

# Bulk Import Form

**Bulk Payment Import**

- Documents\10795\TestData\importnoheaders17.txt

File has header row

Identifier Type:

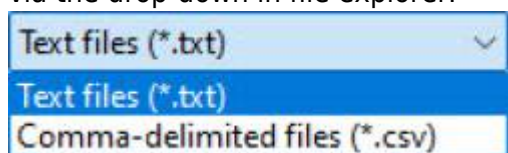
Check Number:

<b>Identifier</b> <input type="text" value="393"/>	<b>Pmt Amt</b> <input type="text"/>	<b>Owner Name</b> <input type="text" value="054290"/>
Column: <input type="text"/>	Column: <input type="text"/>	Column: <input type="text"/>
Sample Data: 393	Sample Data: HONESDALE	Sample Data: 054290
205	HONESDALE	104349
280	JACKSON HEIGHTS	105893

Record: 1 of 1 | No Filter | Search

## 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

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.

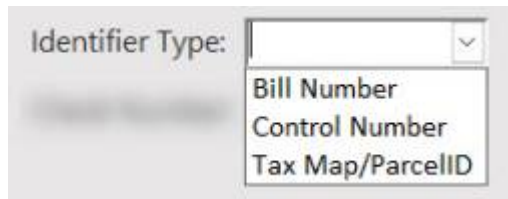
For example:

- 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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