



HOW TO UPLOAD A POSITIVE PAY FILE

When uploading Positive Pay items via file, you must have your layout already configured (see ***How To Configure Positive Pay***). The following steps are to take place after you have configured your Positive Pay file layout. Approved files are processed once daily after 4pm EST.

Step 1 Login to NetTeller and access Positive Pay

- Login to NetTeller
- Click on Cash Manager > ARP >Upload

Step 2 Choose Account and File

- Select the account, *Saved Upload Format*, and *Default Delimited*.
- Choose the file saved on your computer and click *Upload*.

NetTeller | Bill Pay | **Cash Manager** | eStatements | Open Account | Options | Mobile Banking

ACH | Wires | **ARP** | Reporting | File Status

Items | Download | **Upload** | Edit Upload Format | ARP Ach Exceptions List | ACH Filters

MainStreet Bank ~ 10089 Fairfax Blvd Fairfax, VA 22030 ~ (703) 481-4567

Upload ARP Files ?

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your file, try the 'Open Input' method.

Upload File For: Demo Test Acct

Upload File Type: Saved Upload Format

Saved Format: Default Delimited

No file chosen

NOTE: Maximum upload file size is 4052 MB.

After the file uploads, you will be directed to the *File Status* page and your file will show as *Queued*.

File Upload Status ?						View 5 10 20 50 100 All
File Name	Format	Type	Related Account	Upload Date ▾	Status	
Pos Pay File.csv	Delim	ARP	Demo Test Acct	6/1/2020 10:56:18 AM	Queued	

[Refresh List](#)

Click *Refresh List* and then *View Details* to view your uploaded file details.

File Upload Status ?						View 5 10 20 50 100 All
File Name	Format	Type	Related Account	Upload Date ▾	Status	
Pos Pay File.csv	Delim	ARP	Demo Test Acct	6/1/2020 10:56:18 AM	View Details	

[Refresh List](#)

Step 3 View Details and Approve

Review the item details for accuracy and click *Approve*.

Upload Results ?						View 10 20 50 100 All
Status:	Check Number: ▾	Date Issued:	Payee:	Amount:		
Successful	00000010001	01/01/2020	Mickey Mouse	\$846.42		
Successful	00000010002	01/01/2020	Donald Duck	\$250.00		
Successful	00000010003	01/01/2020	Buzz Lightyear	\$1,089.10		
Successful	00000010004	01/01/2020	Tinker Bell	\$521.83		
Successful	00000010005	01/01/2020	Snow White	\$1,206.99		

Total: 5 check(s) \$3,914.34

[Approve](#) [Cancel](#)