HOW TO UPLOAD A CHECK FILE

After logging into Seacoast Bank online banking follow this path:

1. Treasury Services
2. Positive Pay/ACH Rpt
3. Submit Issued Check File
4. Choose **File Mapping Type** by clicking the down arrow
5. Pull in file to be uploaded by clicking on **Choose File**
6. Click **Process File**
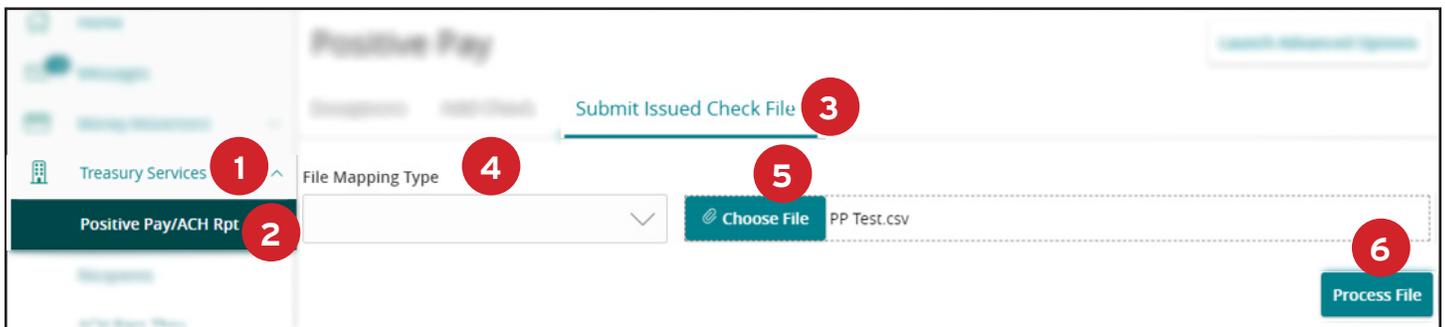
File is Now Processing box will come up. Click **Close**.
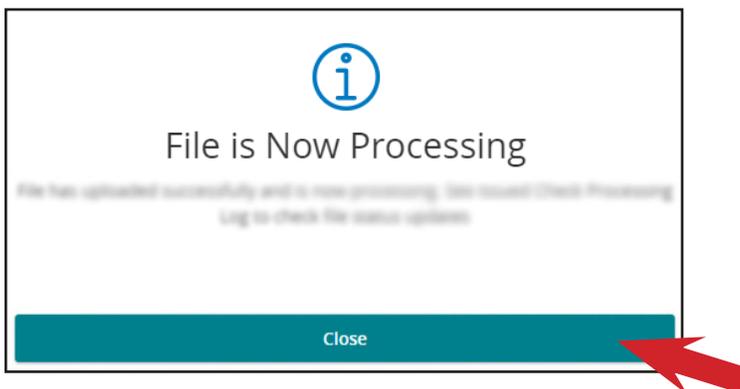
Review uploaded file for any errors.

1. Under **Actions** click the three dots
2. Click on **View Error Details** to review any errors

You can also review uploaded files under System Reports for errors, download or viewing.

1. Click **System Reports**
2. Click **Issued Check Processing Log**
3. Add a date range to search and click **Search**
4. Click the three dots to the right of the file to be reviewed
5. Choose your option: **View error details > Download file > View record**