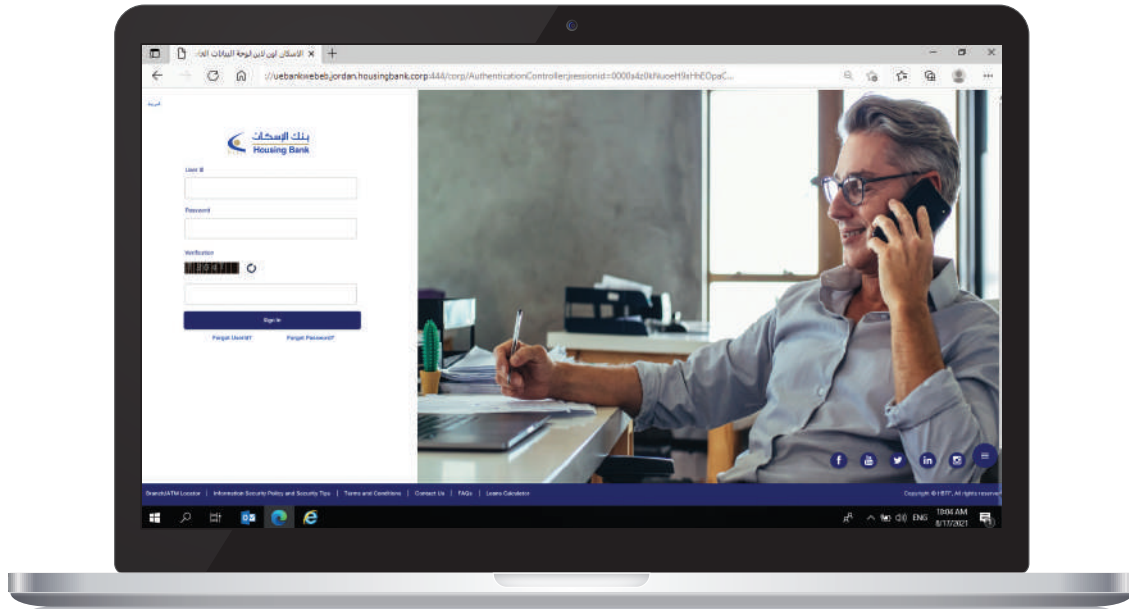




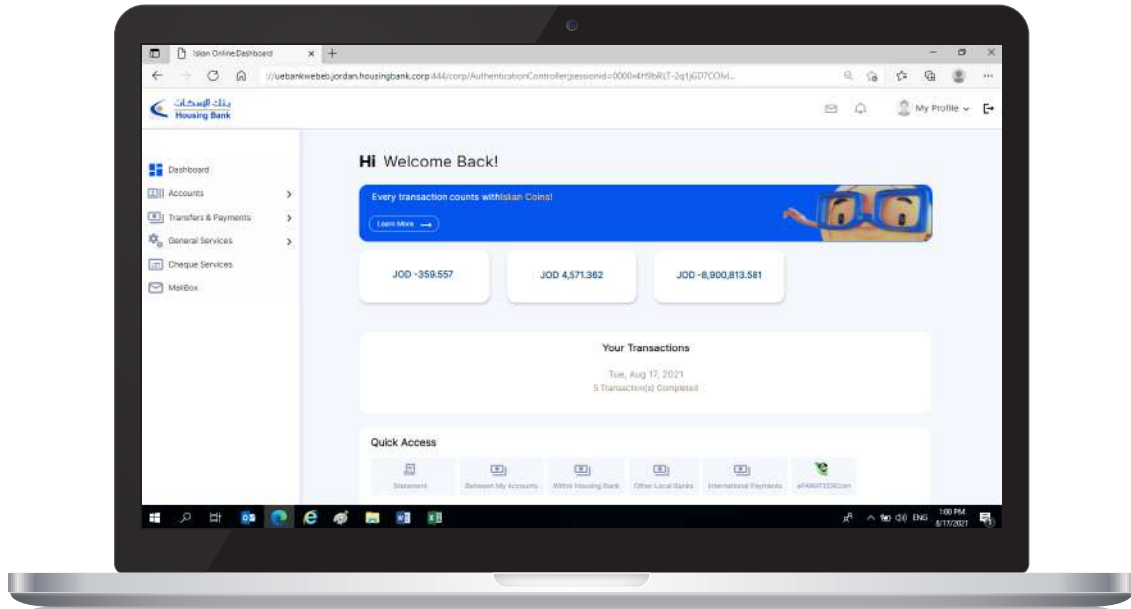
ACH Bulk Salary User Guide



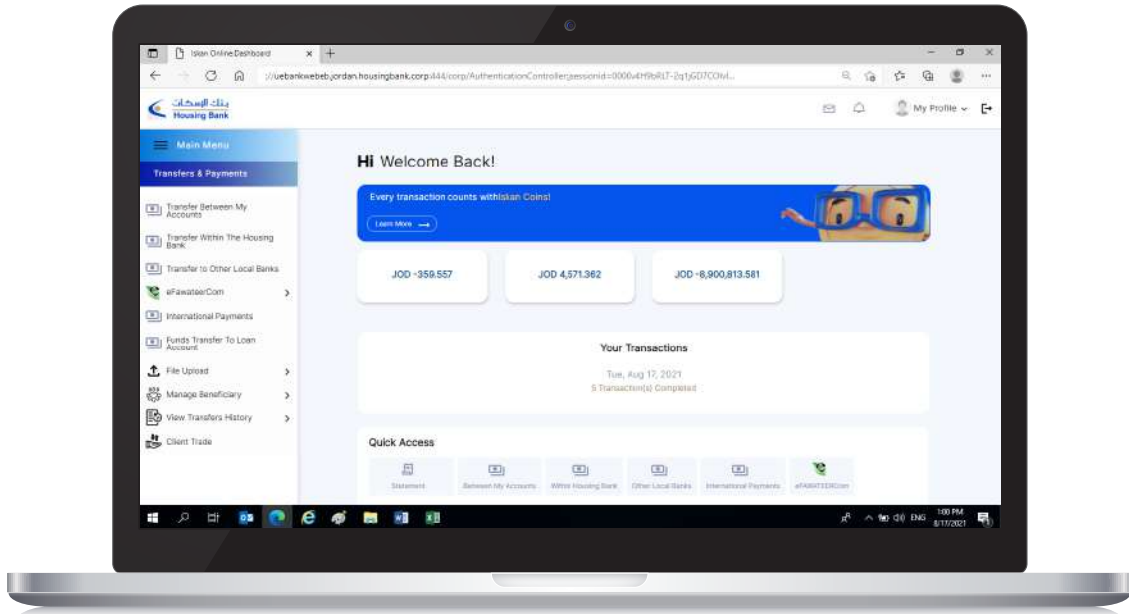
