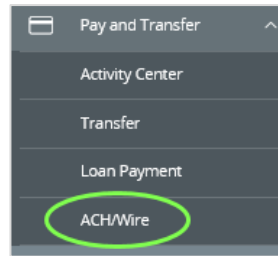
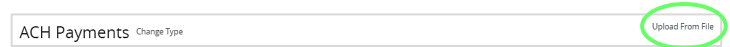


## Payment from File

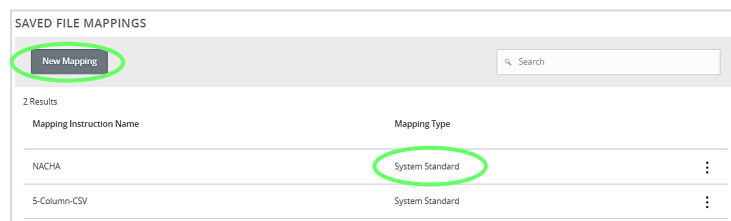
1. Under the Pay and Transfer tab, select **ACH/Wire**.



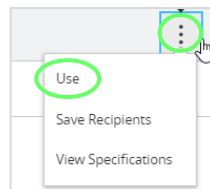
2. Select **New Payment**, and then select your ACH Payment type, then select **Upload from File**.



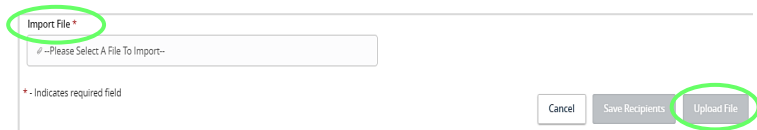
3. Two **System Standard** mappings are provided or the User can create a **New Mapping** by uploading their file type.



4. Select the **kebab** next to the appropriate mapping and select **Use**.



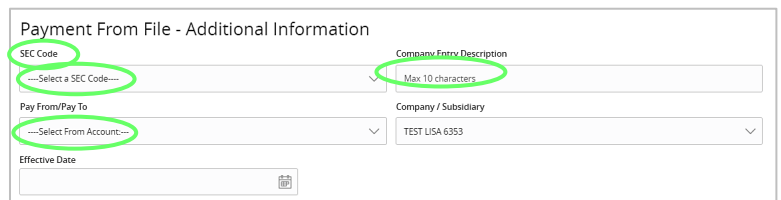
5. Review the Upload Guidelines and Select a file to import under **Import File**.



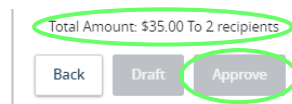
6. Select **Upload File**.

NOTE: **Save Recipients** here will save the recipients in the file into the Recipients service for you.

7. Complete the **SEC Code**, **Pay From/Pay to**, **Company/Subsidiary** and **Effective Date** fields.



8. Review the **Total Amount** and Select **Approve**.



NOTES: Select **Draft** if another user in the company must approve the transaction.

Cutoff time is 3:30 pm CST., Monday – Friday.  
Transactions entered after 3:30 pm will be processed the following business day.