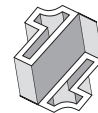


# Bulk Payment Upload **Instructions**

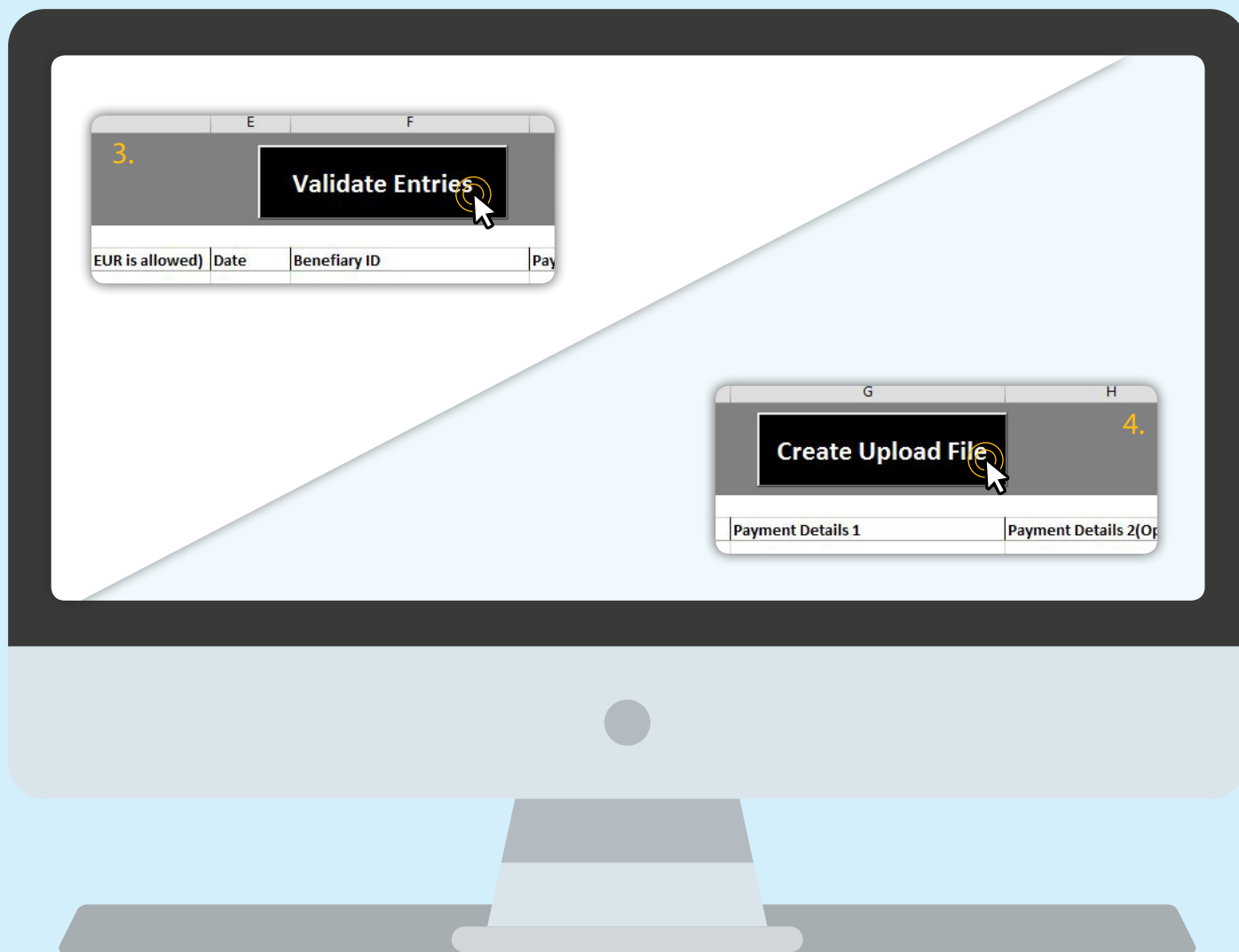


The Bulk payments functionality is a recently launched feature on the FIMBank Direct digital banking platform. It allows corporate customers to upload multiple payment instructions through one straight-through upload. This feature is ideal for corporate customers who seek to process, handle and authorise payments on a regular basis, to employees and suppliers. All this is coupled with FIMBank Direct's sophisticated authentication software for added security.

