

Upload a Batch

To upload a batch(es), complete the following steps:

1. From the **Check Processing** tab, click **Upload Batch**. An *Online Authentication* dialog box appears.



Application Tip

The *Online Credentials* dialog box appears if connectivity with OTCnet Online has not been established. If connectivity is not established or the correct online credentials are not entered batches cannot be uploaded.

2. Enter **Online Password** Treasury Web Application Infrastructure (TWA) and click **Login**, if applicable. The *Select Batch(es) to Upload* page appears.



Application Tip

If **Cancel** is clicked - batches cannot be uploaded.

3. Select the batch(es) you want to upload by checking the box (es) under the **Select** column.
4. Click **Upload Batch**. The *Review the Batch(es) to be Uploaded* page appears as shown in Figure 1.

Figure 1. Upload Batch – Summary of Batches

Summary of Batches

Select Batch(es) to Upload

<<First<Prev 1 Next>Last>> | 1 out of 1 pages | 1 to 1 out of 1 records | 15

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status
<input checked="" type="checkbox"/>	E7E6C892-2D42-4619-8D66-D31679BFEA11	ccclope19	E1	00000303TT	10/30/2014 8:01:45 PM	1	10.00	APPROVED

Cancel Upload Batch

5. Verify that you want to upload the batch(es) and click **Submit**. The *Batch Upload* dialog box appears.
6. Click **Close**. The *Upload Batch Confirmation* page appears with the batch details of the batches that successfully/failed to upload.



Application Tip

It is highly recommended that the **Cancel** button is not clicked, instead, wait for the **Close** button to ensure the batch is successfully uploaded.



Additional Button

Click **Return Home** to the OTCnet Home Page.
