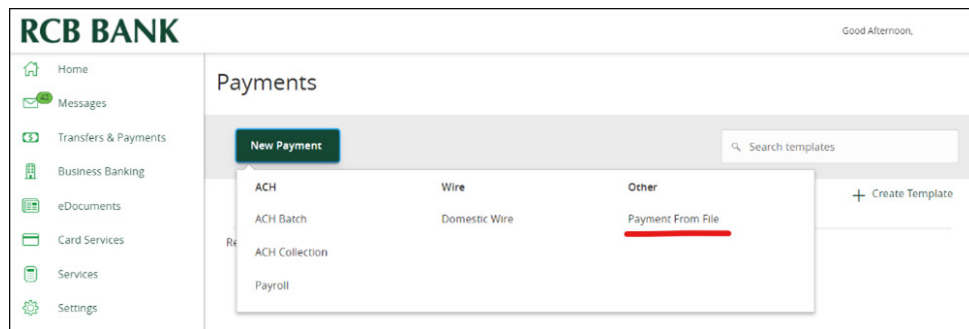


# Uploading an ACH File and Adding Recipients

## > In the navigation menu:

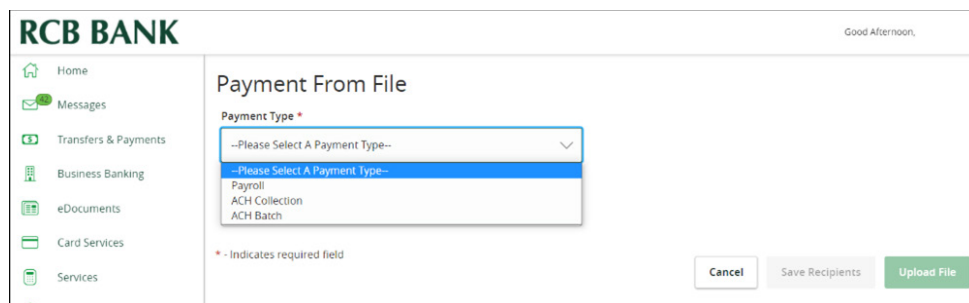
- Select **Business Banking**.
- Select the **Payments** tile.
- Select the **New Payments** button.
- Select **Payment from File**.



## > In the Payment from File page:

- In the Payment Type drop-down list, select a payment type.

Note: When you select a payment type, a sample file of that payment type appears as a link next to the selection. Upload guidelines also appear for each selected payment type, and a link to a PDF appears above the file selection.



- Click Select a file to upload, then select a file.

*(Optional) Click Save Recipients. A message appears displaying how many recipients were saved and how many already exist. Click the close (X) icon on the Recipients Saved message.*

- Click **Upload File**.
- Review the payments, then click **Approve**.

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