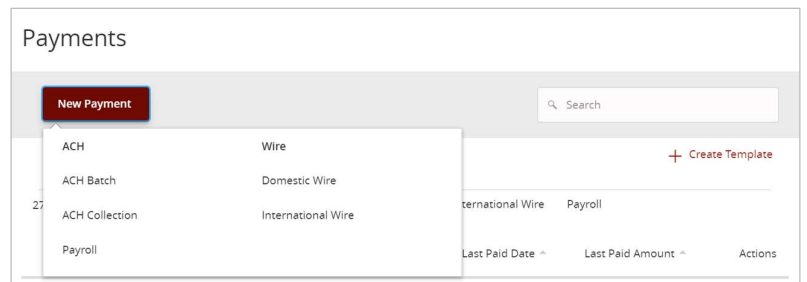


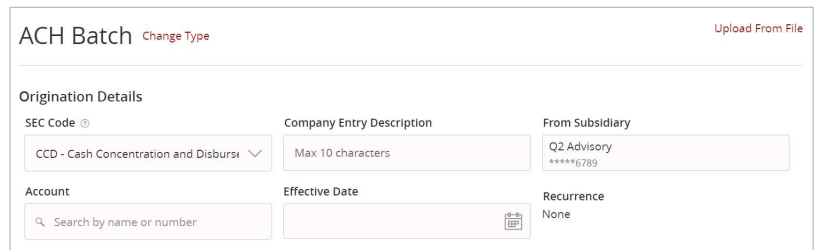
1. Select the 'Payments Hub' menu then 'Payments'.



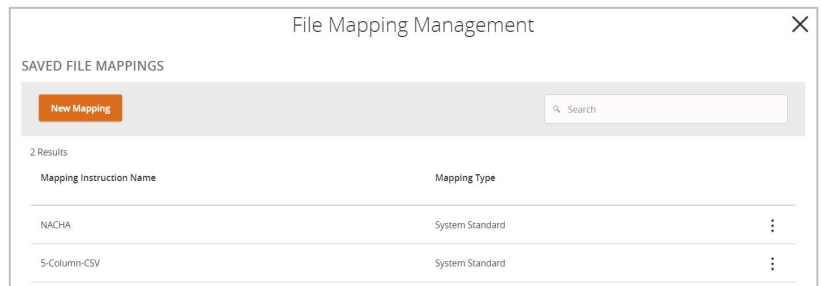
2. Click the 'New Payment' button and then the desired transaction type from the drop-down menu.



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



5. To map a custom file for import, click the 'New Mapping' button.
6. Select the file to be imported.



7. Confirm the file delimiter and indicate whether the file contains column headers.
8. Indicate whether the first row contains column headers.
9. Designate the 'System Field' for each column to be mapped and then click 'Continue'.
10. Indicate whether to save the mapping instructions. If 'Yes', enter the desired 'Mapping Instruction Name'.
11. Indicate whether the file mapping should be private or shared. Click 'Finish' when done.
12. Click 'Continue' to initiate a transaction utilizing the saved map.

**NOTE:** The custom map will now be displayed for future use on the 'File Mapping Management' page.

**Upload Wizard**

1 File Set-up 2 File Mapping 3 Review

How is your data separated?  
 Delimited  
 Fixed Width

What separates your data?  
 Comma  
 Tab  
 Colon  
 Semi-Colon  
 Other

Your uploaded data: AchBatch-sample (10) csv (Showing 2 of 2 rows)  First row contains column headers

Column_1	Column_2	Column_3	Column_4	Column_5
ACH Recipient	062203984	123456789	1	10
Another Recipient	062203984	987654321	2	25

Cancel Continue

**Upload Wizard**

1 File Set-up 2 File Mapping 3 Review

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
Column_1	ACH Recipient	Recipient: ACH Name	Ready
Column_2	062203984	Recipient: Routing Number	Ready
Column_3	123456789	Recipient: Account Number	Ready
Column_4	1	Recipient: Account Type	Ready
Column_5	10	Recipient: Amount	Ready

Back Cancel Continue

**Upload Wizard**

1 File Set-up 2 File Mapping 3 Review

Review Selected File Mappings

Uploaded File Header	System Field	Would you like to save these file mapping instructions?
Column_1	Recipient: ACH Name	<input checked="" type="radio"/> Yes
Column_2	Recipient: Routing Number	<input checked="" type="radio"/> Yes
Column_3	Recipient: Account Number	<input checked="" type="radio"/> Yes
Column_4	Recipient: Account Type	<input checked="" type="radio"/> Yes

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

Back Cancel Finish

**File Mapping Saved**

Your file mapping has been saved as "Sample Map." This mapping can be selected and reused in the future.  
 Would you like to Continue to the transaction screen, using this mapping and provided file?

Back Continue

**File Mapping Management**

SAVED FILE MAPPINGS

New Mapping Search

Mapping Instruction Name	Mapping Type
BACH	System Standard
5-Columns+CSV	System Standard
Sample Map	Custom