How to upload ACH Bulk file by the maker



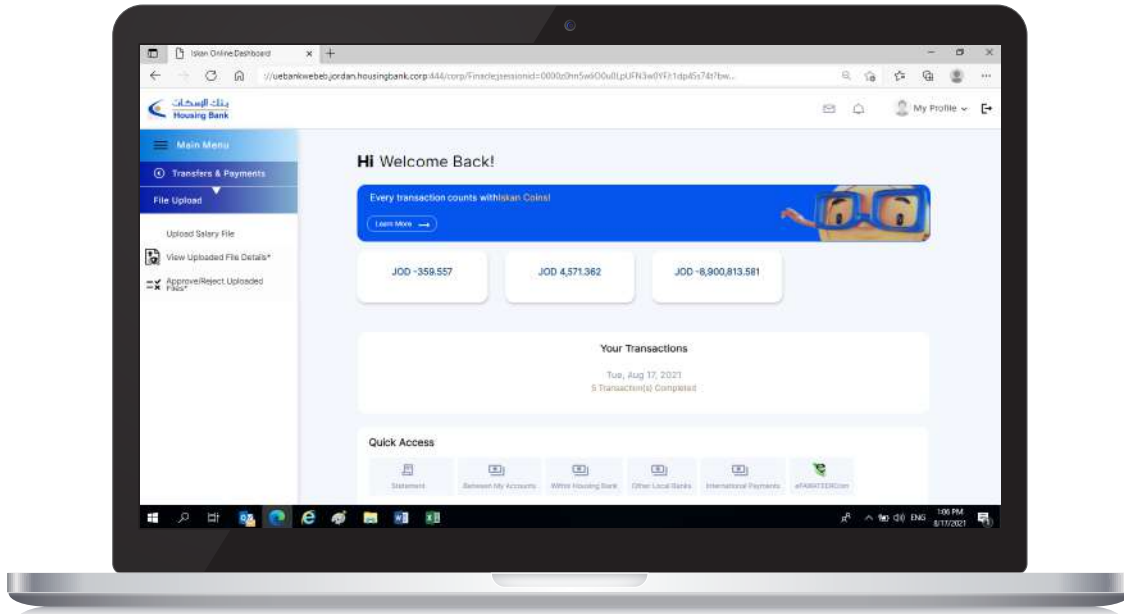
1. Login to Iskan Online system.



