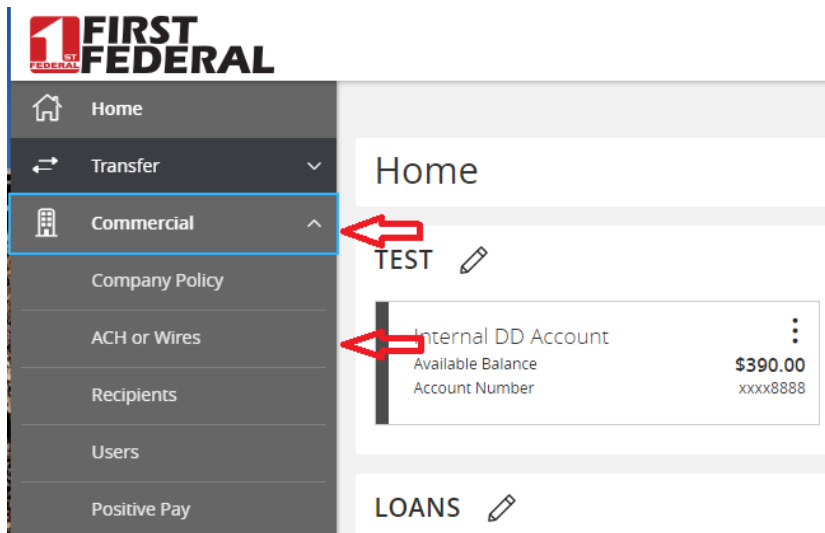
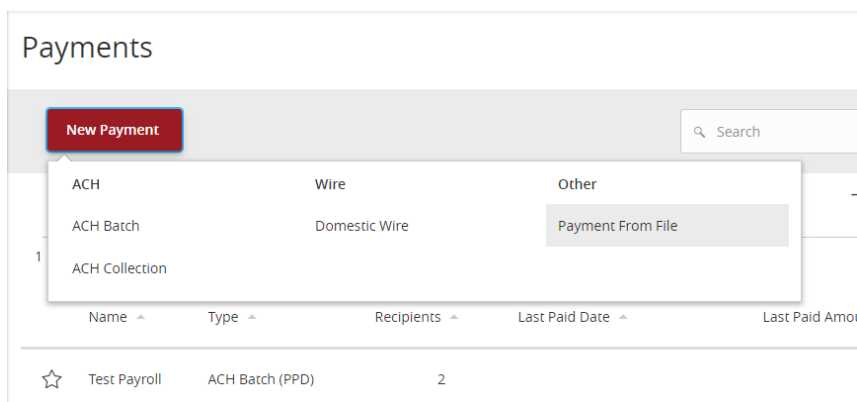


## Upload Payment from File

1. Commercial
2. ACH or Wires



3. New Payment
4. Payment from file



5. Select Payment Type

## Payment From File

Payment Type \*

The screenshot shows a dropdown menu for 'Payment Type'. The selected option is '--Please Select A Payment Type--'. The dropdown is open, showing the following options: '--Please Select A Payment Type--', 'ACH Collection', 'ACH Batch', and '--Please Select A File To Import--'. The 'ACH Collection' option is highlighted with a blue bar.

6. Scroll down to Import File and click the box. A second window will open to select the desired File
7. Click Upload File

8. Choose SEC Code
9. Choose Account
10. Select Subsidiary
11. Choose Effective Date
12. Click Approve

### Payment From File - Additional Information

<p>SEC Code</p> <input type="text" value="PPD - Prearranged Payment and Deposit"/>	<p>Company Entry Description</p> <input type="text" value="Max 10 characters"/>
<p>Pay From/Pay To</p> <input type="text" value="Internal DD Account XXXXX8888 \$390.00"/>	<p>Company / Subsidiary</p> <input type="text" value="Q2FF32018TEST"/>
<p>Effective Date</p> <input type="text" value="08/30/2019"/>	

Recipients

Name	RTN	Account	Account Type	Amount	Addenda
Bob Test	324170179	123456	Checking	\$1.00	

Total Amount: \$1.00 To 1 recipients

\*\*Some Nacha files come uploaded with information about account and pay date. All the options above may not show