

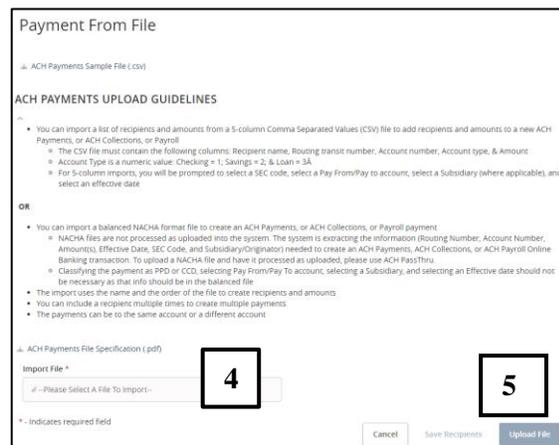
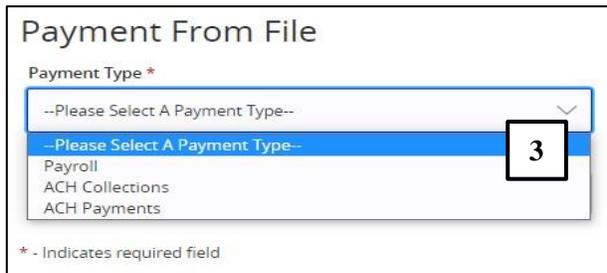
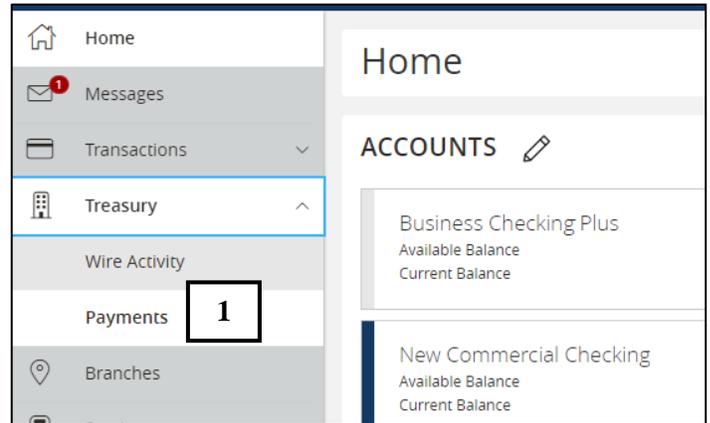
Please note, supported file types include the following:

- a. Single-batch NACHA formatted file containing an SEC Class Code of either PPD (Prearranged Payment and Deposit to or from a consumer account), CCD (Cash Concentration and Disbursement to or from a business account), or CTX (Corporate Trade Exchange).

- b. 5-Column CSV File

1. Select the **Treasury** menu and then select **Payments**.
2. Select **New Payment** and then **Payment from File**.
3. Select the desired **Payment Type** from the drop-down menu.
4. Click in the **Import File** box to select a file to upload. Browse your computer for the file you would like to upload.
5. Select **Upload File** to upload the selected file into Online Banking for processing.

Please note, if the imported file is a 5-Column CSV, a second screen will be presented as part of the process. This screen requests additional information so a complete ACH file can be generated for processing based on the information designated.



6. Select the required fields from the corresponding drop-down menu.
 - a. **SEC Code**
 - b. **Pay From/Pay To** account
 - c. **Company/Subsidiary**
 - d. **Effective Date**

7. Review the information on the screen for accuracy and then select **Approve** to authorize the ACH payment(s) or **Draft** to only draft.

Payment From File - Additional Information

SEC Code: Pay From/Pay To:

Company / Subsidiary: **6**

Effective Date:

Recipients

Name	RTN	Account	Account Type	Amount	Addenda
ACH Recipient	062203984	123456789	Checking	\$10.00	
Another Recipient	062203984	987654321	Savings	\$25.00	

Total Amount: \$35.00 To 2 recipients

7