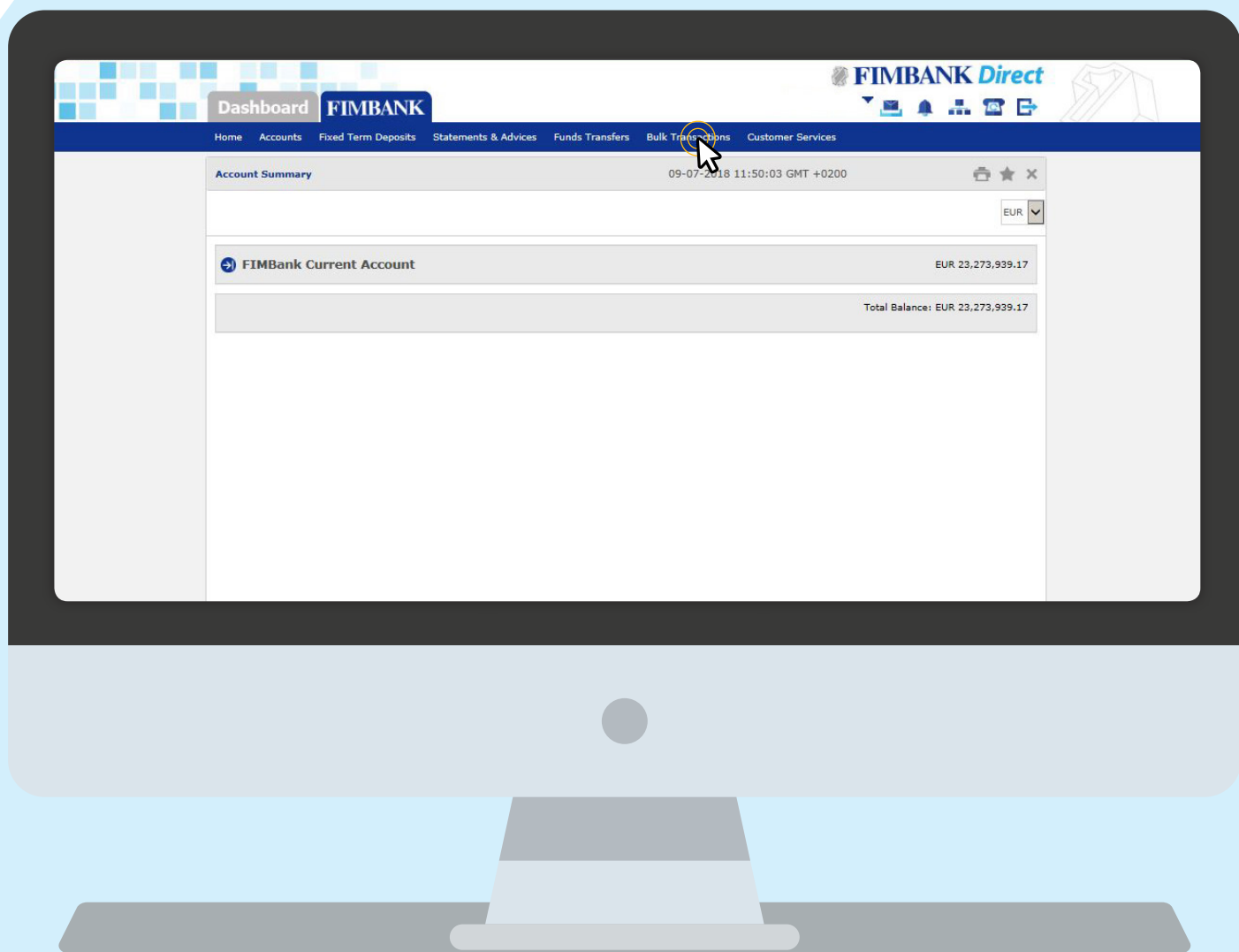
*The below instructions are set to guide you in the execution of such payments.*