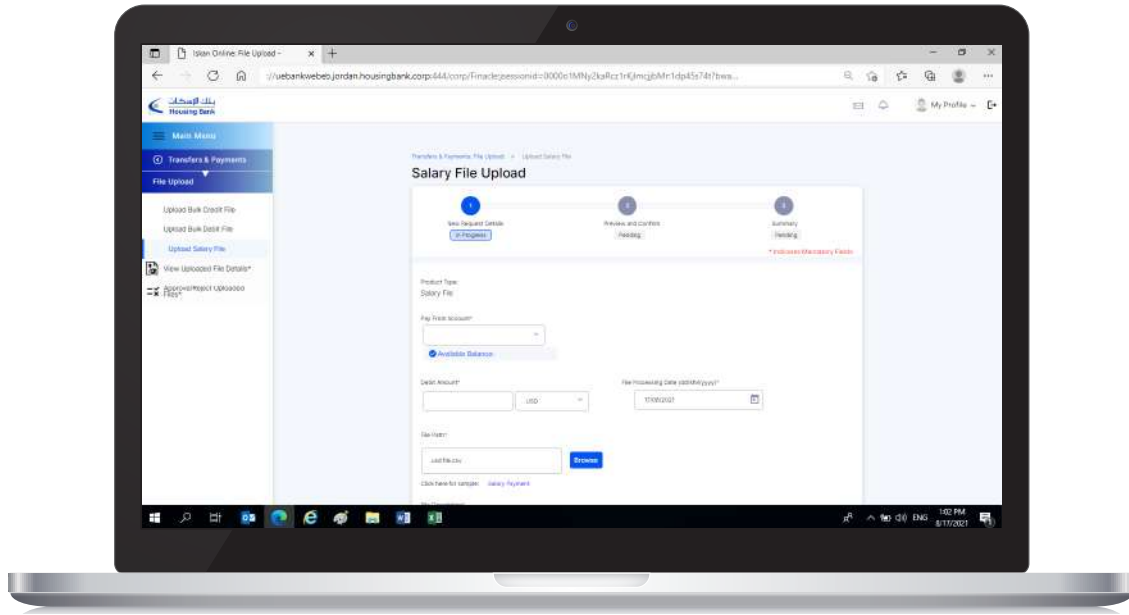
2. Go to "Main Menu".



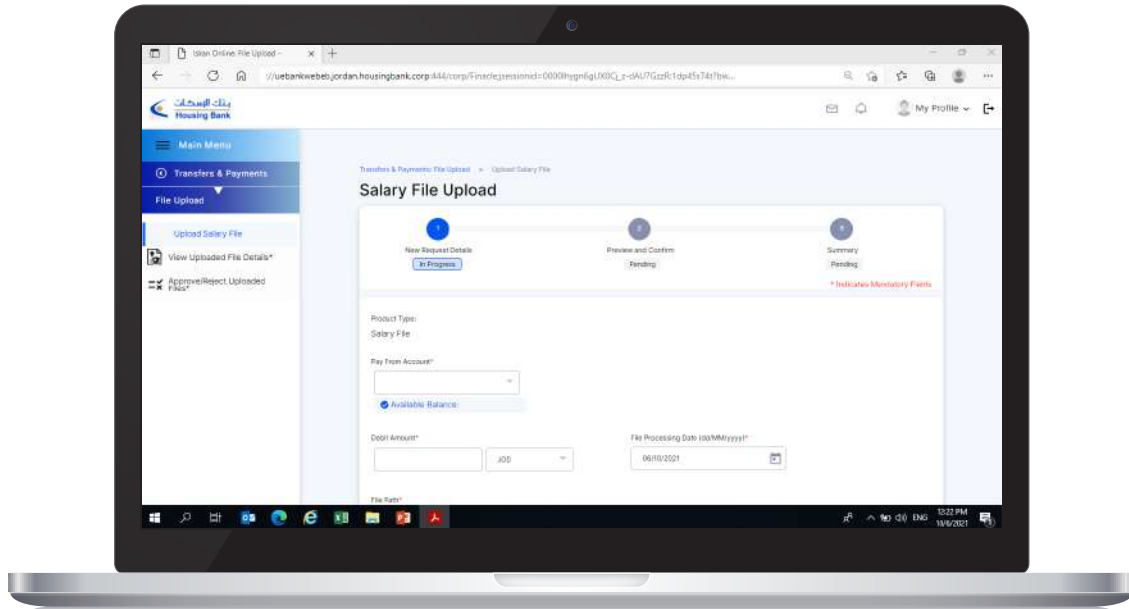
3. Select “Transfers & Payments”.



