SUBSIDIARIES

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The Subsidiaries feature allows you to setup additional Company IDs to use when initiating Commercial ACH transactions. If your business does not own any other businesses, you do not need to establish any additional subsidiaries. When additional subsidiaries are established, a Subsidiary page will appear in all ACH transaction workflows and you will be required to select the appropriate subsidiary for that transaction.

To enable Subsidiary Management:

- In the Menu, click Commercial > User Management, the User Management page appears.
- Click the pencil icon to edit the User who will have access to Manage Subsidiaries.
- Click Assign Rights.
- Select the Features tab.
- Click on Manage Subsidiaries under the Rights section to enable the feature. The User will have access to Subsidiary Management on their next login.

To establish an additional Subsidiary:

- In the Menu, click Commercial > Subsidiaries, the Subsidiary Management page appears.
- Select Add Subsidiary.
- Enter the required information:
    - Name
    - Payment Type: ACH
    - ACH Header
    - ACH Tax ID
- Click on Create Subsidiary.