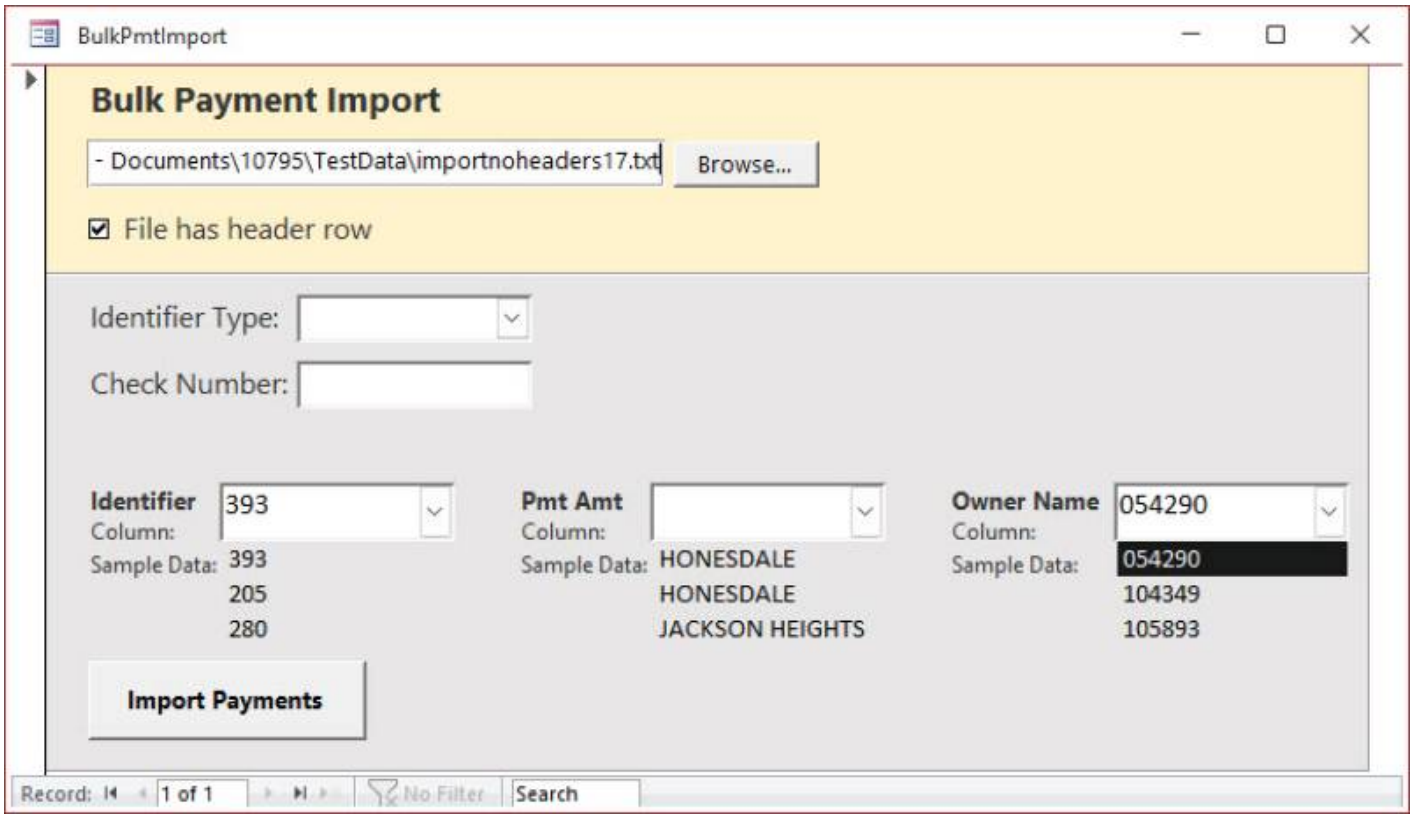
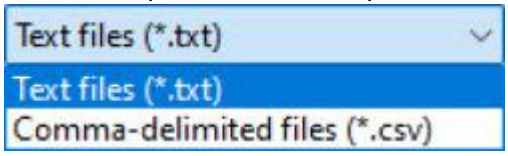
Bulk Import Form



Select New File

Click [Browse...] to choose a different electronic file. If you have a .csv file, you can change the file type via the drop-down in file explorer.



File Has Header Row

Checking this box will remove the first row in the file during the import process. This is to handle electronic files that have a "header" row.

For example:

- CtlNumber,PaidBy,Bill,PaymentAmount

Would be examples of column names if a file had a "header row."

If in doubt, you can see how checking/unchecking the box will affect the options in the identifier combo boxes. If you don't see any header row, you can leave this box unchecked.

Identifier Type

Check Number

Selecting Identifying Information

Identifier

Pmt Amt

Owner Name

Import Payments

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