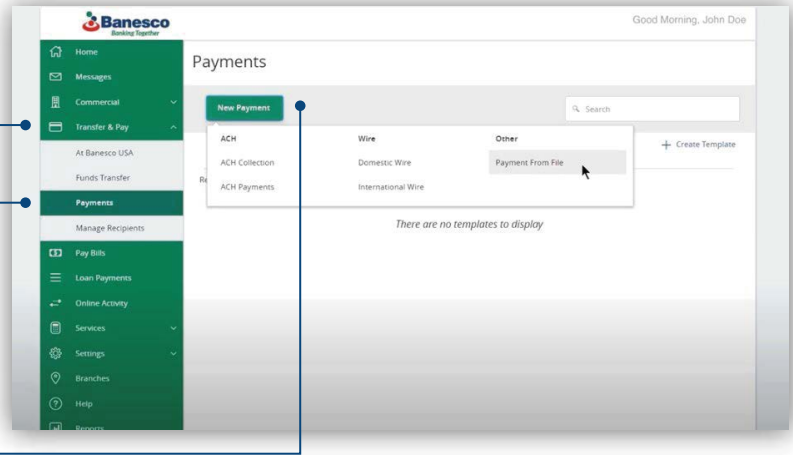


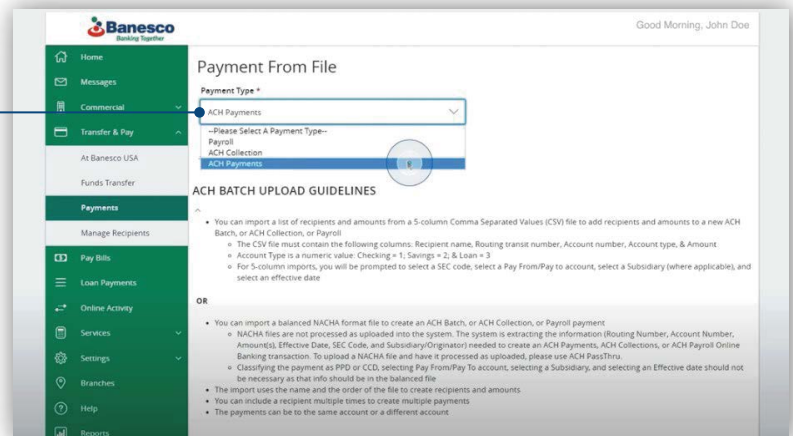
ACH File Import.

1. From the menu click “Transfer and Pay” and then click “Payments.”

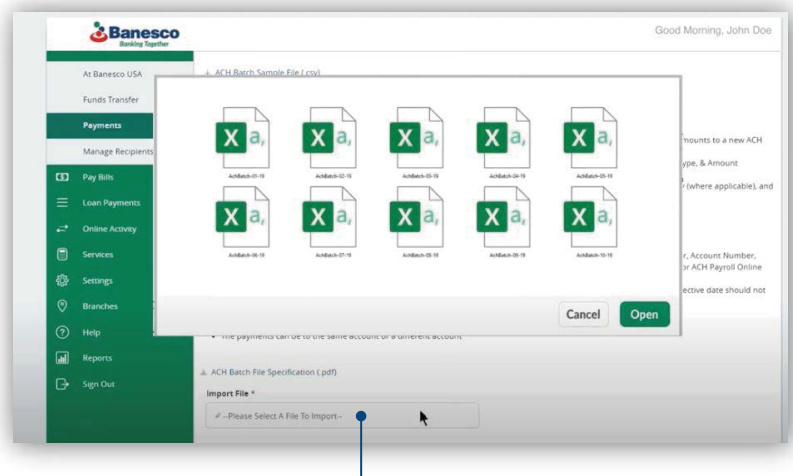
2. Click the new payment button, and then click payment from file.



