Select the 'ACH & Wires' menu and then select the 'Payments' tile.
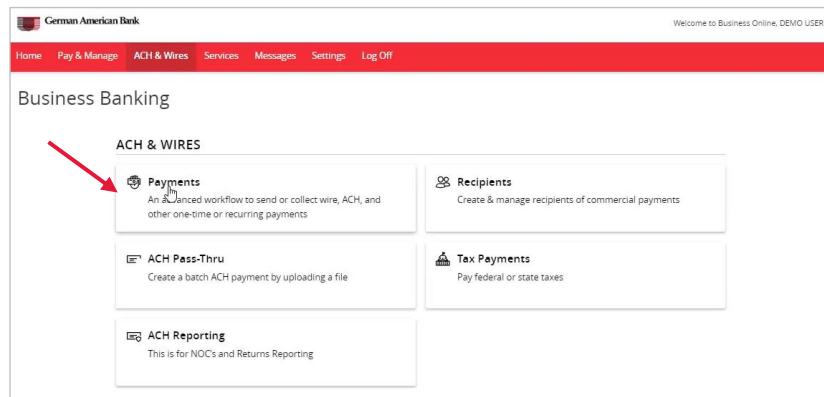


1. Select 'New Payment' and then select the desired Payment Type.
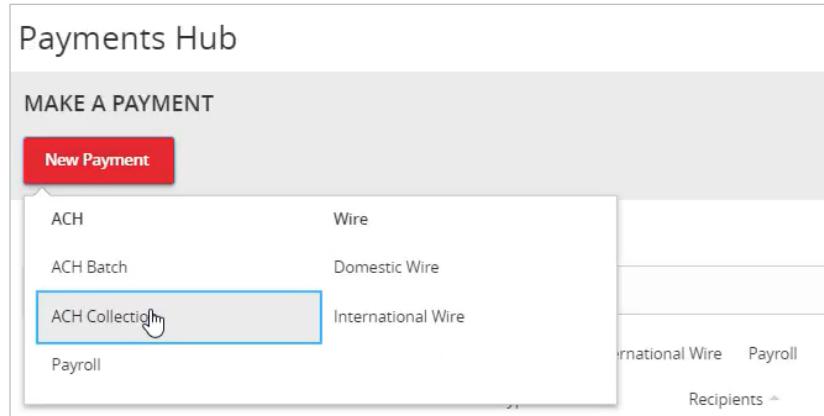


2. Select "Upload From File' in the top right corner of the screen.



We're here to help. Treasury Support: 800-697-0049
treasury.management@heartland.bank

1
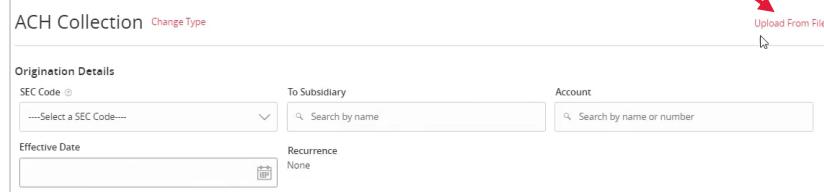
3. Click the three dots and select the 'Save Recipients' option in the drop-down menu.
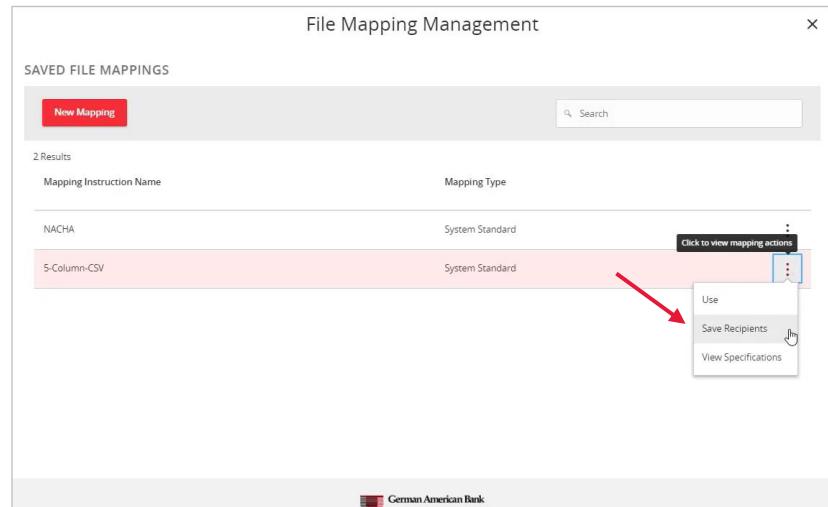


4. Select the 'Import File' box to browse and select the file to be uploaded on the computer.
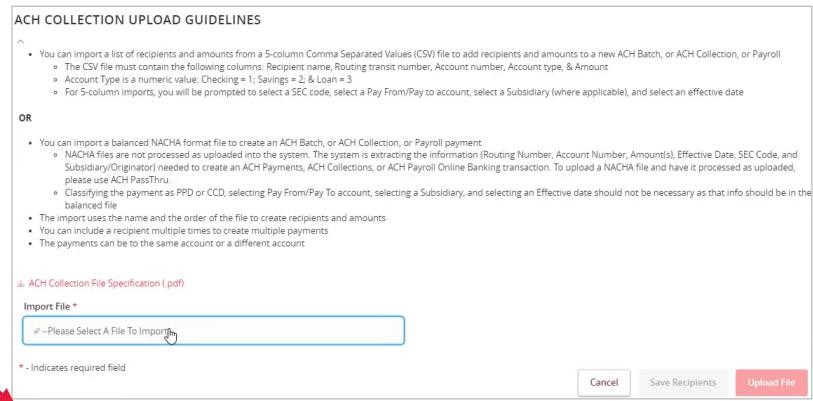


5. Select 'Save Recipients' to automatically add the recipients into the master recipient list.

**NOTE:** Select 'Upload File' if the ACH or wire file will need to be processed by German American Bank.

**NOTE:** A confirmation screen will appear when the file import and all necessary information has been successfully completed.



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2
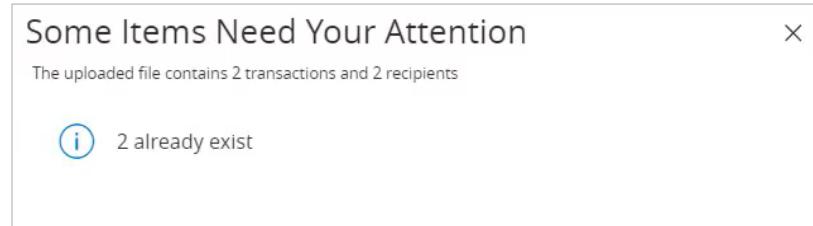
**NOTE:** If there is a problem with the file being imported, an overlay message will appear on the screen with a notification.

Potential examples may include:

- ABA number contains more or less than 9 digits.

- The file being imported is not in NACHA or CSV format.