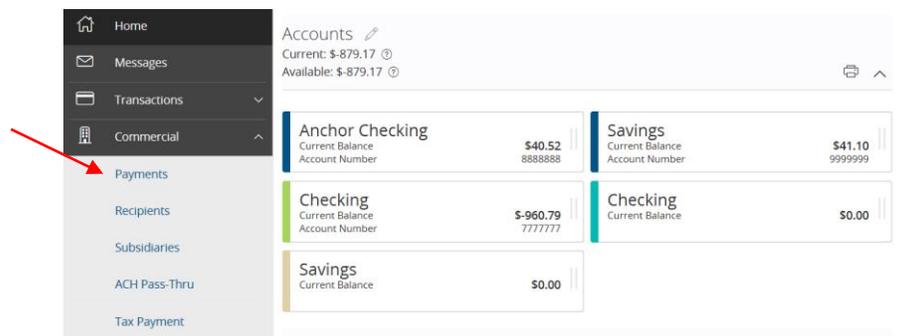


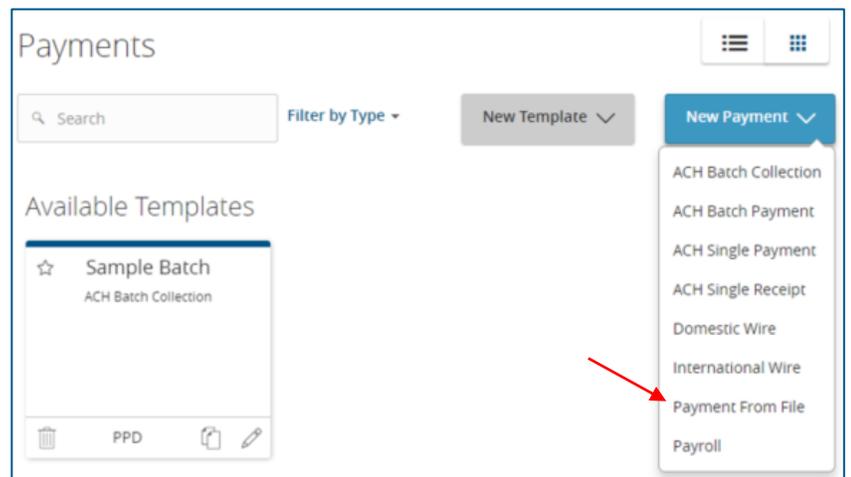
Supported File Types

- Single batch NACHA 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. Under the 'Commercial' tab, select 'Payments'.



2. Select 'New Payment' and then 'Payment from File'.



Questions? We can help!

Phone: 866-265-9195

Email: TreasuryManagement@CamdenNational.com

3. Select the corresponding 'Payment Type' from the drop-down menu.

Payment From File

Payment Type *
 --Please Select A Payment Type--
 --Please Select A Payment Type--
 Payroll
 ACH Batch Collection
 ACH Batch Payment

* - Indicates required field

Cancel Save Recipients Upload File

4. Click in the 'Import File' box to select a file to upload. Browse your computer for the file you'd like to upload.

5. Select 'Upload File' to upload the selected file into Online Banking for processing.

NOTE: Select 'Save Recipients' to upload the recipients included in the file into Online Banking for use with future payments and/or templates initiated from within Online Banking.

Payment From File

Payment Type *
 Payroll [Payroll Sample File \(.csv\)](#)

Payroll Upload Guidelines

- You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, or ACH Collection, or Payroll
 - The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, & Amount
 - Account Type is a numeric value: Checking = 1; Savings = 2; & Loan = 3
 - For 5-column imports, you will be prompted to classify the payment as PPD or CCD, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date
- or
- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
 - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code (PPD and CCD only are supported), and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
 - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary, and selecting an Effective date should not be necessary as that info should be in the balanced file
- The import uses the name and the order of the file to create recipients and amounts
- You can include a recipient multiple times to create multiple payments
- The payments can be to the same account or a different account

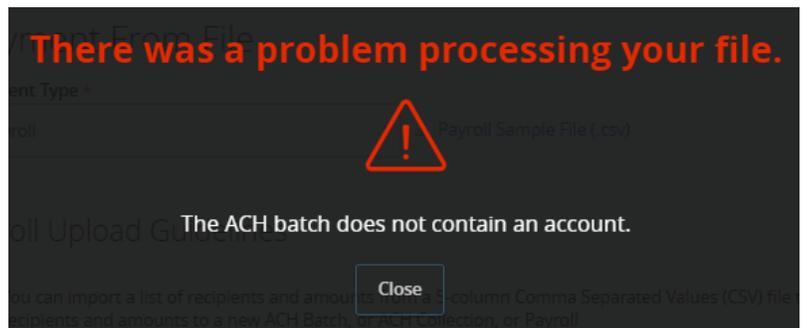
[Payroll File Specification \(.pdf\)](#)

Import File *
 Select a file to upload

* - Indicates required field

Cancel Save Recipients Upload File

NOTE: If there is a problem with the file being imported, an overlay message will appear on the screen containing applicable information.



6. If the file being uploaded is a 5-column CSV, a screen will appear requesting additional information for you to specify.
 - a. ACH Class Code (Does not apply to Payroll which is automatically PPD)
 - b. Pay From/Pay To Account (Offset account)
 - c. Company/Subsidiary
 - d. Effective Date
 - e. Company Entry Description (optional)

Payment From File - Additional Information

ACH Class Code *
 Individual (PPD) Company (CCD)

Pay From/Pay To *

Company / Subsidiary * Effective Date *

Company Entry Description

* - Indicates required field

7. Click 'Submit'.

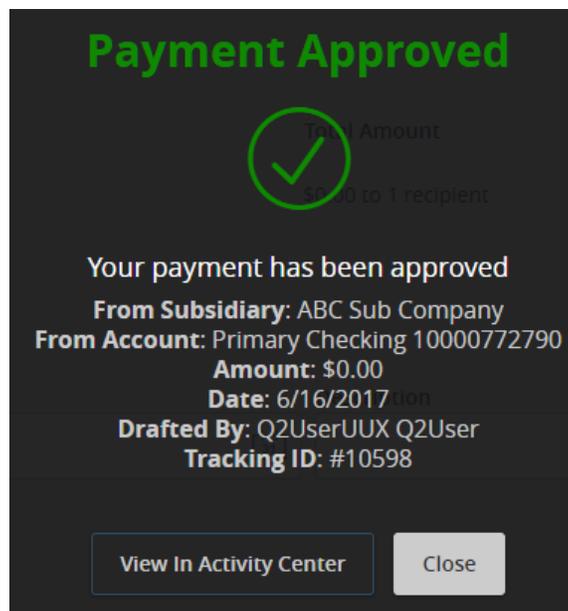
NOTE: Authentication is required as part of the authorization process. This can be done via the app or token.

Secure Access Token Required

A secure access code is required to authorize this transaction. Please enter it below.

Enter token:

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



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