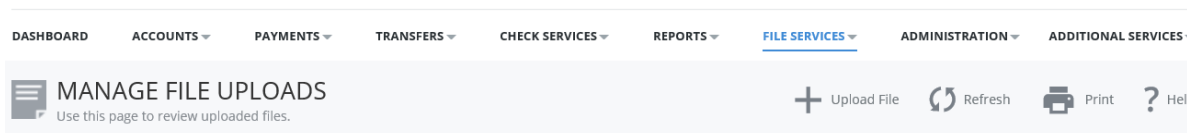


## File Services Upload Quick Reference Guide

File Services Upload enables direct import of NACHA files from accounting software and payment creation. File Services Upload verifies that the NACHA file generated by the accounting package meets NACHA guidelines required for settlement.

1. Create a **NACHA file** within your accounting software.
2. Log into **Commercial Online Banking Business**.
3. To upload the ACH file into the Profile, click on **File Services**, then **Manage File Uploads**.



4. Click **Upload File**.
5. Click the arrow next to **Upload Type** and choose **ACH (Standard)**. (**NOTE:** ACH (Standard) is used for a NACHA file. If your file is not a NACHA file, contact Corporate Services at 859-253-8743.)
6. Click **Next** to continue to Step 2.
7. Click **Browse** to locate the NACHA file on your computer. If you would like for the system to check for duplicate files and reject the duplicates, check the box next to **Duplicate File Check**.
8. Click **Upload** to load the file.
9. Next, click **Payments** → **Payment Center**.
10. Enter a **check mark** beside the **payment** created.
11. Click **Approve**. If you do not have approval authority, this will be grayed out.
12. Enter the **passcode** from your Security or Mobile Token.
13. A **confirmation** will appear confirming the transaction was created successfully

### Manage File Uploads

1. Click on **File Services, Standard File Uploads, Manage File Uploads** to review the file.
2. From the **Manage File Uploads** page you may complete the following tasks:
  - View content details of the ACH upload file by clicking on the blue hyperlink file name.
  - **Approve uploads**, but only if the user is defined as an Upload Approver and is not the user who created the upload
  - Transmit upload files to the bank
  - Clicking **Refresh Data** to retrieve the most recent information
  - Deleting uploads that have not yet been transmitted
3. Use the Search fields to search by File Name or Date Range. Click **Search** to locate the file.
4. You may check the box next to a file that has not been submitted to edit a file, view files that are already submitted, approve, transmit or delete.

