## GETTING STARTED

The import function allows you to import files to create payments and templates for all payment types including Wire Transfers, ACH and Account Transfers. Files can be imported using the Individual Payments or Single File import method.

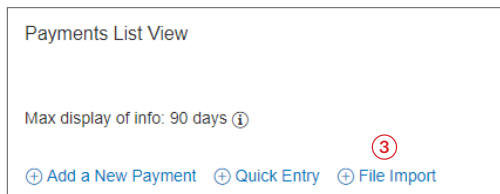Access MUFG Exchange using the following link: https://sso.mufgamericas.com

At the Sign On page enter User ID and passcode.

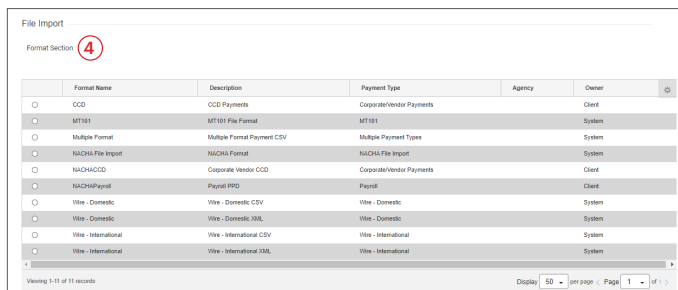**To Import Wire Files**

1 Click the **Payments and Transfers** tab.

2 Select **Payment Center** from the drop-down menu.
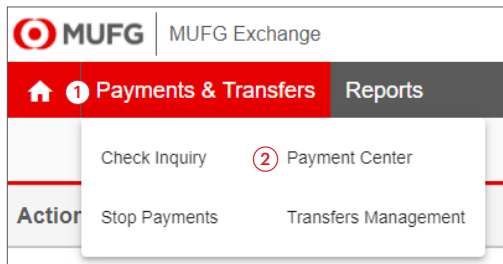
3 Click the **File Import** link.

4 In the **Format Section**, click the radio button for the format name that corresponds to the type of file you would like to import. Both standard (e.g. NACHA, SWIFT MT101, XML/ISO20022) and configurable (e.g. CSV) import formats are supported.

(continued)

5   Select the **Import Method**.

6   Select the **Yes** or **No** radio button for **Import as Confidential Payments**.

7   Select the **Load the file in test mode** check box. This is optional but highly recommended. Test Mode will not affect balances, reports, or trigger alerts, nor is an approver required.

8   Click **Choose File** for the file to be imported.

9   Click **File Import**.

Import As

Payments

* Import Method   **⑤**

○ File   ● Individual Payments

* Import as Confidential Payments

● No - All payment details will be visible to all users

⑥   ○ Yes - Beneficiary / Receiver details will only be visible to users with Confidential access

File Section

☐ Load the file in test mode.   **⑦**

* Select Import File

Choose File   No file chosen   **⑧**

⑨   **FILE IMPORT**   **REFRESH**   **CANCEL**

10   A **Success File Queued for Import. Job ID is XXXX** message will display. This confirmation message does not mean the file imported correctly. If your file does not display in your Payment List View, see the Quick Reference Guide for **Imported Files Needing Repair or Rejected Files**.

⑩

✓ SuccessFile queued for import. Job ID is 38359.