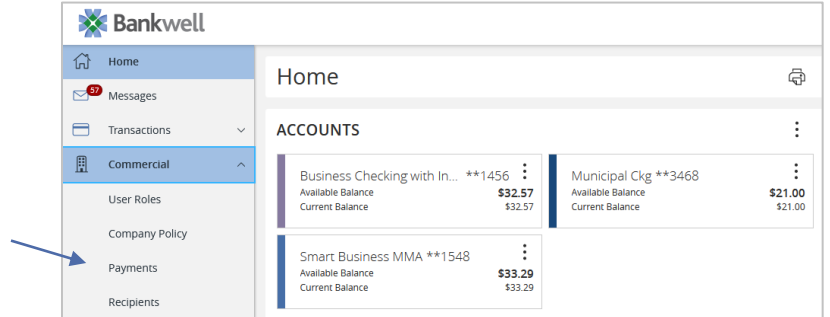


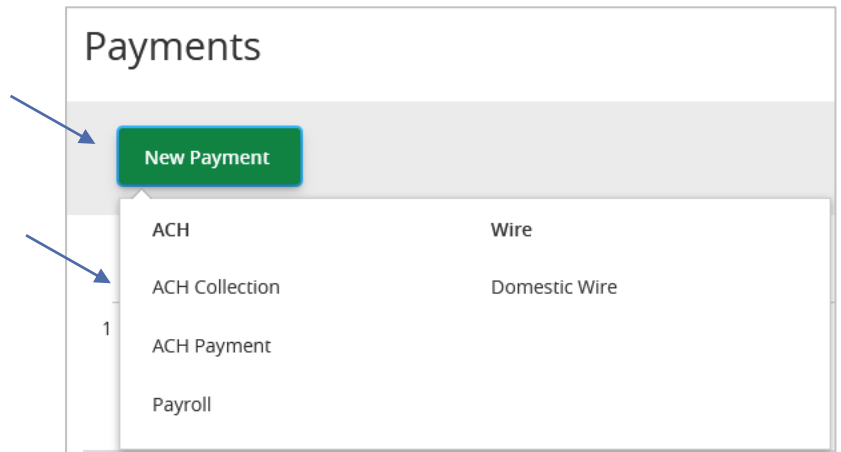


Recipient Upload From Batch

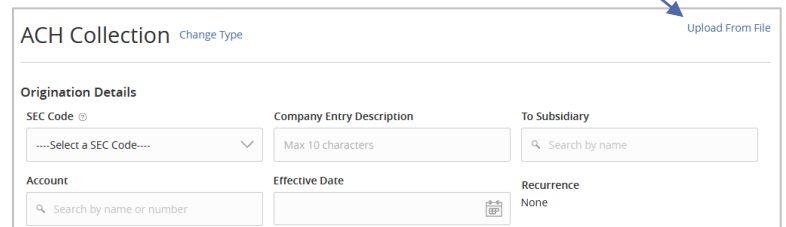
1. Select the 'Commercial' menu and then select 'Payments'.



2. Select 'New Payment' and then select the desired Payment Type.

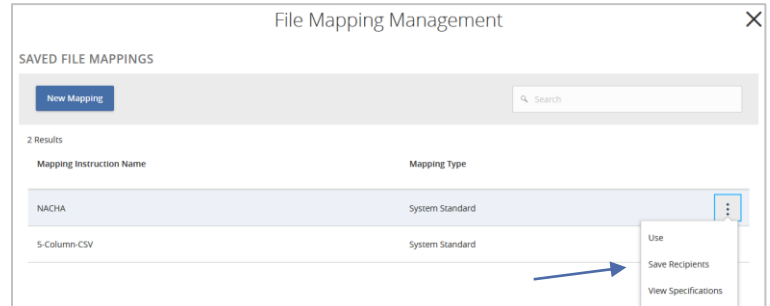


3. Select "Upload From File".



Questions? We're here to help.
Customer Service: 203.652.2940

- Select the 'Save Recipients' option in the dropdown menu for the mapping you would like to use.



- Select the 'Import File' box to browse and select the file to be uploaded on the computer.

- Select 'Save Recipients' to automatically add the recipients into the master recipient list. A confirmation will pop up on the screen once the file has been uploaded successfully.

NOTE: Select 'Upload File' if the ACH or wire file will need to be processed.

NOTE: If there is a problem with the file being imported, an overlay message will appear on the screen with a notification.

Potential examples may include:

- ABA number contains more or less than 9 digits.
- File being imported is not in NACHA or CSV format.

