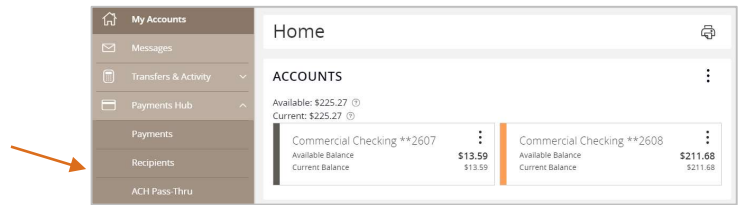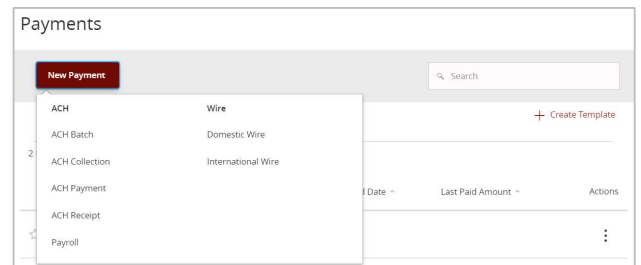1. Select the 'Payments Hub' menu and then select 'Payments'.
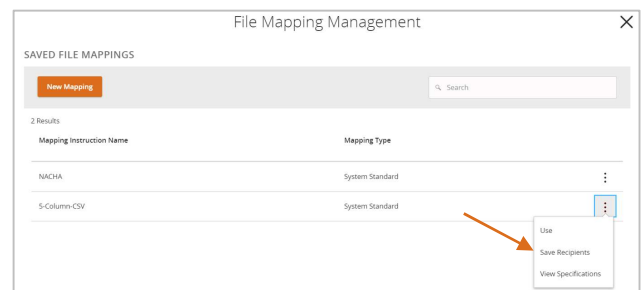

2. Select 'New Payment' and then select the desired Payment Type.

3. Select "Upload From File'.

4. Select the 'Save Recipients' option in the dropdown menu for the mapping you would like to use.

5. Select the 'Import File' box to browse and select the file to be uploaded on the computer.

6. Select 'Save Recipients' to automatically add the recipients into the master recipient list. A confirmation will pop up on the screen once the file has been uploaded successfully.

NOTE: A confirmation screen will appear when the file import and all necessary information has been successfully completed.

NOTE: If there is a problem with the file being imported, an overlay message will appear on the screen with a notification.