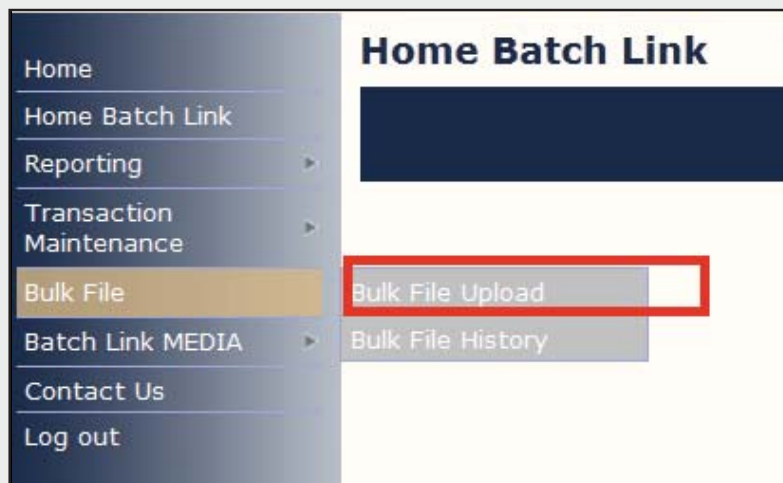


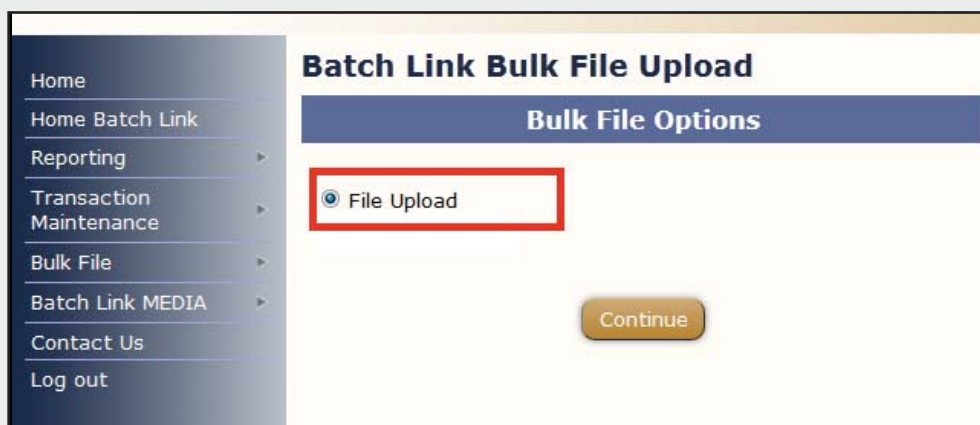
Uploading a Batchlink BulkFile.

This is when you would like to upload many transactions at once. (Minimum of 2 records and maximum of 5000)

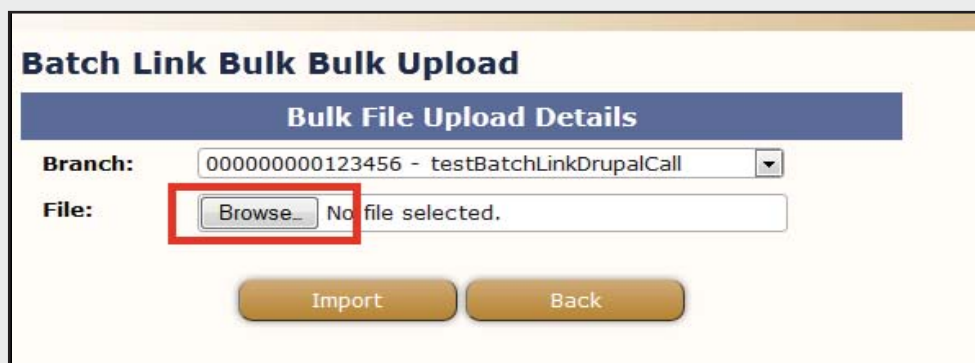
1. Select the 'Bulk File Uploads' option.



2. Select 'File Upload'

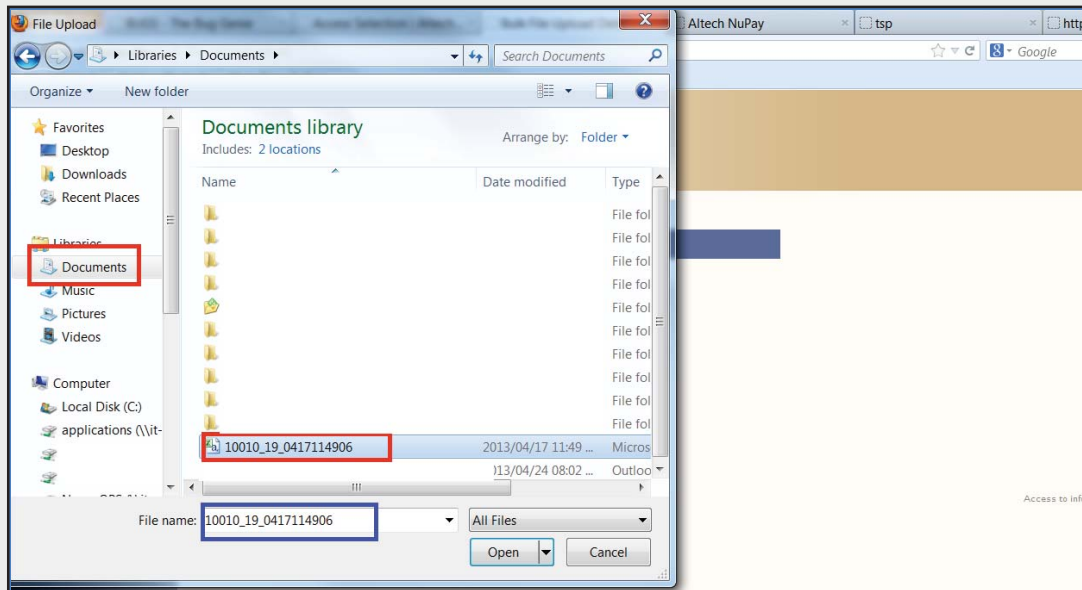


3. Select "Browse" to search for generated file.



Uploading a Batchlink BulkFile.

4. Obtaining your generated file.
 - Once you selected the "Browse" option, route to the location of the generated file.
 - Select your generated file. *(Make sure this is the correct file, or else upload will fail.)*
 - Once selected select 'Open'



5. File has been selected for upload. (See 'File' box)
 - Select 'Import' to upload your bulk file

Batch Link Bulk Bulk Upload

Bulk File Upload Details

Branch: 000000000123456 - testBatchLinkDrupalCall

File: Browse... No file selected.

Import
Back

6. Confirmation of Bulk File.
 - A confirmation screen will appear to inform you of the bulk file was uploaded successfully or failed. *(If failed, a reason will be given)*
 - An email will also be sent to you for confirmation of all transactions loaded successfully and failed

