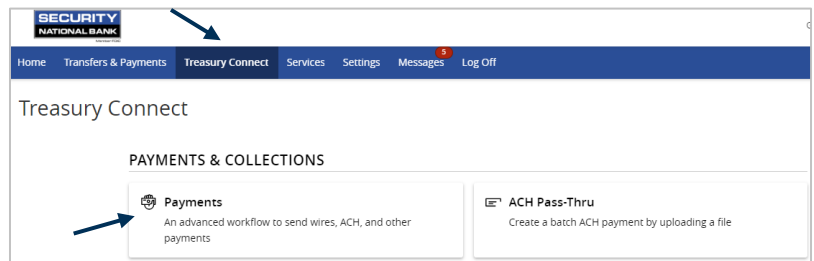**NOTE:** Supported file types include the following:

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

- 5-Column CSV File

1. Select the 'Treasury Connect' menu and then select 'Payments'.

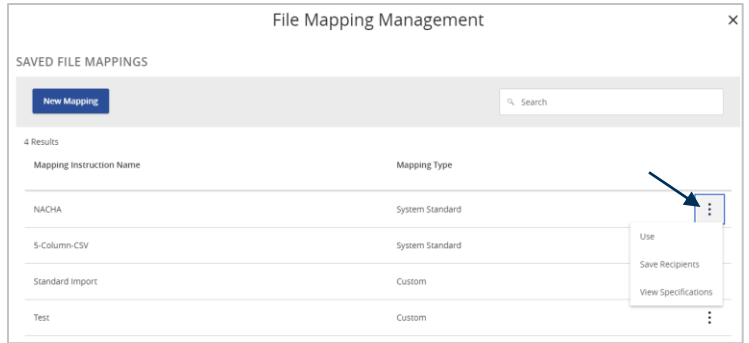2. Select 'New Payment' and the desired transaction type from the drop-down menu.
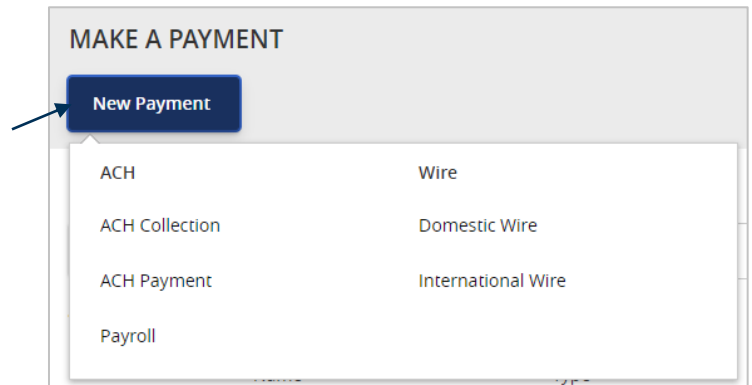
3. Click the 'Upload From File' link.

Questions? Please call our Customer Care Center toll-free at 855-614-4061.

4. Click the mapping actions menu option to utilize a pre-existing mapping format.

5. Select the 'Use' option.

6. Select a file to import.

7. Hit 'Upload File'.

8. If a new file map is needed, click the 'New Mapping' button.

9. Select a file to import.

10. Confirm the file delimiter and if the file contains column headers.
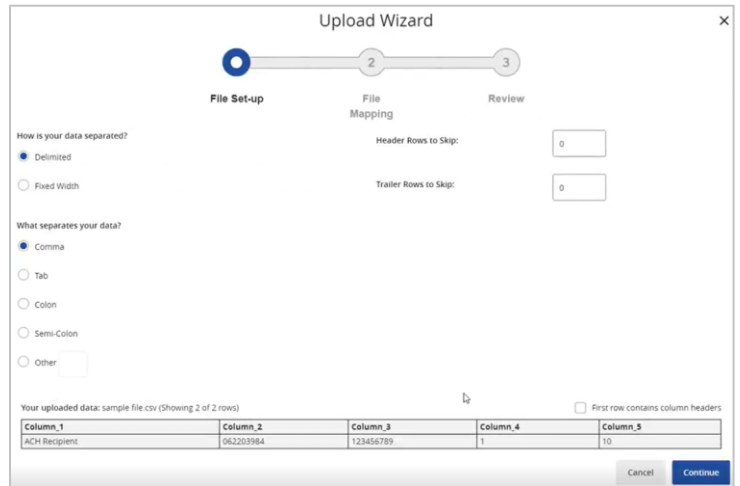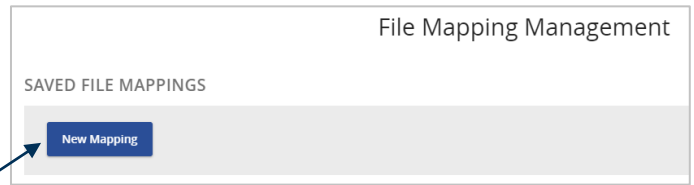
11. Click 'Continue'.

Questions? Please call our Customer Care Center toll-free at 855-614-4061.

12. Designate the system field for each column to be mapped.

13. Click 'Continue'.

14. Indicate whether to save the mapping instructions.
    a. If yes, enter the desired mapping instruction name.

15. Designate if the file should be 'Private' or 'Shared'.

16. Click 'Finish'.

Questions? Please call our Customer Care Center toll-free at 855-614-4061.