



ACH (Automatic Clearing House) Authorization

Follow these steps to set up your troop's ACH Authorization.

Step 1: Complete the required ACH Authorization Form (<https://forms.gle/YEELPMBWpH9j1Rwt8>)

Step 2: After you complete the form, you will be prompted to upload a picture of a VOIDED troop check. Below are the instructions to upload the VOIDED troop check:

- You will be prompted to **RIGHT CLICK** on the link and select "Open link in new tab": <https://gs-csnj-131.leapfile.net/>
- Click on Secure Upload.
- Enter achadmin@gscsnj.org as the recipient email - then click on Start.
- Enter your name and email address as entered on this form above.
- Enter "Troop # -Voided Check" in the subject line.
- Click "Notify me when the files have been downloaded." to receive notification that your file has been downloaded (Optional).
- Click on "Select Files to Send (Regular Upload)".
- Add your file.
- Click "Upload and Send"

Questions? Contact Rebecca Frazzetta, Product Program Manager, at rfrazzetta@gscsnj.org.