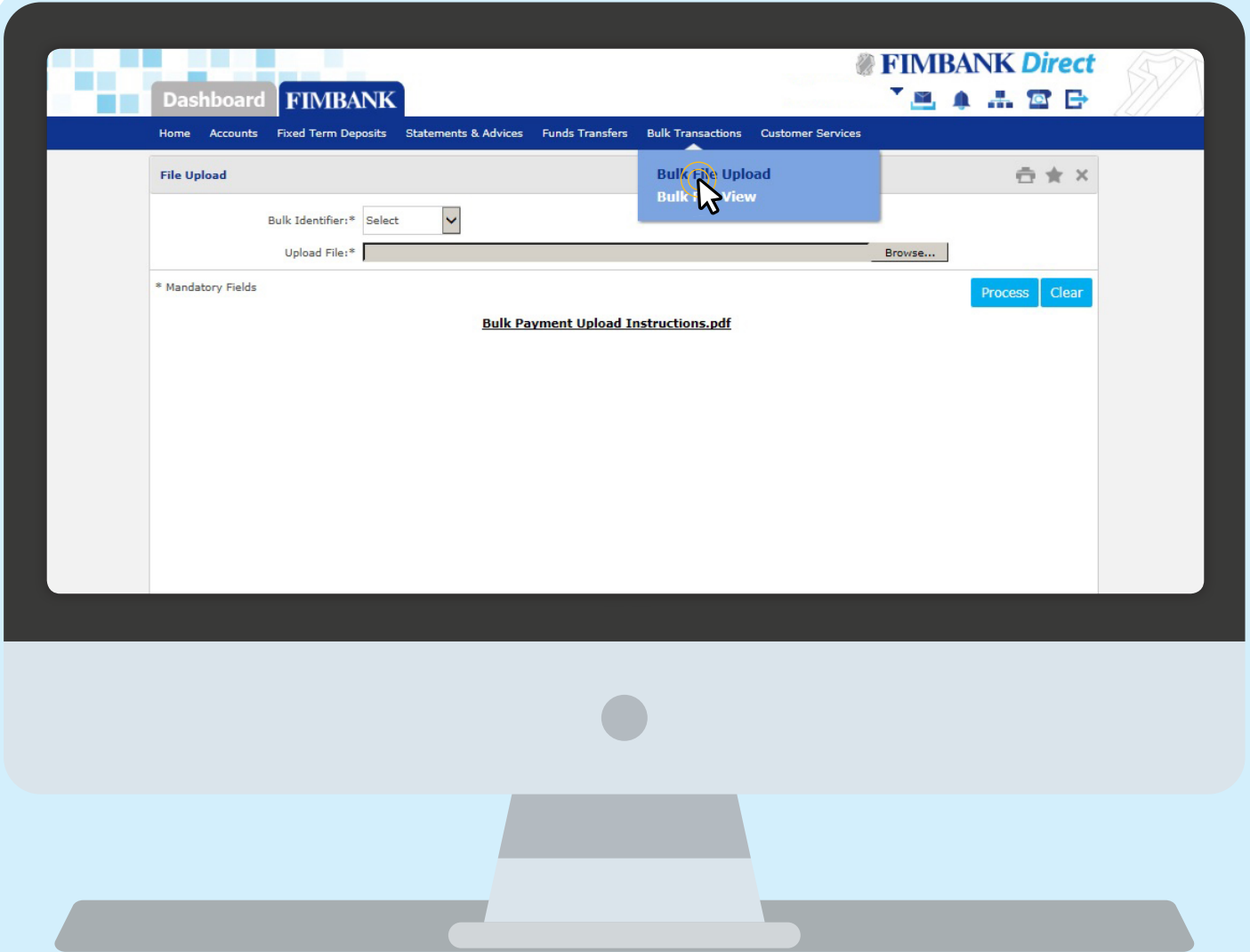
1. You will need to make contact with the [FIMBank Helpdesk](#) so that we may provide you with the *Excel* template to process bulk payments.
2. Key in the details required such as the transaction type, account number, currency and amount.