3. Choose the corresponding payment type from the drop-down menu.

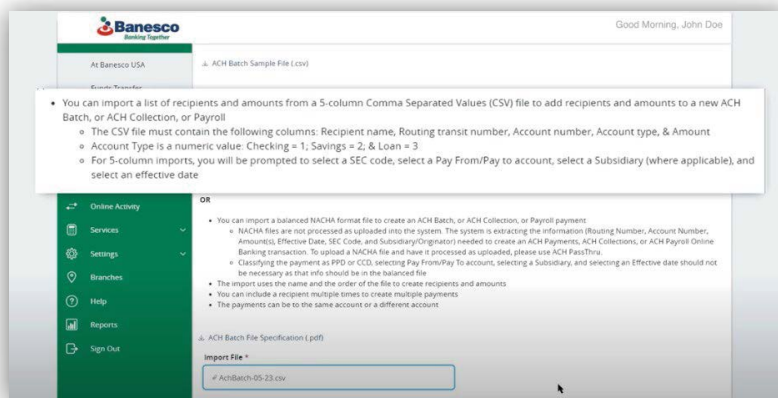


4. Click in the import file box, browse your computer for the file to be uploaded and then click the open button.

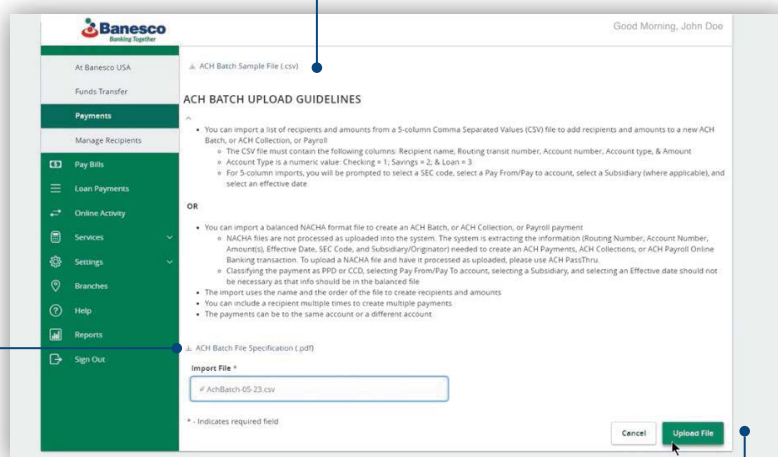


Please note that the payment from file options support two file types, either a single batch NACHA file containing a SSC class code of either PPD or CCD, or a five column CSV file.

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.



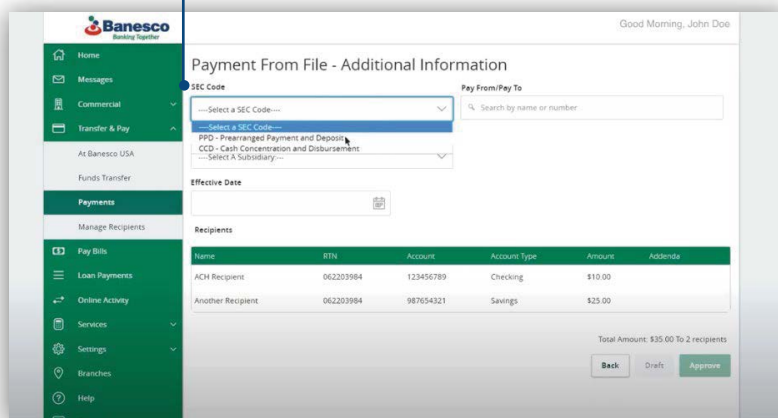
5. Click on Sample file to download a sample CSV file.



6. Click on file specification to see file specifications.

7. Click the upload file to upload the selected file into online banking for processing.

8. Designate the SEC class code; this will not apply to payroll since it's automatically assigned a PPD class code.



9. Click the pay from or pay to account.

Good Morning, John Doe

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Banking Together

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Payments
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Loan Payments
Online Activity
Services
Settings
Branches
Help
Reports

Payment From File - Additional Information

SEC Code: PPD - Prearranged Payment and Deposit

Pay From/Pay To: BUSINESS CHK 8001 \$2.14

Company / Subsidiary: ---Select A Subsidiary---

Effective Date:

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

Back Draft Approve

10. Click the company or subsidiary.

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Home
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Payments
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Pay Bills
Loan Payments
Online Activity
Services
Settings
Branches
Help
Reports

Payment From File - Additional Information

SEC Code: PPD - Prearranged Payment and Deposit

Pay From/Pay To: BUSINESS CHK 8001 \$2.14

Company / Subsidiary: Tech Startup

Effective Date:

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

Back Draft Approve

11. Designate the effective date of the file.

Good Morning, John Doe

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Commercial
Transfer & Pay
At Banesco USA
Funds Transfer
Payments
Manage Recipients
Pay Bills
Loan Payments
Online Activity
Services
Settings
Branches
Help
Reports

Payment From File - Additional Information

SEC Code: PPD - Prearranged Payment and Deposit

Pay From/Pay To: BUSINESS CHK 8001 \$2.14

Company / Subsidiary: Tech Startup

Effective Date: May 25, 2023

Account	Account Type	Amount	Addenda
123456789	Checking	\$10.00	
987654321	Savings	\$25.00	

Total Amount: \$35.00 To 2 recipients

Back Draft Approve

Good Morning, John Doe

Payment From File - Additional Information

SEC Code: PPD - Prearranged Payment and Deposit

Pay From/Pay To: BUSINESS CHK 8001 \$2.14

Company / Subsidiary: Tech Startup

Effective Date: 05/31/2023

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

Total Amount: \$35.00 To 2 recipients

Buttons: Back, Draft, Approve

12. Click “Draft” or “Approve”, depending on your user entitlement.

Good Morning, John Doe

Transaction Approved

Transaction ID: 80045

Total Amount: \$35.00

Buttons: Close, View in Activity Center

Please note that a confirmation screen will appear when the file import and all necessary information have been successfully completed.

If there's a problem with the file being imported, an overlay message will appear on the screen containing applicable information.