# Pull ACH Reports from the Online Resource Center

Retrieve updated Automated Clearing House (ACH) Information to help manage your credit card program. Track previous transactions, account activity, discounts, or payments due to Wells Fargo.

To begin, sign on to the Online Resource Center at wellsfargo.com/retailservices and select the "Reports" tab.

- To monitor your account activity, discounts, and credits, select "Pull ACH Data Reports".
- To download a PDF version of this report, select "Pull ACH PDF Reports"
- The ACH/Funding reports role must be selected per username under the "My Profile" tab.
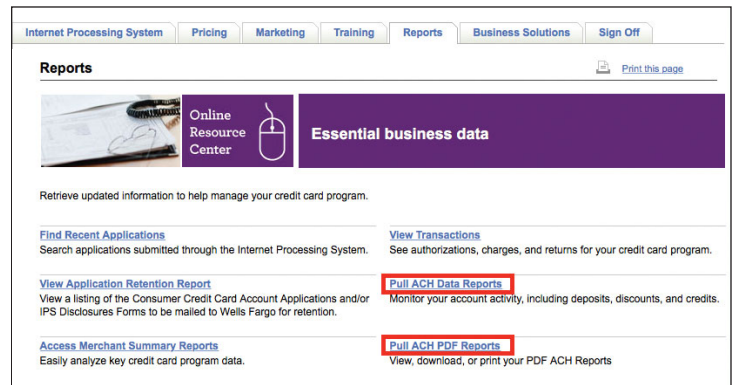
If you don't see the location(s) listed in the drop down, you will need to request access to the ACH reports for those location(s). You may request access by going to the ACH PDF Report Listing page and selecting "Click Here." You will need the Merchant Number associated with those locations to complete the request. Please reference existing ACH reports for merchant number information.
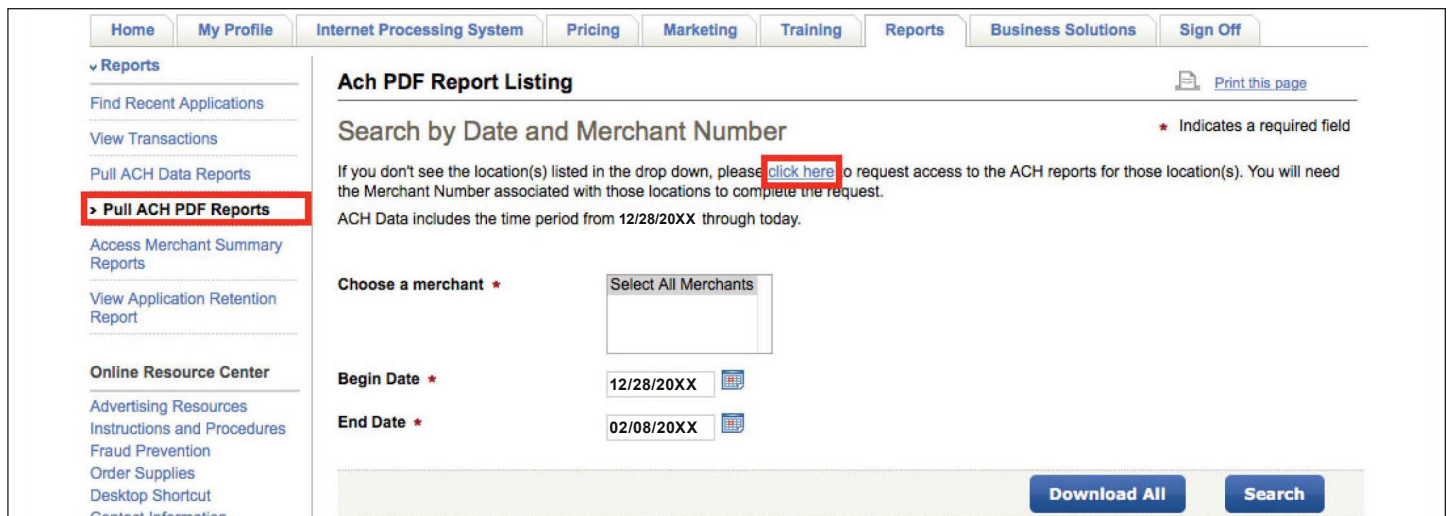
When requesting access, please fill out the Merchant Number, Requestor Name, Requestor Email, and Requestor Phone Number and select "Submit" to complete your request.

If you enter the merchant number incorrectly, you will receive an error message above the merchant number box.

Once the information has been properly entered, you will receive the message that your request has been sent for processing. Please allow 3 business days to process.

If you do not need to request access and your merchant number is already populated, you may proceed.

The ACH PDF report will hold 16 months of previous data. The begin date will automatically default to the current date. Please enter a begin date and an end date of the ACH data report range you'd like to view. Once the date range is entered, select "Search."

All of the ACH PDF reports will be generated within the current filter you searched. To open one of the reports, please select the specific File Name to open and view the desired material.

The "Download All" is an option to download all PDF files that were returned using the current filter as a single zip file. The maximum number of files you can download at one time is 1,000. To open a zip file, first save the file to your computer. Then, open the file and select the specific PDF you want to view.

Questions?

If you have questions, please call our Client Processing department at 1-800-551-5111, Monday through Saturday from 8:00 a.m. to 10:00 p.m. or Sunday from 10:00 a.m. to 10:00 p.m. Central Time.

We accommodate telecommunications relay service calls.