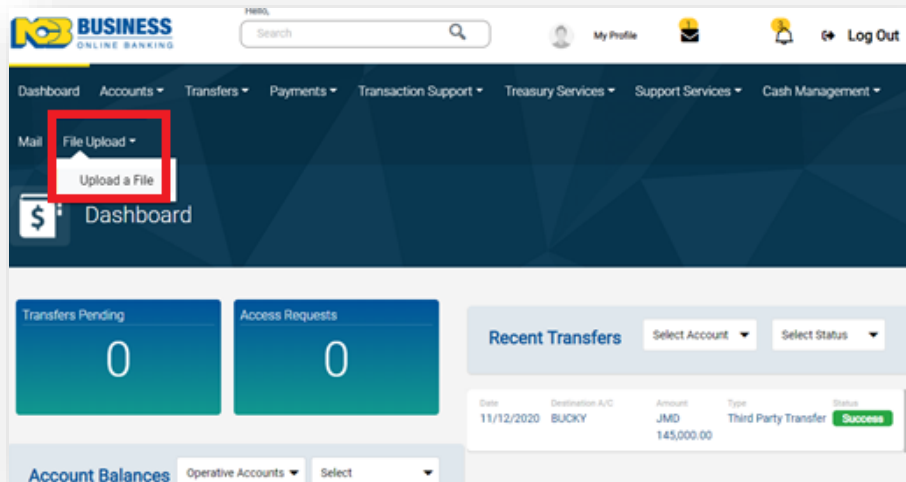


Uploading a File Within Business Online Banking

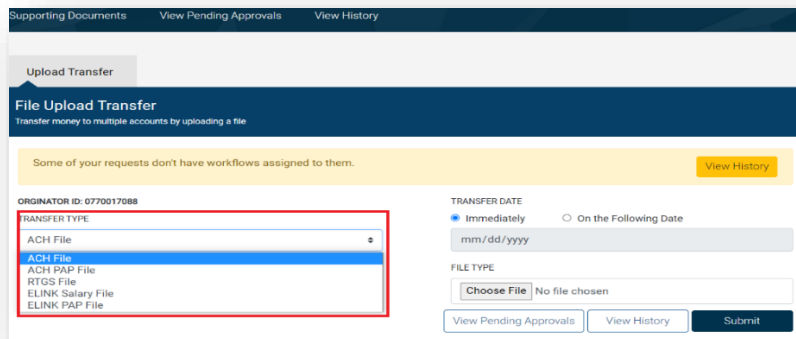


How to Upload a File Within Business Online Banking

- Login to Business Online Banking and select **“File Upload”** after which select **“Upload a File”**.



- Select the **“Transfer Type”**



- Enter a **“Description”**, Select **“Choose File”** and locate file on desktop/laptop. After file has been selected select **“Submit”**,

Upload Transfer

File Upload Transfer

Transfer money to multiple accounts by uploading a file

[View History](#)

TRANSFER TYPE: ACH PAP File

DESCRIPTION: [Empty field]

TRANSFER DATE: Immediately On the Following Date

mm/dd/yyyy

FILE TYPE: Choose File | No file chosen

[View Pending Approvals](#) [View History](#) [Submit](#)

- Thereafter, you will be prompted to enter your RSA credentials to confirm upload. If another user is required to approve this upload, select the desired approver **“Select a Workflow”** and input your RSA credentials to verify.

NCB BUSINESS ONLINE BANKING

Supporting Documents [View Pending Approvals](#) [View History](#)

RTGS for Goods.txt

Reference #	Total Payments	Date	Method
531086	\$10,000.00	Feb 09, 2022	RTGS

A workflow is required to process your request. Please select one below:

Step 1: SELECT A WORKFLOW

Transactions

Additional Information
For assistance call us toll free at 1-888-NCB-FIRST (1-888-622-3477) or e-mail us at ncbinfo@jncb.com

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- Select **“View Pending Approvals”** to approve and select the Next Approver (if required).

Pending Your Approval

Reference #	Total Amount	Source Account	Effective Date
365764			

SELECT NEXT APPROVER

-- Select Next Approver --

[View File Details](#)

[Select New Effective Date](#)

[Reject File](#)

- Once Next Approver is selected the request will be sent to be approved (if required).

If you experience challenges, feel free to contact us at our Customer Care Centre via phone or by sending us an email at **“EDS@jncb.com”**

1-888-NCB-FIRST (622-3477) from Jamaica
1-866-NCB-FIRST (622-3477) from the United States of America, Canada and the English Speaking Caribbean
0-800-032-2973 from the United Kingdom