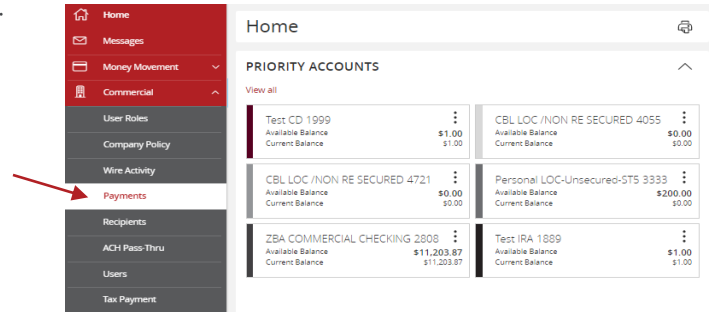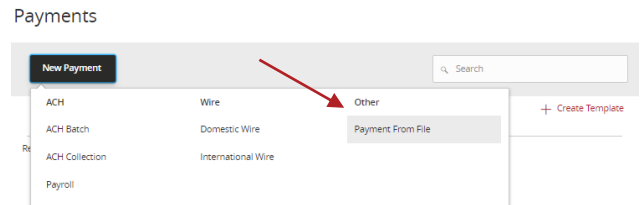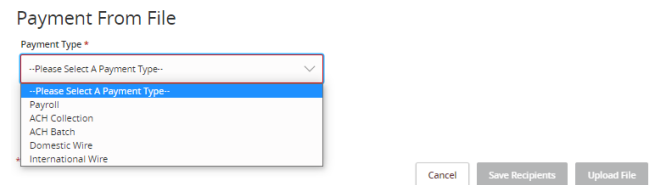1. Select the 'Commercial' menu and then select 'Payments'.

2. Select 'New Payment' and then 'Payment from File'.

3. Select the desired Payment Type.

4. Select the 'Import File' box to browse for the file to be uploaded on the computer

5. Select 'Save Recipients' to automatically add the recipients into the master recipient list.

NOTE: Select 'Upload File' if the ACH or Wire file will need to be processed by Fidelity Bank and Oklahoma Fidelity Bank.

Payment From File

Payment Type *

Domestic Wire

⬇ Domestic Wire Sample File (.csv)

DOMESTIC WIRE UPLOAD GUIDELINES

- File must be in .csv format and follow the specification
- Please note wire transactions are executed per their order in the file
- File columns represent the mandatory wire fields where each column header in the sample file represents the Field Name and tag number
- File must contain no more than 20 wire transactions to be executed

⬇ Domestic Wire File Specification (.pdf)

Import File *

📎 domestic_wire_specification.pdf

* - Indicates required field

Cancel Save Recipients Upload File

NOTE: A confirmation screen will appear when the file import and all necessary information have been successfully completed.

Some Items Need Your Attention ✕

The uploaded file contains 2 transactions and 2 recipients

☑ 2 were created

NOTE: If there is a problem with the file being imported, an overlay message will appear on the screen with a notification.

File not valid

⚠

This file has errors. Correct the errors and upload the file again.

Close

For further assistance, please contact a member of our treasury support team at 1-800-542-8191.

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