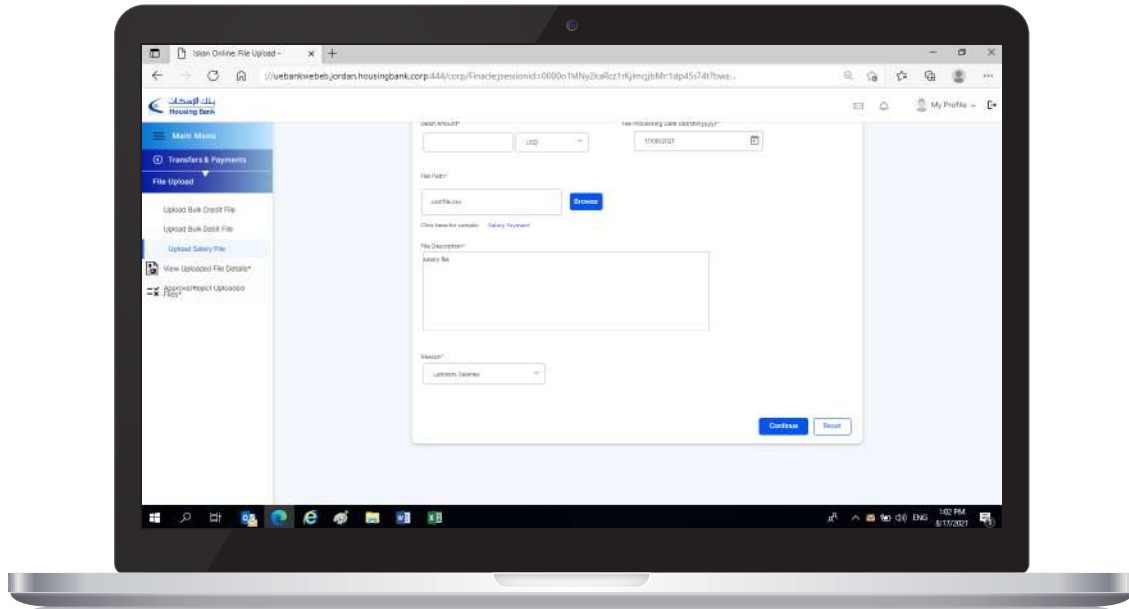
4. Select "File Upload".



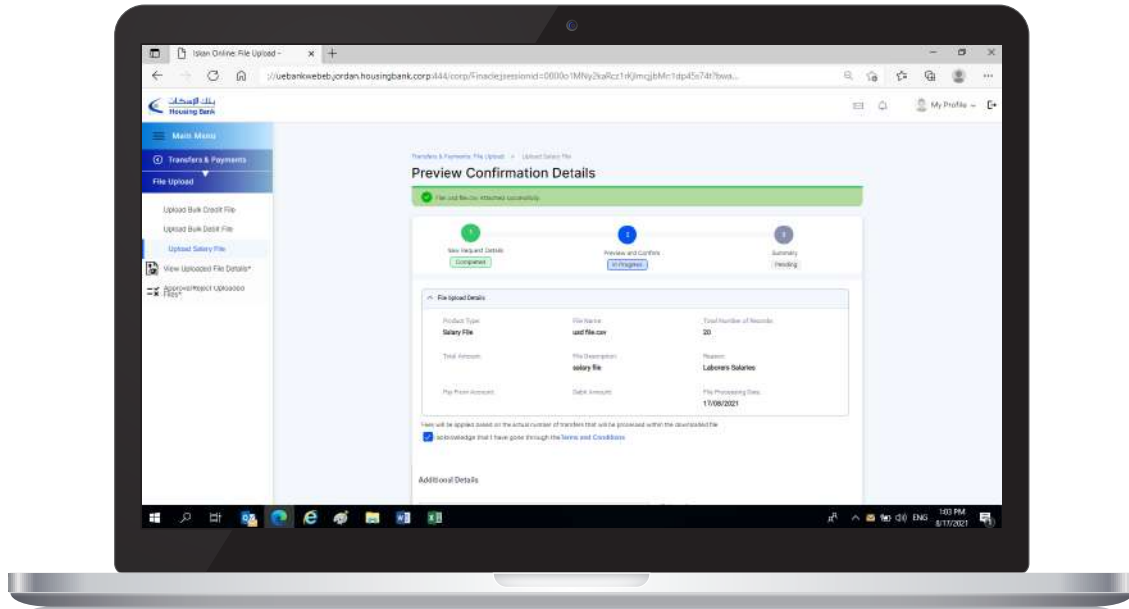
5. Select the file type option "Upload Salary File".



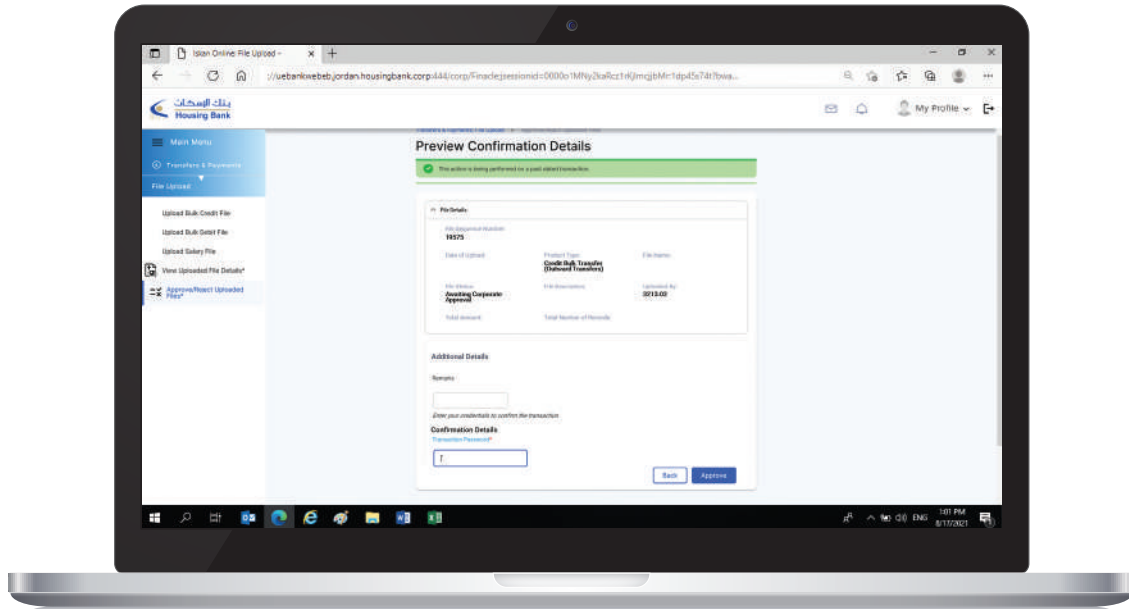
6. A. Select "Debit Account" number.
- B. Select "Processing Date" (Transfer Date).
- C. Insert the "Total File" amount.



