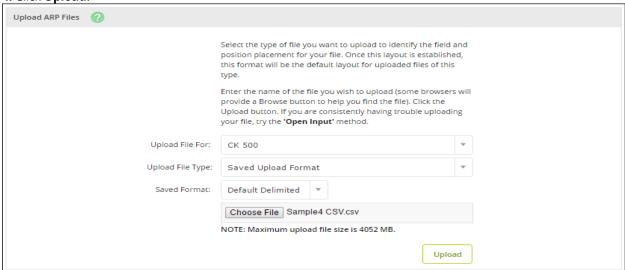


## Uploading a Positive Pay File

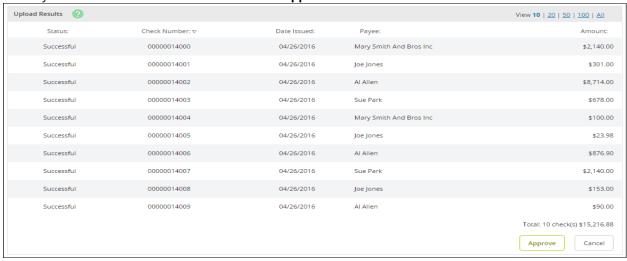
- **1.** From the **Upload** option, select the account the file is for.
- 2. Select Saved Upload Format and the desired format.
- 3. Browse for the file.
- 4. Click Upload.



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



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



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