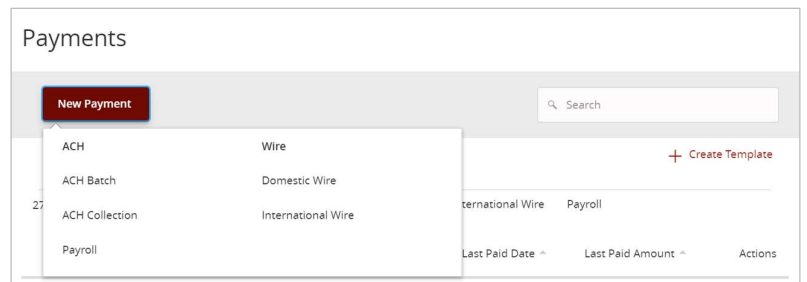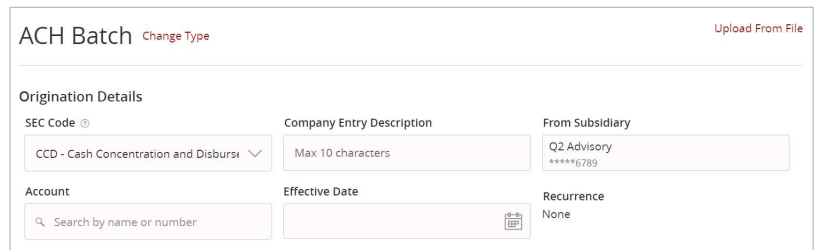1. Select the 'Payments Hub' menu then 'Payments'.
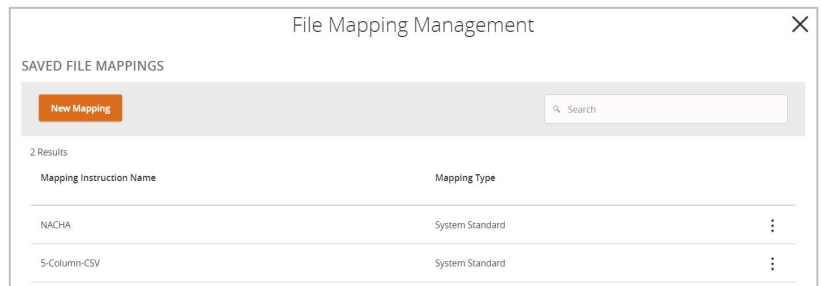
2. Click the 'New Payment' button and then the desired transaction type from the drop- down menu.

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.

Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)
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