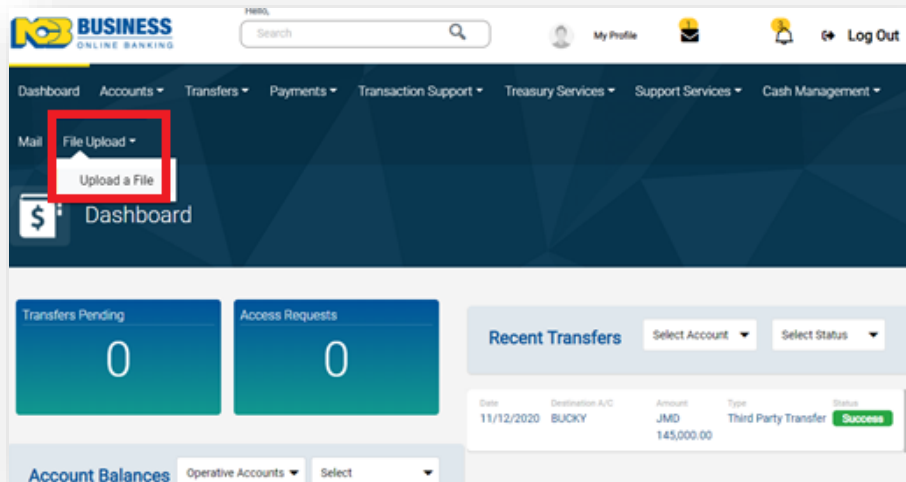# Uploading a File Within Business Online Banking
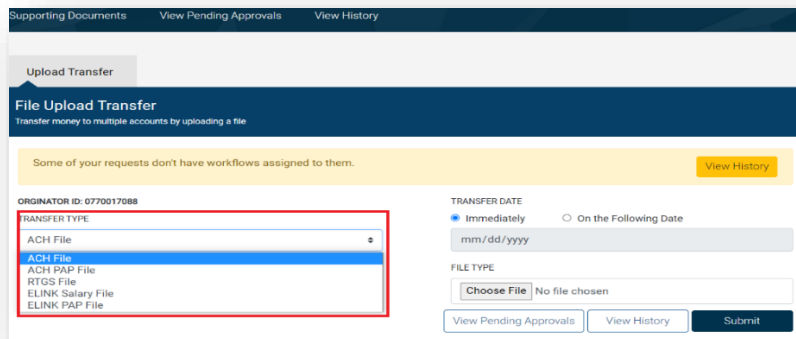
How to Upload a File Within Business Online Banking

- 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",**

- 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.

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

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