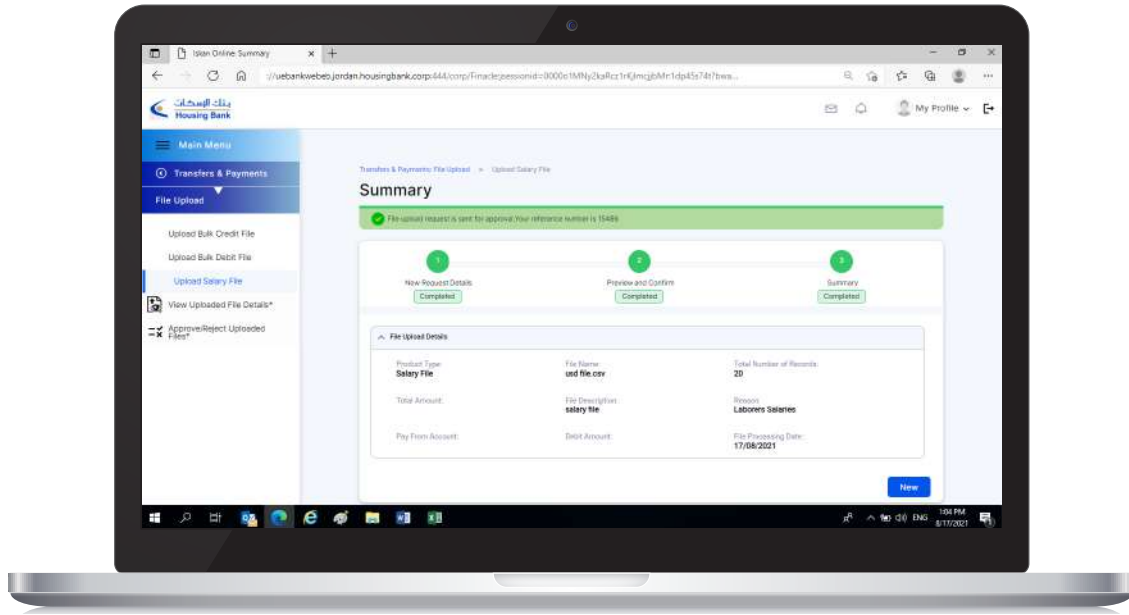
7. A. Upload the selected file through “Browse”.
- B. Add “File Description”.
- C. Choose the correct “Transaction Reason”.
- D. Click “Continue”.