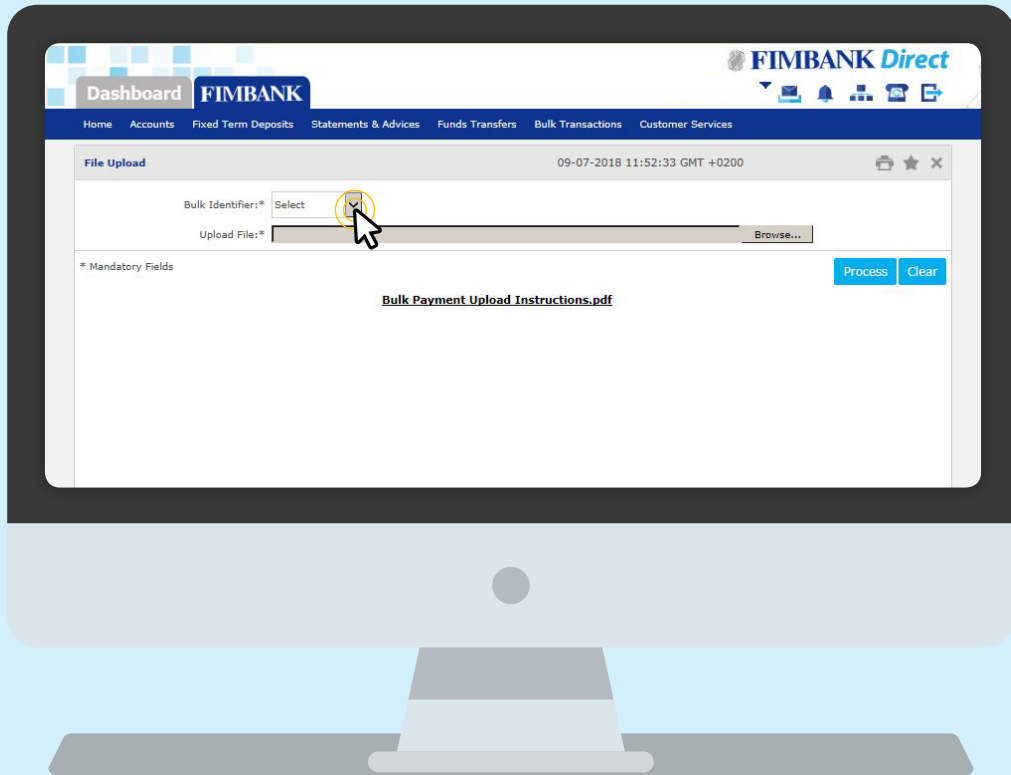
3. Once you are finished with the data input, click on *“Validate Entries”* to confirm that the data is ready for processing. A message may pop up indicating an error or data which needs to be updated prior processing.
4. Once all data is correctly input, you may then click *“Create Upload File”*. You may save this file in a convenient location as you will need to upload onto FIMBank Direct.



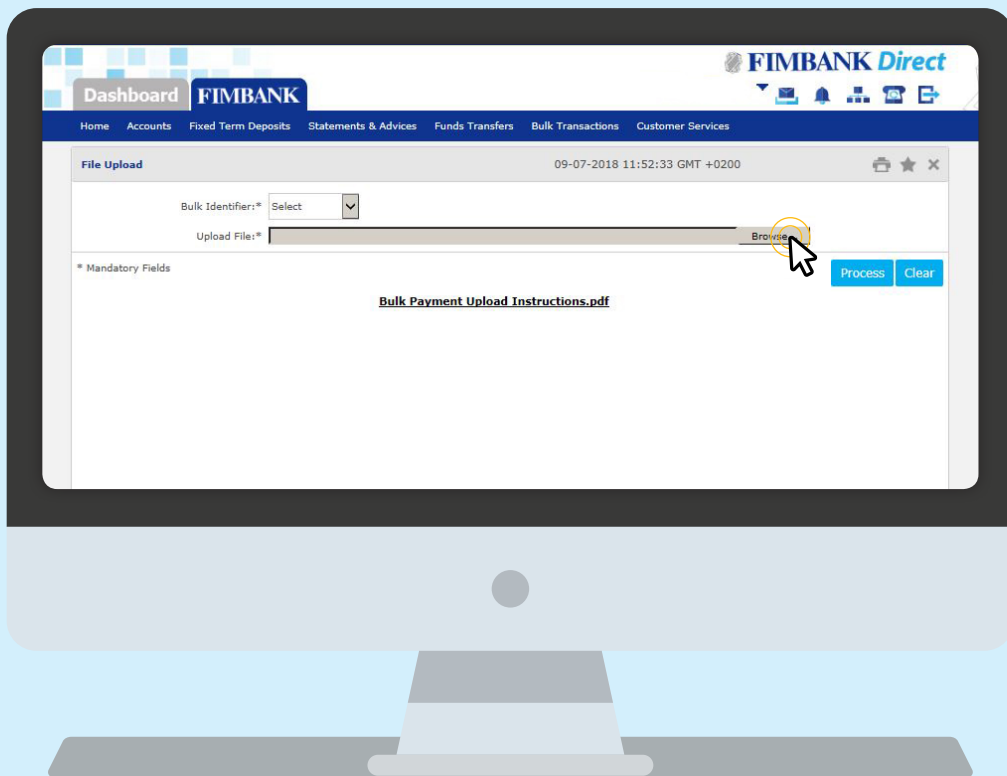
5. Log into FIMBank Direct and click on the “Bulk Transactions” header.




