## Uploading a File Within Business Online Banking



**Business Online Banking** 

## How to Upload a File Within Business Online Banking

- BUSINESS Q, My Profile Å 😣 Log Out ~ Payments \* Transaction Support \* Treasury Services \* Support Services \* Cash Management \* Accounts -Transfore -Upload • Upload a File Dashboard Ś s Pending **Recent Transfers** Select Account 👻 Select Status 👻 0 0 11/12/2020 BUCKY JMD 145,000.00 Third Party Transfer Succ Account Balances Operative Accounts 
  Select -
- Login to Business Online Banking and select "File Upload" after which select "Upload a File".

• Select the "Transfer Type"

Upload Transfer	
ile Upload Transfer anster money to multiple accounts by uploading a file	
Some of your requests don't have workflows assigned to them.	View History
RGINATOR ID: 0770017088	TRANSFER DATE
ACH File •	mm/dd/yyyy
ACH File ACH PAP File RTGS File ELINK Salary File ELINK PAP File	FILE TYPE Choose File No file chosen
	View Pending Approvals View History Submit

• Enter a "Description", Select "Choose File" and locate file on desktop/laptop. After file has been selected select "Submit",

Upload Transfer	
File Upload Transfer Transfer money to multiple accounts by uploading a file	
	View History
TRANSFER TYPE	TRANSFER DATE      Immediately     On the Following Date
ACH PAP File	\$ mm/dd/yyyy
DESCRIPTION	FILE TYPE Choose File No file chosen
	View Pending Approvals View History Submit

• Thereafter, you will be prompted to enter your RSA credentials to confirm upload. If another user is required to approve this upload, select the desired approver **"Select a Workflow"** and input your RSA credentials to verify.

	Search	٩	Hello,	💌 🕞 Log Out
Supporting Documents	View Pending Approva	ls View History		
RTGS for Goods.t	xt			A workflow is required to process your request. Please select one below:
Reference # 531086	Total Payments \$10,000.00	Date Feb 09, 2022	Method RTGS	Step 1: SELECT A WORKFLOW
	For assistance call	Addition us toll free at 1-888-NCB-FIRS	al Information ST (1-888-622-3477) or e-mail us at r	ncbinfo@jncb.com
Copyright 1999-2018 NCB Jamai	ica. All Rights Reserved		Privacy Policy   Terms of Use	Members of:

• Select "View Pending Approvals" to approve and select the Next Approver (if required).

Pending Your Approval				
Reference # 365764	Total Amount	Source Account	Effective Date	SELECT NEXT APPROVER  Select Next Approver
				Select New Effective Date
				Reject File

• Once Next Approver is selected the request will be sent to be approved (if required).

If you experience challenges, feel free to contact us at our Customer Care Centre via phone or by sending us an email at
1 999 NCB EIPST (622 2477) from Jamaica
1-886-NCB-FIRST (622-3477) from the United States of America, Canada and the English Speaking Caribbean
0-800-032-2973 from the United Kingdom