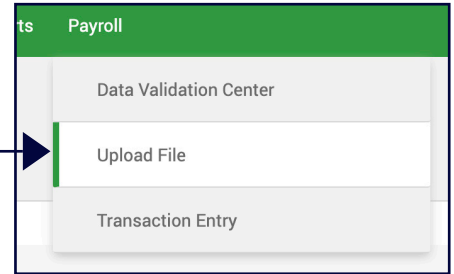


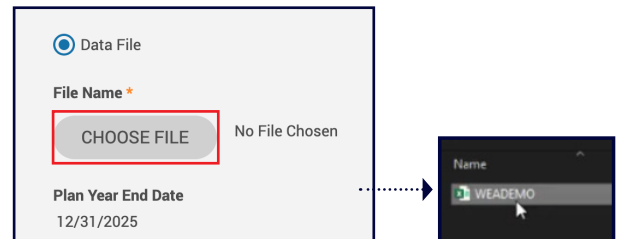


# COMMON REMITTANCE PROCESS

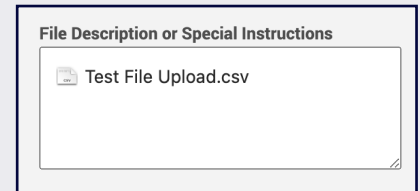
**STEP 1:** Go to your dashboard. If you have vendors that need funds remitted, navigate to the Payroll tab and select 'Upload File.'



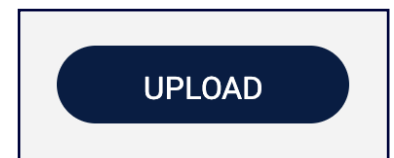
**STEP 2:** From the available options, choose 'Data File' then select the file you want to upload from your computer.



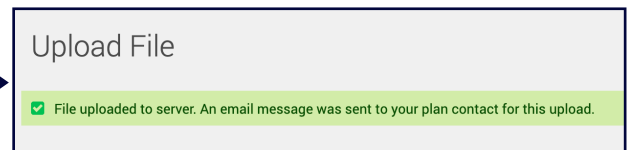
**STEP 3:** (Optional) Add any additional descriptive information, such as payroll period details or other relevant notes to help us during file processing.



**STEP 4:** Once everything looks accurate, click 'Upload.'



**STEP 5:** After uploading, you'll receive a confirmation message indicating that we have successfully received your file.



**STEP 6:** We will also receive an email notification and retrieve the file from the system to begin processing.



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