8. Review the “Summary” page and confirm accuracy before moving to the next step.

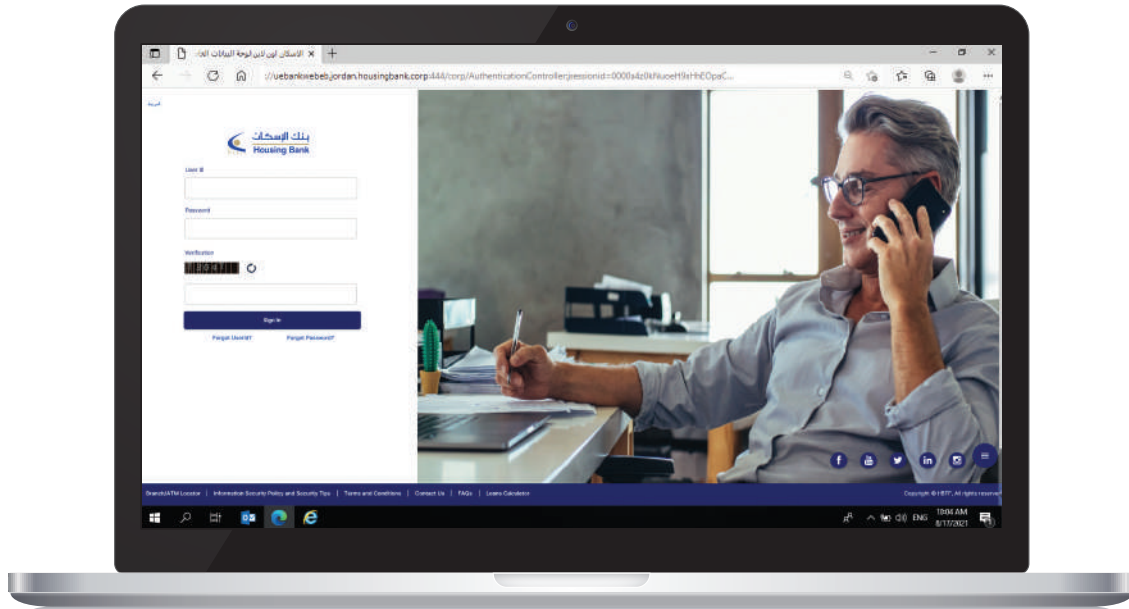


9. Insert the one-time password (OTP) in the “Password” field.

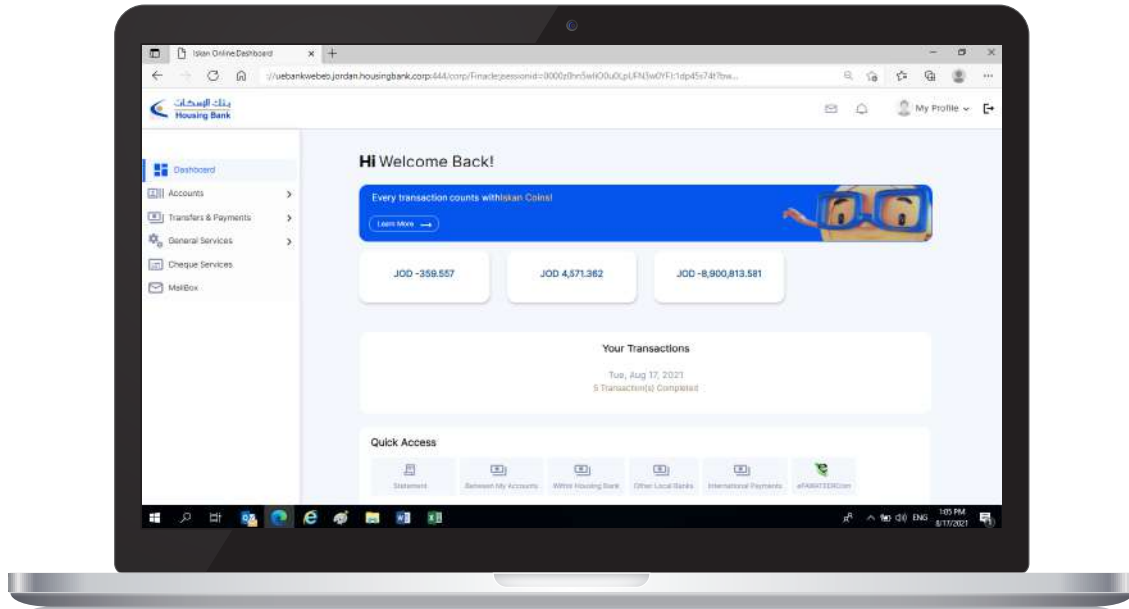


- Summary of the submitted transaction details will appear, along with the file upload success notification and the transaction reference number.

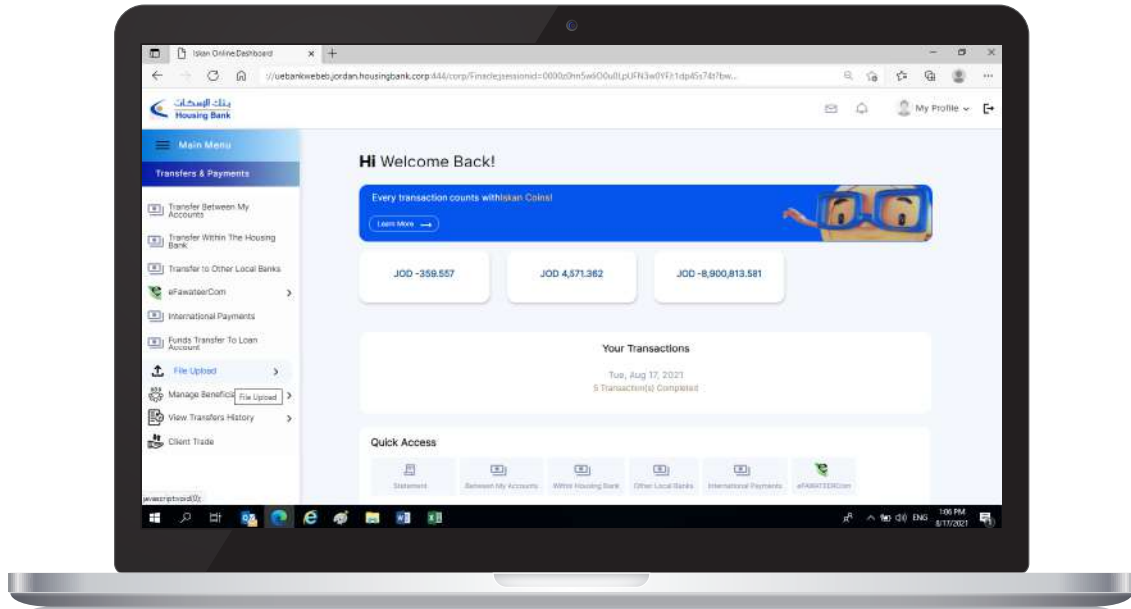
How to pass or approve ACH Bulk file by the checker



