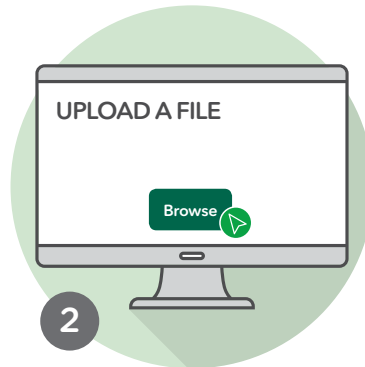


How to upload salaries

DESKTOP



1
Open the side menu
Select **Payment Instructions**
Choose **SEPA Credit Transfer**



2
Go to the **UPLOAD A FILE**
widget and click **Browse**



3
Select your file
Click **Open** followed by **Upload**



4
Click **Yes** to confirm
followed by **OK**



5
Files are listed in the
LIST OF PENDING FILES
widget until processed



6
A list of reports is
available as needed