

J.P. Morgan Access[®] Transaction Services ACH Actions – What’s Different?

Introduction

J.P. Morgan ACCESS[®] ACH Actions has a new streamlined, intuitive design that allows you to easily initiate requests for deletions, reversals, reclaiming funds, returns and notifications of change (NOC) for ACH transactions as your entitlements allow.

ACH Actions

Create a Deletion Request

1. Create a deletion request for an ACH transaction using **Create Deletion Request** on the **Create** tab.
2. Then enter information submitted with the original item in all of the required fields.
3. Select **Add** to add the request to the review grid. (You can add up to 10 requests to the grid.)
4. Choose the items from the review grid for processing and then select **Submit**.

The screenshot shows the 'Create Deletion Requests' page in the J.P. Morgan ACCESS system. The page has a dark header with navigation tabs (Home, Transactions, Reports) and a search bar. On the left, a 'Create' menu is visible with 'Create Deletion Request' highlighted. The main form area contains several input fields: 'Origin' (9bbb45678), 'ACH Company ID' (00008), 'Effective Date' (05/17/2017), 'Amount', 'Receiver ABA', and 'Receiver Account'. Below the form is an 'ACH Deletion Requests' table with one row of data. At the bottom, there are 'Add' and 'Reset' buttons, and a 'Submit (1)' button highlighted in blue.

ACH Company ID	Effective Date	Receiver ABA	Receiver Account	Amount	Debit/Credit
00008	05/17/2017	123123123	1bbb56789		1111 Debit

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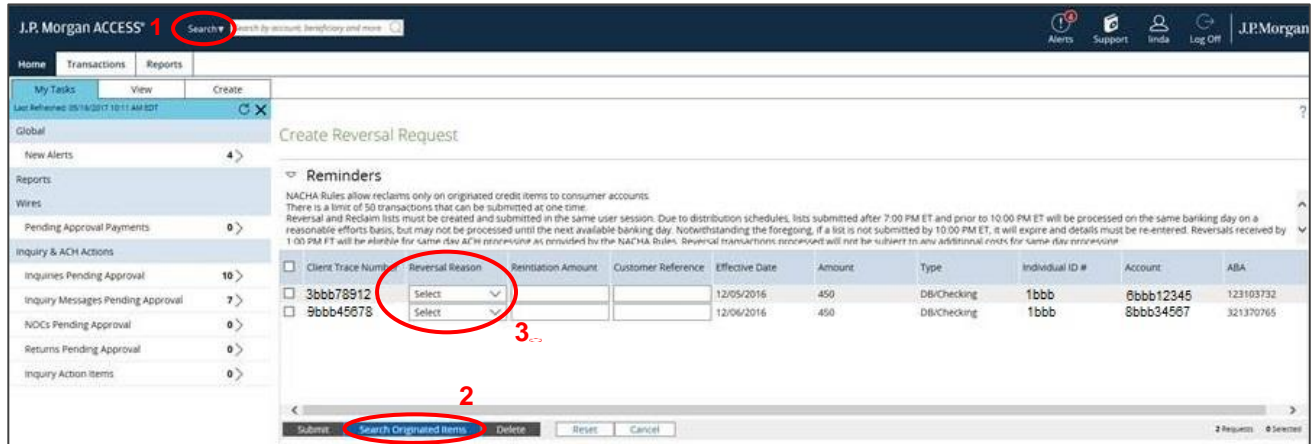
Create a Reversal or Reclaim Request

You can easily create a reversal or reclaim request for ACH transactions.

1. Use **Broaden Search** to locate the originated ACH transaction, and then adding the transaction to either a reversal or a reclaim list from the detail page of the selected transaction. (In any given session, you can create either a Reversal list or a Reclaim list, but not both.)
2. From the Reversal or Reclaim list, selecting **Search Originated Items** will return you to your search results where you can choose additional transactions to add to the list.

