

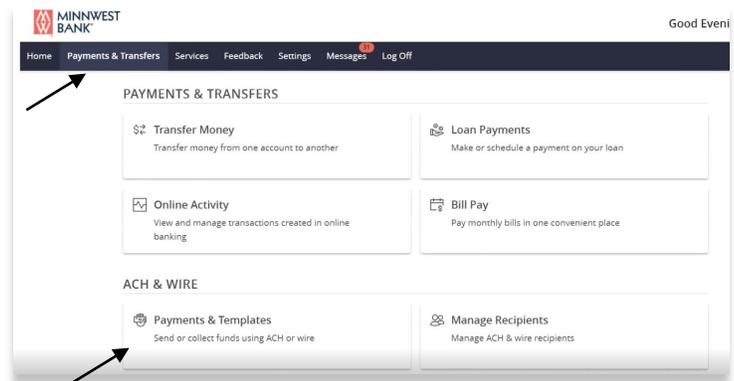
# ACH File Import File Mapping



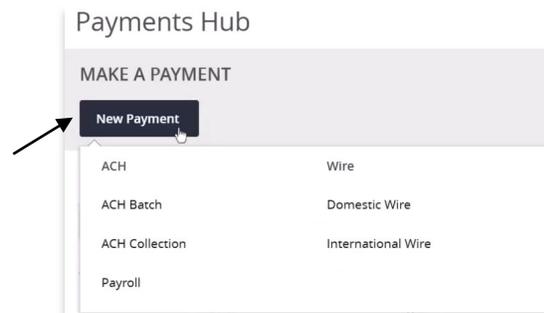
**NOTE:** Supported file types include the following:

- Single-batch NACHA formatted file containing an SEC Class Code of either PPD (Prearranged Payment and Deposit to or from a consumer account) or CCD (Cash Concentration and Disbursement to or from a business account).
- 5-Column CSV File

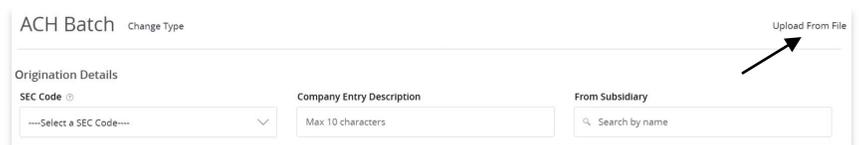
1. Select the 'Payments & Transfers' menu and then select 'Payments & Templates'.



2. Select 'New Payment' and then the desired transaction type.



3. Click the 'Upload From File' link.

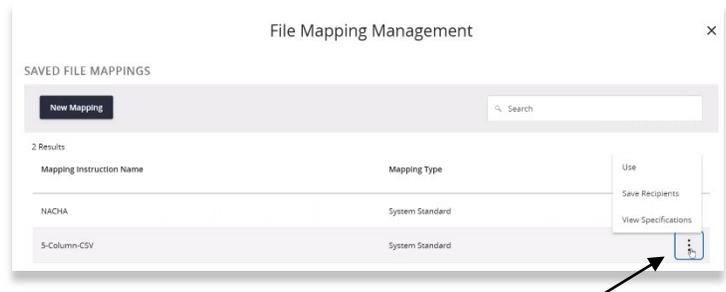


**Questions? Please contact Minnwest Bank toll-free at 1-866-752-8135.**

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4. Click the 'Mapping Actions' menu option to utilize a pre-existing mapping format.



5. Select the 'Use' option and then select a file to import.

6. If a new file map is needed, click the 'New Mapping' button.



7. Select the file to be imported.



8. Confirm the file delimiter and indicate whether the file contains column headers. Then click 'Continue'.

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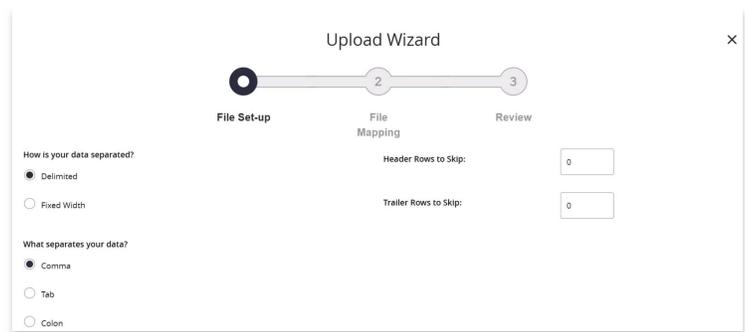
# ACH File Import File Mapping



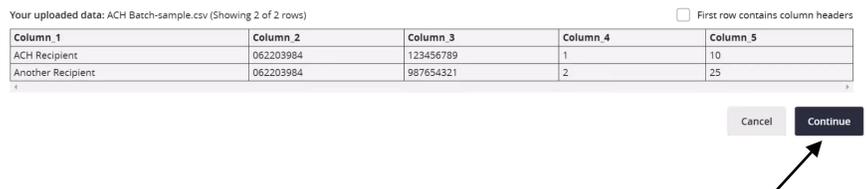
9. If a new file map is needed, click the 'New Mapping' button.



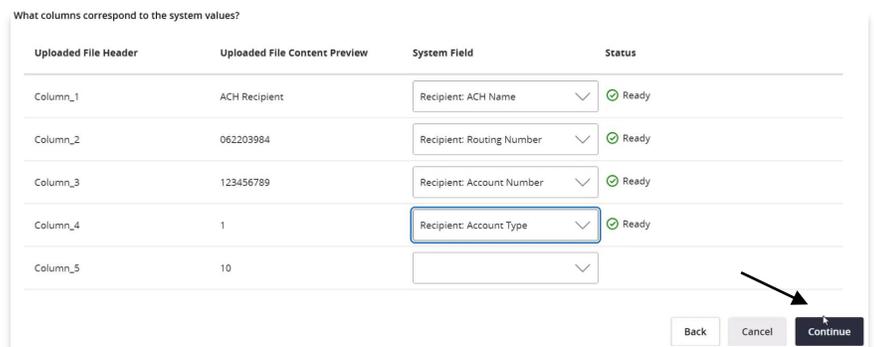
10. Select the file to be imported.



11. Confirm the file delimiter and indicate whether the file contains column headers. Then click 'Continue'.



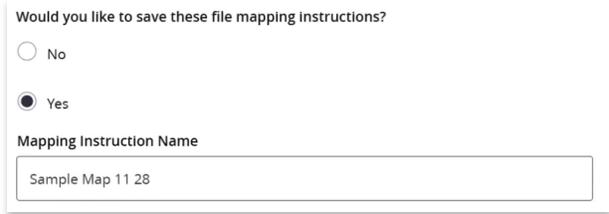
12. Designate the 'System Field' for each column to be mapped. Then click 'Continue'.



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13. Indicate whether to save the mapping instructions.

a. If yes, enter the desired 'Mapping Instruction Name'.



Would you like to save these file mapping instructions?

No

Yes

Mapping Instruction Name

Sample Map 11 28

An arrow points to the 'Yes' radio button.

14. Indicated whether the file mapping should be 'Private' or 'Shared'.



Do you want this File Mapping to be Private or Shared?

Private

Shared

Back Cancel Finish

An arrow points to the 'Shared' radio button, and another arrow points to the 'Finish' button.

15. Click 'Finish' when done.

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