

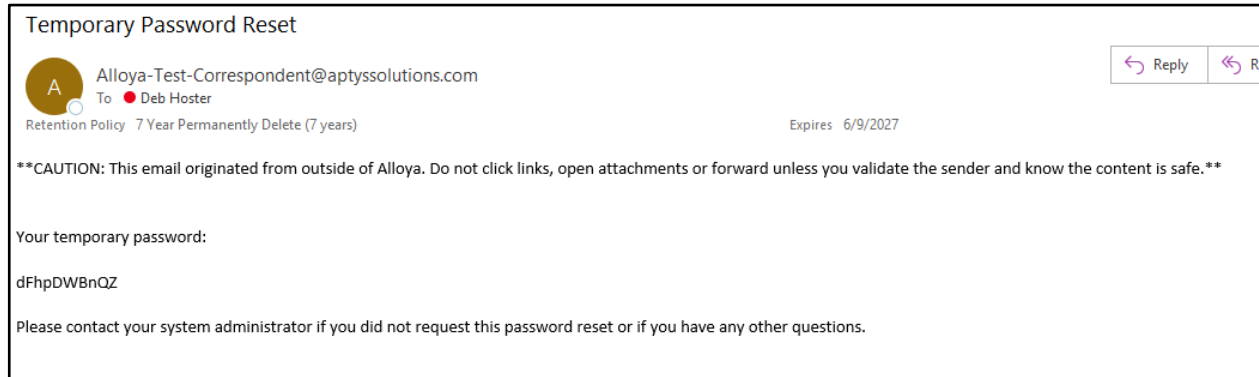
Accessing the Aptys Contingency System

Alloya is transitioning all ACH processing to our Aptys Contingency System. Please follow the instructions below to gain access.

Visit <https://alloya.prod.aptyssolutions.com/SignOn>. (Please note that the Aptys Contingency System is not accessible through Premier View.)

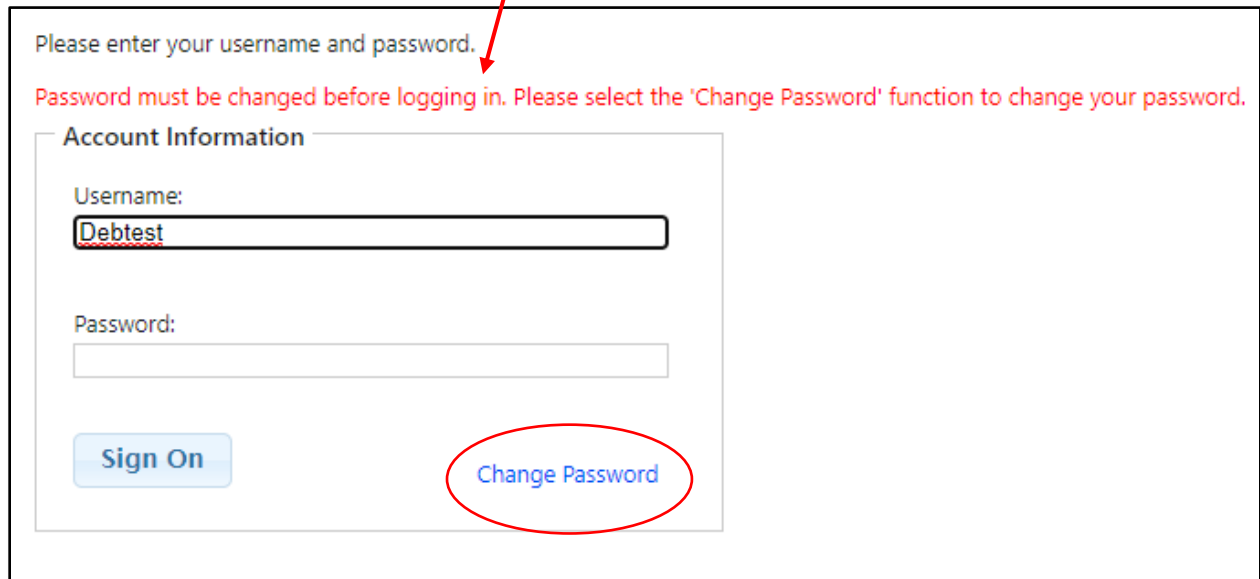
The username will be the same as your Premier View username.

Your Premier View password will not work in the Aptys Contingency System. You will receive an email from Aptys Solutions titled **Temporary Password Reset**.



The combination of the URL, your Premier View username and the temporary password will allow you to access the Aptys Contingency System.

You will be required to change your password before fully signing on. Select **Change Password** before you sign on.



The new password has the following requirements:

Password Complexity	
Minimum Password Length:	<input type="text" value="8"/>
Maximum Password Length:	<input type="text" value="20"/>
Minimum Numeric Characters in Password:	<input type="text" value="1"/>
Minimum Upper Case Characters in Password:	<input type="text" value="1"/>
Minimum Lower Case Characters in Password:	<input type="text" value="1"/>
Minimum Special Characters in Password:	<input type="text" value="1"/>
Maximum Repeated Characters in Password:	<input type="text" value="3"/>

Once you access the system, select the **Home** tab. The page will show notifications and announcements on the Bulletin Board.

All ACH processing will be completed under the **ACH** tab.

NOTE: Dual control is required for origination files, return files, return items, NOC files and NOC items. A second approval by an authorized user (other than the user that created the files/items) is required to complete the processing.