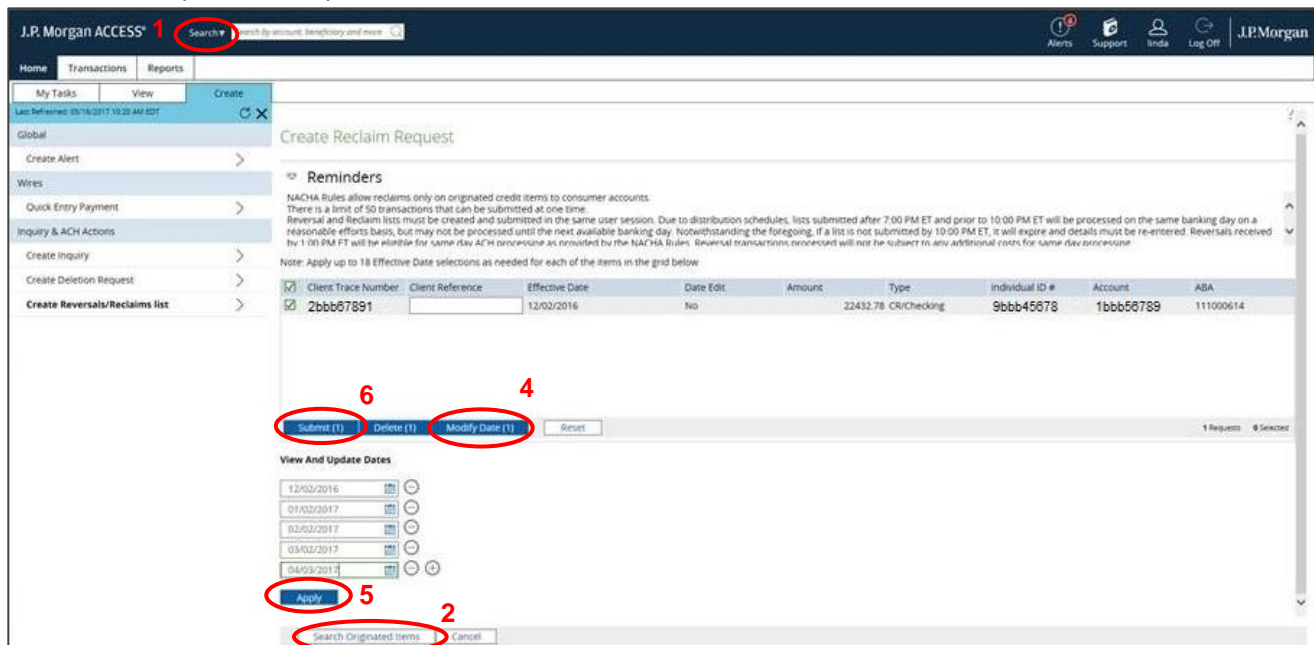
For Reversal Requests only:

3. From the Create Reversal Request list, you must choose a reversal reason for each request you want to process. You can enter optional information as needed before submitting.



For Reclaim Requests only:

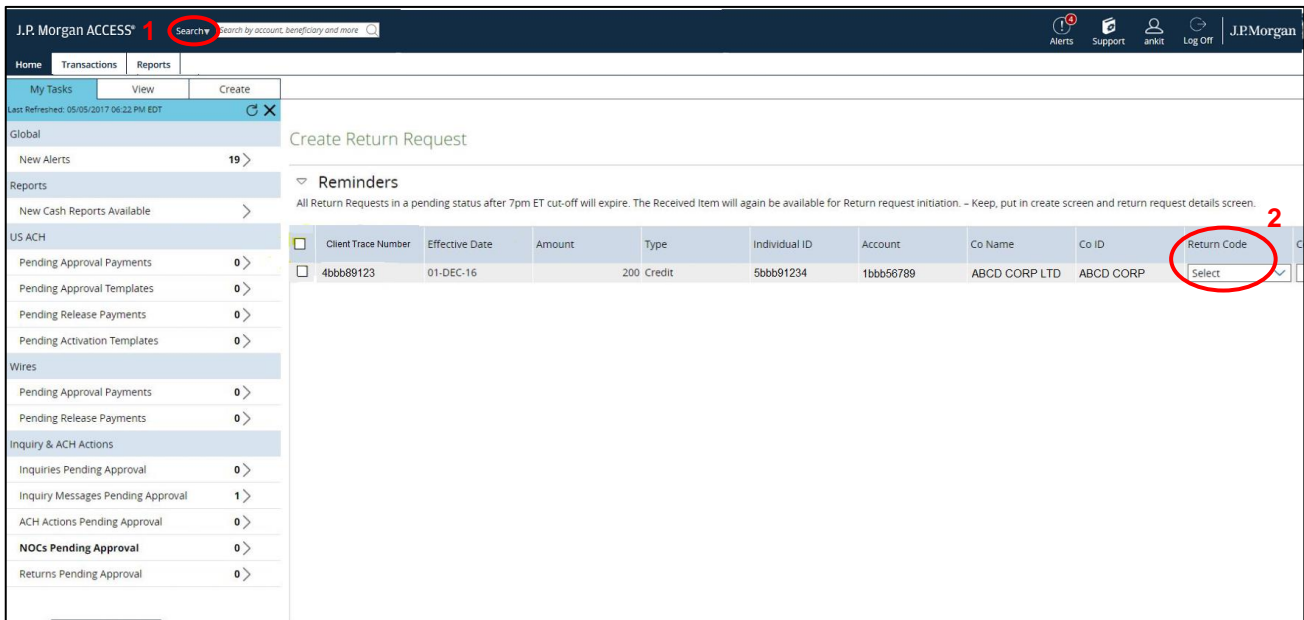
4. From the Create Reclaim Request list, you can view and update dates for a specific transaction by selecting the transaction, and then selecting **Modify Date**. (You can add up to 18 dates for each request.)
5. Once you have completed updating dates, select **Apply**.
6. Choose the requests to be processed, and then select **Submit**.



Create a Return Request or NOC Request

You can request the return of funds or request a notification of change (NOC) on received ACH items according to your entitlements.

1. Use **Broaden Search** to search on ACH Received Activity, and then select either Return Request or NOC Request from the transactions detail page to open a request.
2. **For a Return Request only:** From the Create Return Request list, choose a return code and then submit the request.



3. **For an NOC Request only:** From the Create NOC Request enter the required information and then submit the request.