6. Click on the *"Bulk File Upload"* sub-heading.



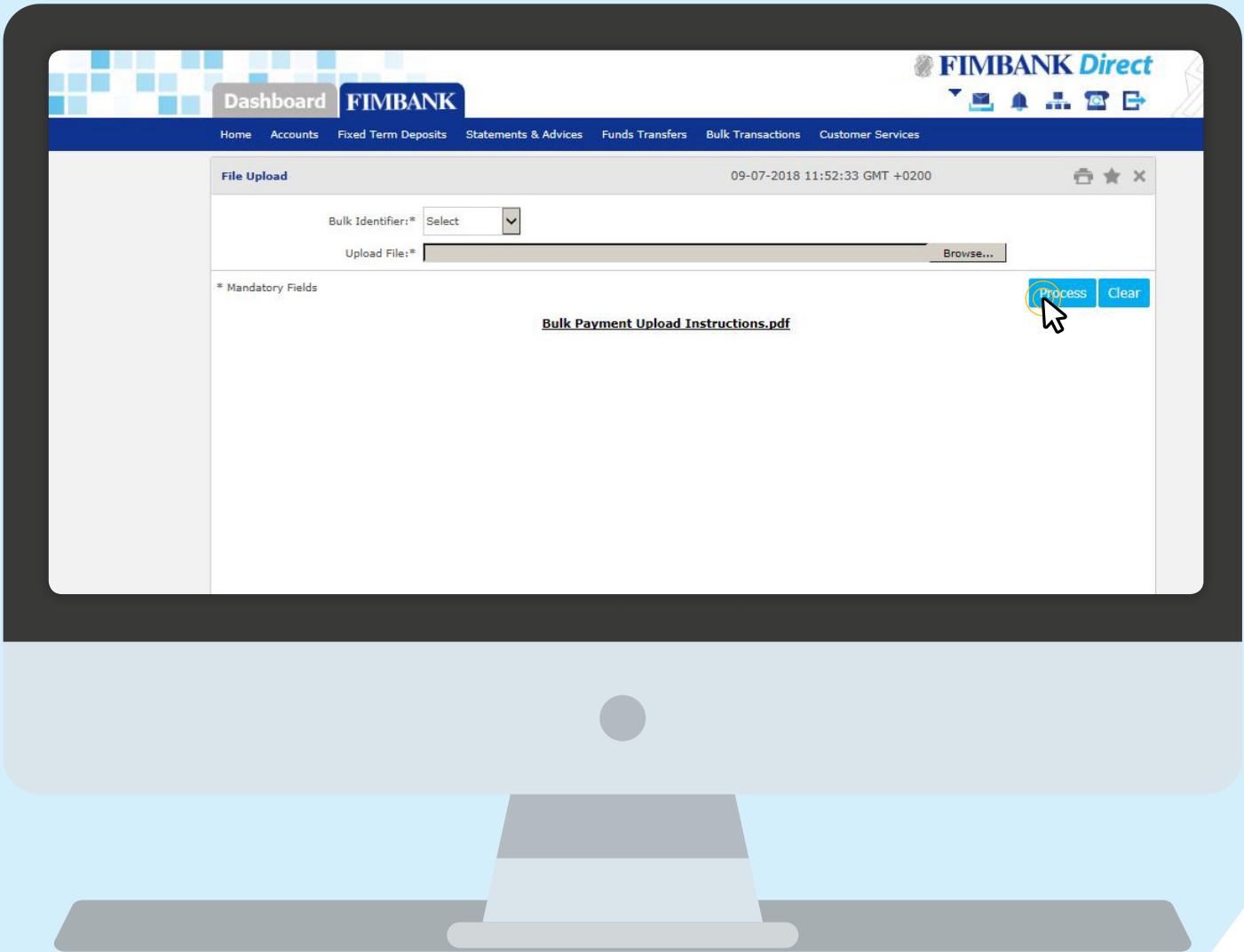
7. Click on the arrow of the “*Bulk Identifier*” field and select the only option available, which is normally the name of your company.