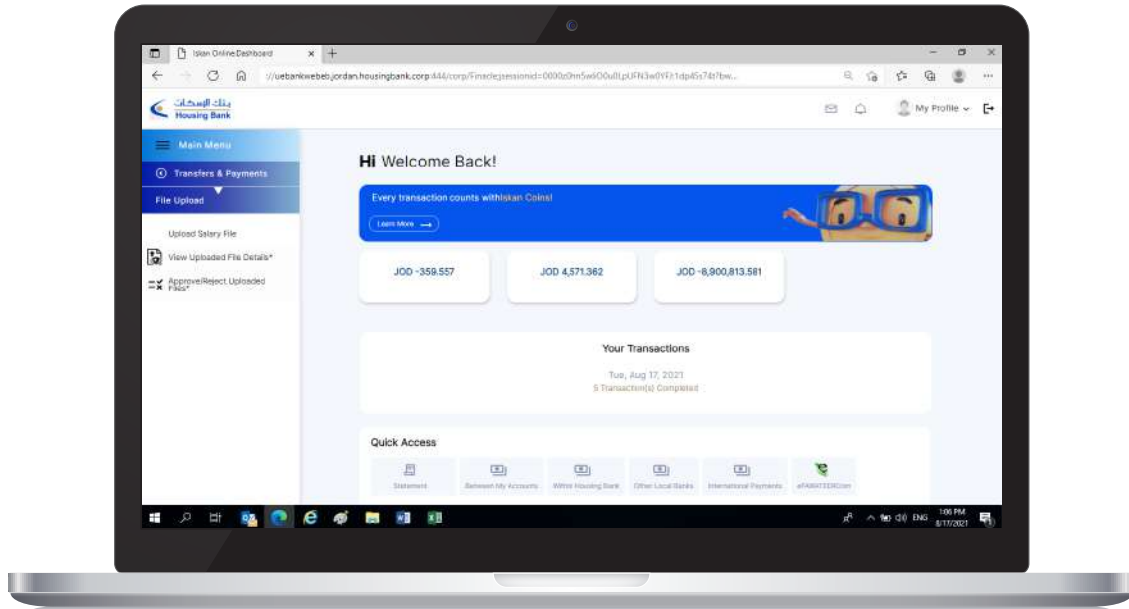
11. Checker to log into their Iskan Online profile.



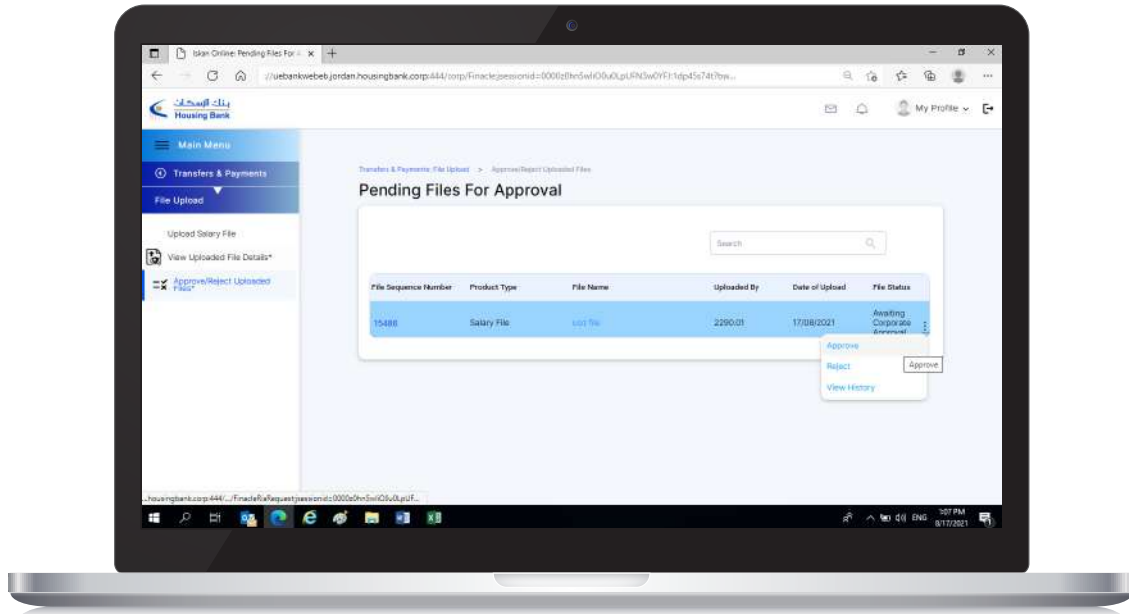
12. Go to “Main Menu”.



