

1.) **Select Payments** from the **Commercial** menu.

2.) Select **New Payment**, followed by **Payment from File**.

*Please note, that the supported file type in the payment from file option are either a single batch notch of file containing an SEC class code of either PPD or CCD, or, a 5 column CSV file.

3.) Select the **Corresponding Payment type** from menu.

4.) Click in the import file box. Browse your computer for the file to be uploaded, and then click **Open**.

*If the file to be uploaded is a five column CSV, instructions are listed on the screen regarding format and content after selecting the desired transaction type.

5.) Select **Upload File** to upload the selected file into Online Banking for processing.

6.) Designate the SEC class code. PPD is for Personal Recipient, and CCD is for Company Recipient that you are paying or collecting from.

*This will not apply to payroll, since it is automatically assigned a PPD class code.

7.) Select the **Pay From/Pay To** account.

8.) Select the **Company** or **Subsidiary**.

9.) Designate the **Effective Date** of the file.

10.) Click **Draft** or **Approve** depending on your user entitlement.