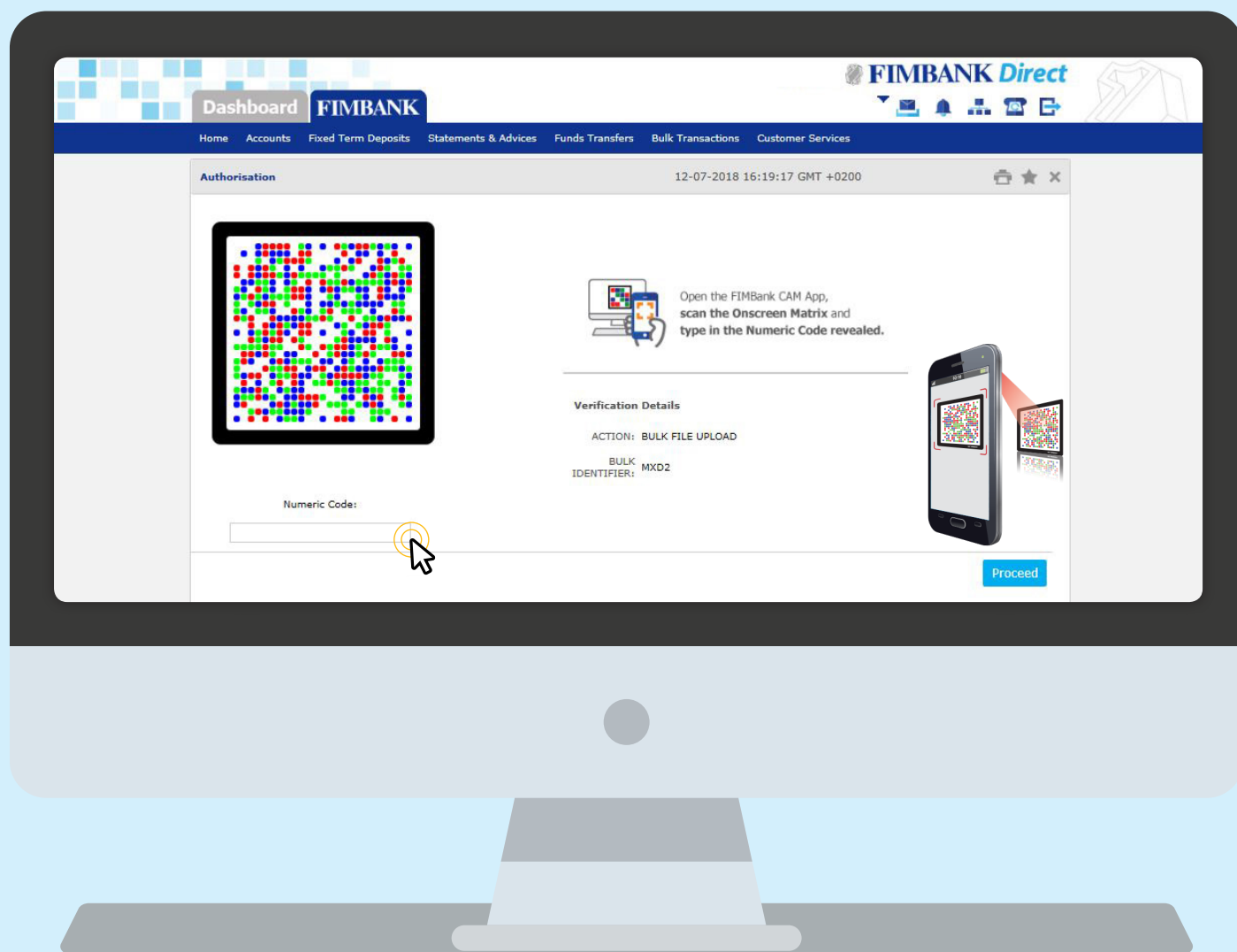
8. You will then need to click on “*Browse*”.

