Update within 45 days of a change

Verify yearly




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Have Questions?

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