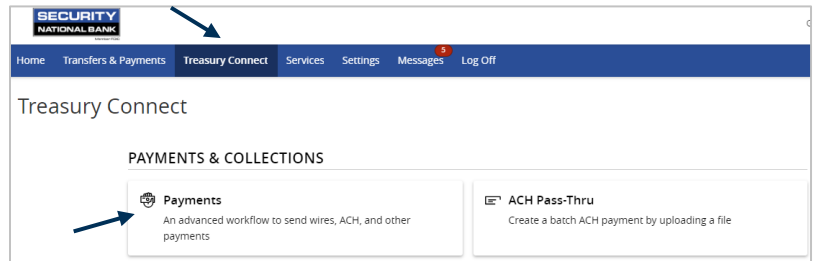




**NOTE:** Supported file types include the following:

- 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.



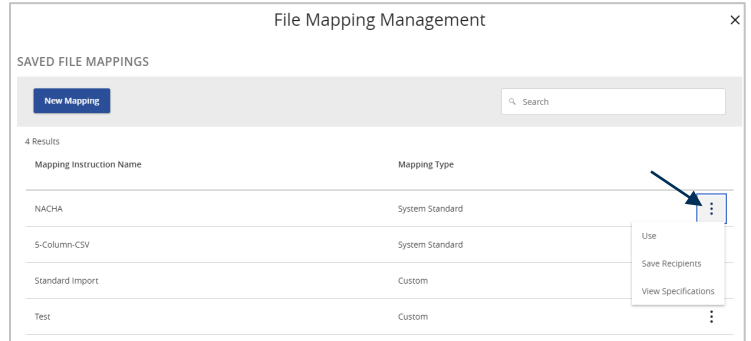
3. Click the 'Upload From File' link.
4. Click the mapping actions menu option to utilize a pre-existing mapping format.



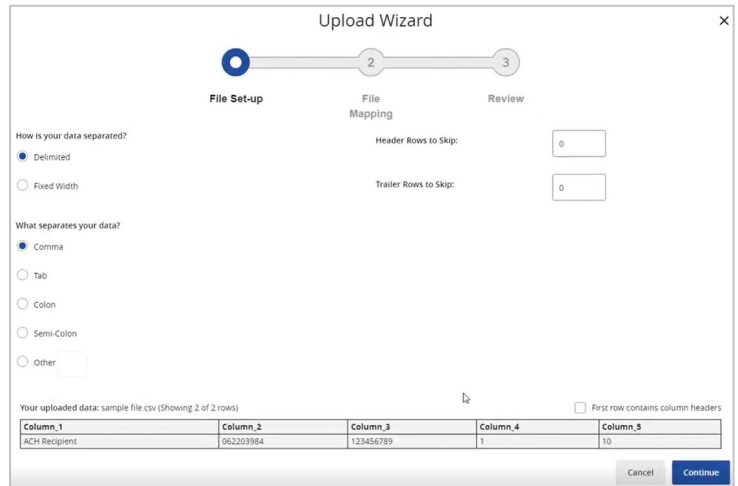
Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



- 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'.



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12. Designate the system field for each column to be mapped.
13. Click 'Continue'.

Upload Wizard

File Set-up File Mapping Review

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
ACH Recipient	Another Recipient	Recipient: Display Name	Ready
062203984	062203984	Recipient: Routing Number	Ready
123456789	987654321	Recipient: Account Number	Ready
1	2	Recipient: ACH ID	Ready
10	25	Recipient: Account Type	Ready

Back Cancel 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. If shared, the file mapping will only be shared among users with the same role. A new mapping will need to be created for additional user roles.
17. Click 'Finish'.

Upload Wizard

File Set-up File Mapping Review

Review Selected File Mappings

Uploaded File Header	System Field
ACH Recipient	Recipient: Display Name
062203984	Recipient: Routing Number
123456789	Recipient: Account Number
1	Recipient: ACH ID
10	Recipient: Account Type

Would you like to save these file mapping instructions?  
 No  
 Yes  
Mapping Instruction Name:

Do you want this File Mapping to be Private or Shared?  
 Private  
 Shared

Back Cancel Finish

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