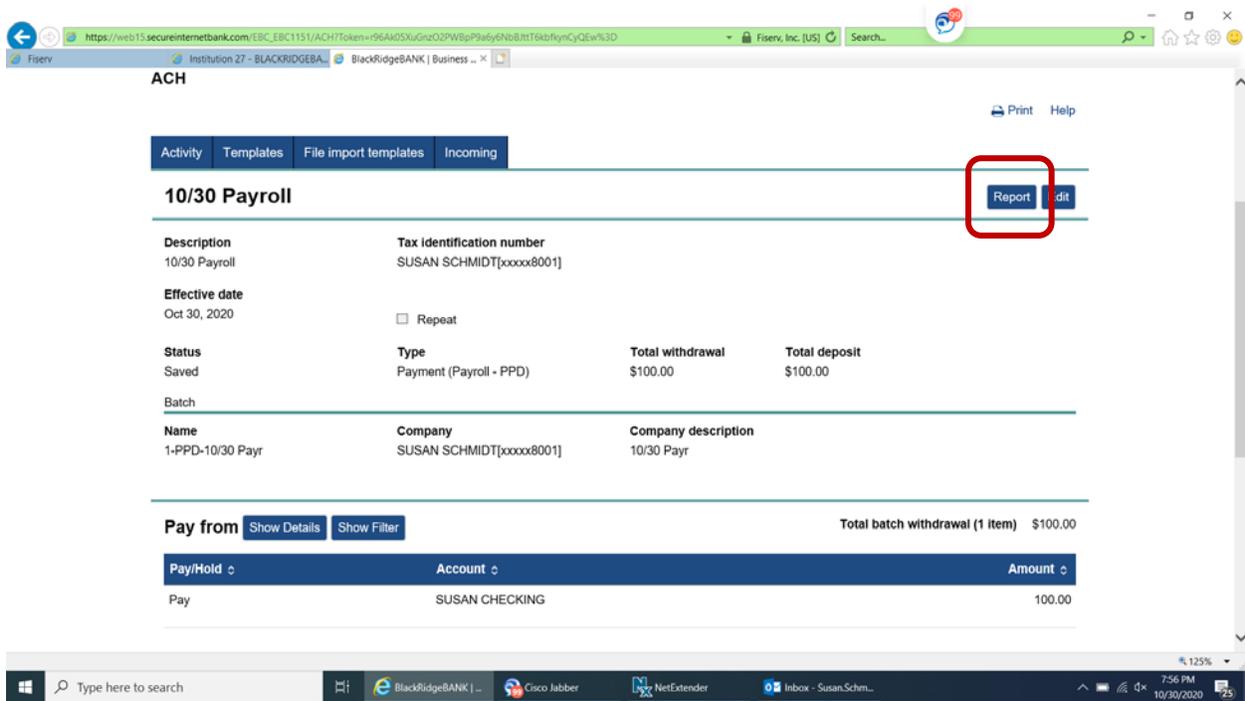


How to download your file from BlackRidgeBANK Online Banking and upload to First Western Bank & Trust Online Banking



Select: Report (upper right-hand side of page)

payments & transfers

INTERNAL ACH WIRE BILL PAY

ACH

Activity Templates File import templates Incoming

10/30 Payroll Report Edit

Description 10/30 Payroll Tax identification number SUSAN SCHMIDT[xxxxx8001]

Effect Oct 30

Transfer report

Format Comma-separated values (.csv)

Status Saved

Download report Cancel

Batch

Name	Company	Company description
1-PPD-10/30 Payr	SUSAN SCHMIDT[xxxxx8001]	10/30 Payr

Pay from Show Details Show Filter Total batch withdrawal (1 item) \$100.00

PayHold Account Amount

Type here to search BlackRidgeBANK Cisco Jabber NetExtender Inbox - Susan.Schm... Document1 - Word 8:02 PM 10/30/2020 25

Change format to CSV.

Download report.

The screenshot shows the BlackRidgeBANK online banking interface. The user is logged in as SUSAN TEST USER. The page displays the 'Payments & transfers' section, specifically the 'ACH' category. A transaction titled '10/30 Payroll' is highlighted. A file save dialog is open over the transaction details, asking to save a CSV file named 'TransferDetail_10302020200657.csv'. The dialog has three options: 'Save', 'Save as', and 'Save and open'. The 'Save as' option is selected.

