Uploading a Positive Pay File

1. From the **Upload** option, select the account the file is for.
2. Select **Saved Upload Format** and the desired format.
3. Browse for the file.
4. Click **Upload**.

Upload ARP Files ❓

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your file, try the **'Open Input'** method.

Upload File For:	CK 500 ▾
Upload File Type:	Saved Upload Format ▾
Saved Format:	Default Delimited ▾
	Choose File Sample4 CSV.csv

NOTE: Maximum upload file size is 4052 MB.

Upload

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5. Once file uploads, the status shows as **View Details**. Click **View Details** to review items.

File Upload Status ❓   View **5** | 10 | 20 | 50 | 100 | All

File Name	Format	Type	Related Account	Upload Date ▽	Status
Sample4 CSV.csv	Delim	ARP	CK 500	5/23/2016 10:16:31 AM	View Details
CR Payroll.ach	NACHA	ACH	N/A	5/20/2016 8:43:17 AM	Uploaded

Refresh List

6. Verify that the item information is correct. Click **Approve**.

Upload Results ❓   View **10** | 20 | 50 | 100 | All

Status:	Check Number: ▽	Date Issued:	Payee:	Amount:
Successful	00000014000	04/26/2016	Mary Smith And Bros Inc	$2,140.00
Successful	00000014001	04/26/2016	Joe Jones	$301.00
Successful	00000014002	04/26/2016	Al Allen	$8,714.00
Successful	00000014003	04/26/2016	Sue Park	$678.00
Successful	00000014004	04/26/2016	Mary Smith And Bros Inc	$100.00
Successful	00000014005	04/26/2016	Joe Jones	$23.98
Successful	00000014006	04/26/2016	Al Allen	$876.90
Successful	00000014007	04/26/2016	Sue Park	$2,140.00
Successful	00000014008	04/26/2016	Joe Jones	$153.00
Successful	00000014009	04/26/2016	Al Allen	$90.00

Total: 10 check(s) $15,216.88

Approve   Cancel

A file must be approved prior to uploading another issued items file.