Name	Date	Type
 .txt file	01/01/2018	Microsoft Excel

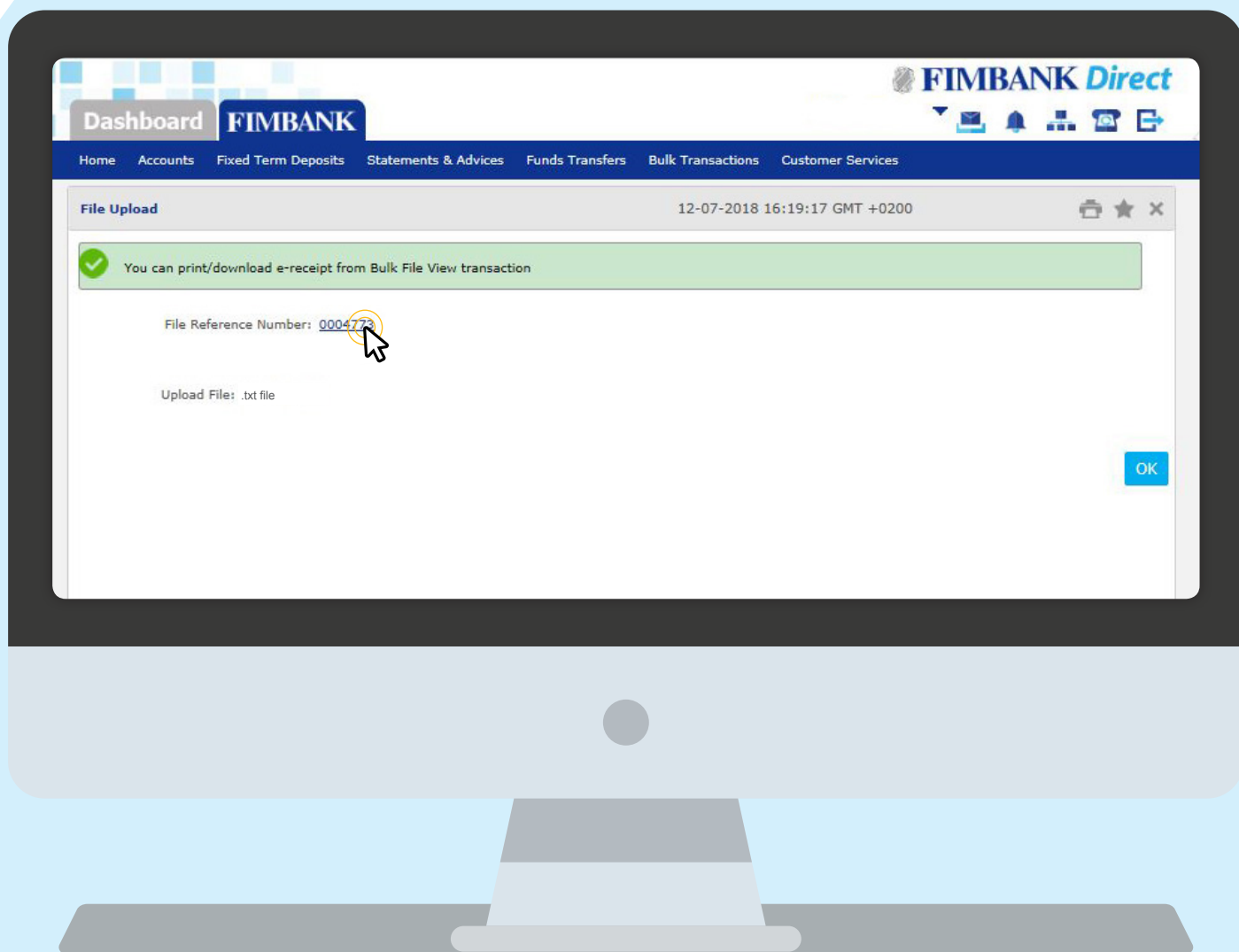
9. Next upload the *.txt file*.



10. Once the file is uploaded, click on "Process".



10. An *Onscreen Matrix* will appear and you will need to scan it via the *FIMBank CAM App* and insert the numeric code to authenticate the bulk payment.



11. An e-receipt message will appear upon successful completion.