BlackRidgeBANK

Home Accounts Payments & Transfers Checks & Deposits Administration

Payments & transfers

INTERNAL ACH WIRE BILL PAY

ACH

Print Help

Activity Templates File import templates Incoming

10/30 Payroll Report Edit

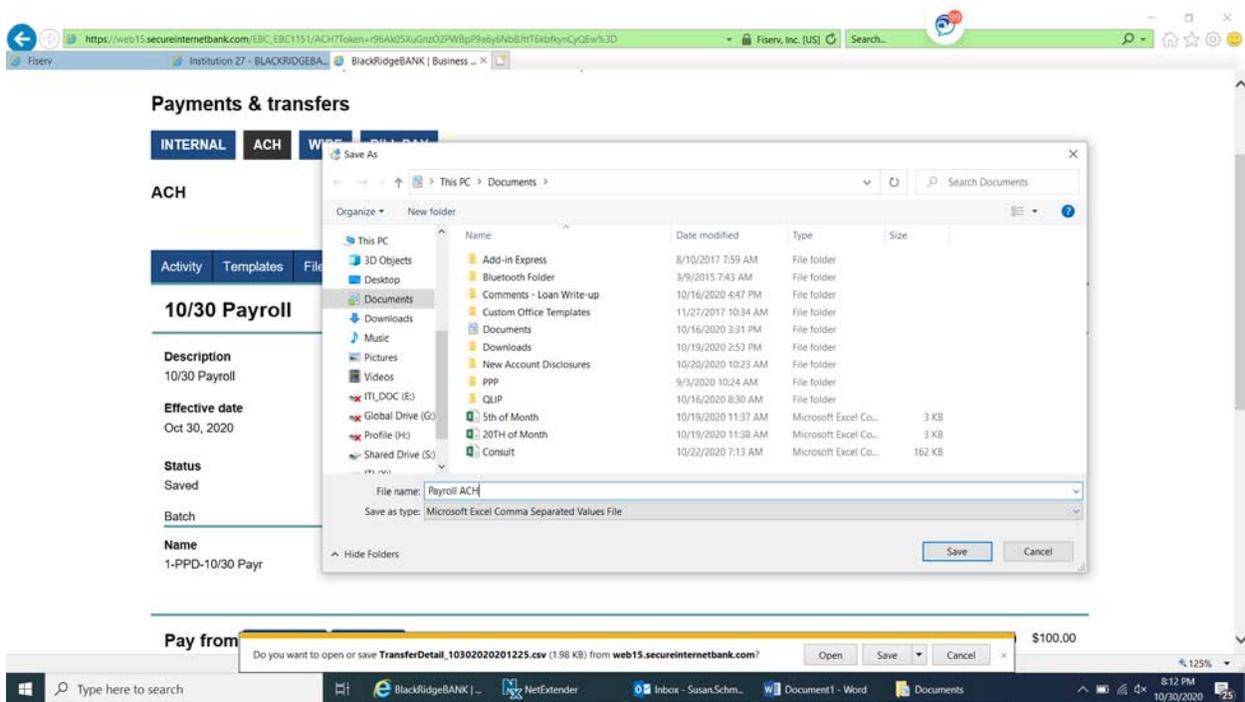
Description	Tax identification number	Total withdrawal	Total deposit
10/30 Payroll	SUSAN SCHMIDT[xxxxx8001]	\$100.00	\$100.00

Effective date: Oct 30, 2020 Repeat

Status: Saved Type: Payment (Payroll - PPD)

Do you want to open or save TransferDetail_10302020200657.csv (1.98 KB) from web15.secureinternetbank.com? Open Save Save as Save and open

Select: "Save as"



Name file and Save

1. After saving a copy of the original file, open file in excel.
2. Delete extra columns: only need at a minimum Name/Acct#/Rt#/Tran Code/Amount
3. Remove header line (the top line of the excel file)
4. Save as “comma delimited” but keep the original file you originally saved too just in case you have issues with this new saved file
5. See instructions in FWBT Cash Management User Guide to upload your files.

Upload an ACH batch: Procedures – Uploading an EXCEL file Pg. 22