

# Bulk Import Form

**Bulk Payment Import**

- Documents\10795\TestData\importnoheaders17.txt

☒ File has header row

Identifier Type:

Check Number:

**Identifier**    
 Sample Data: 393  
 205  
 280

**Pmt Amt**    
 Sample Data: HONESDALE  
 HONESDALE  
 JACKSON HEIGHTS

**Owner Name**    
 Sample Data: 054290  
 104349  
 105893

Record: 1 of 1

## 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.

Text files (\*.txt)

Text files (\*.txt)

Comma-delimited files (\*.csv)

## File Has Header Row

☒ 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

Based on what you see in the data file, choose one of the three identifier "types" to match on:

1. Bill Number
2. Control Number
3. Tax Map/Parcel ID

## Check Number

## Selecting Identifying Information

**Identifier**

**Pmt Amt**

**Owner Name**

## Import Payments

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