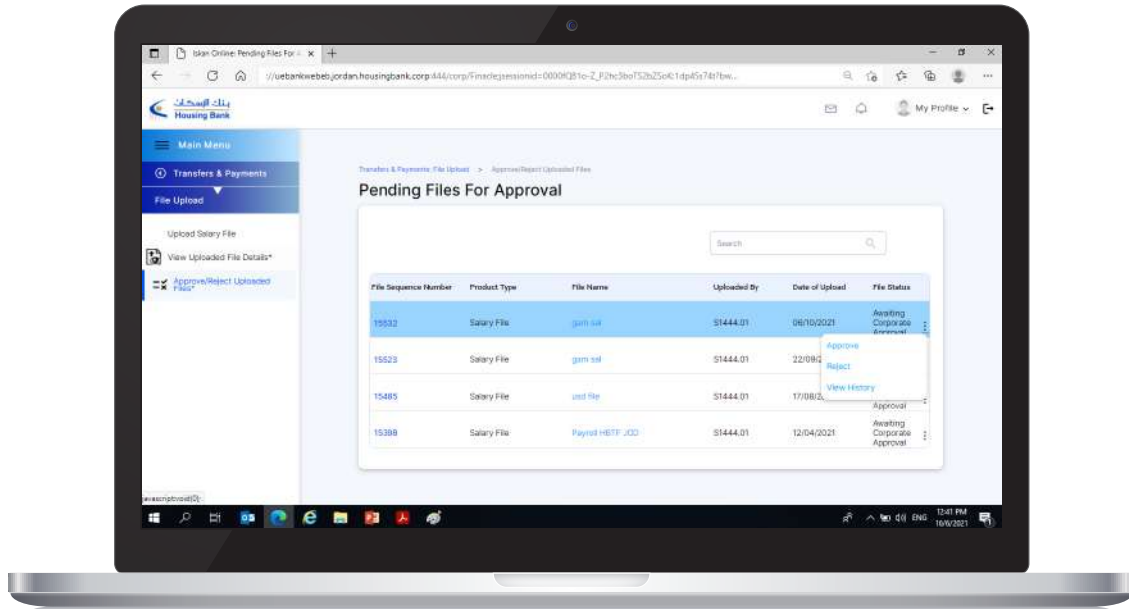
13. Select “Transfers & Payments”.



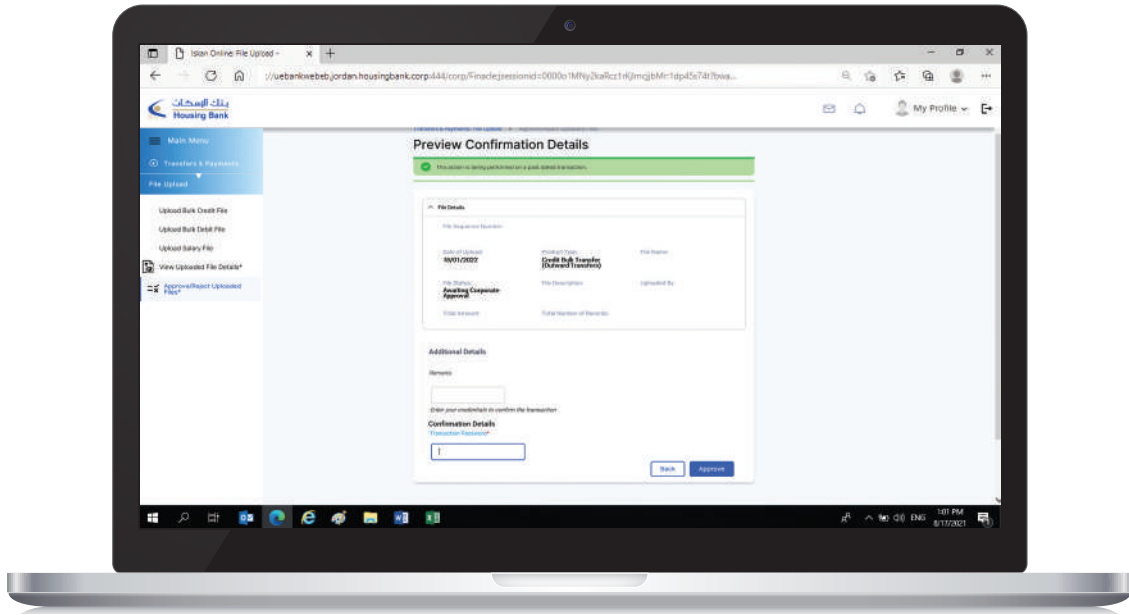
14. Select "File Upload".



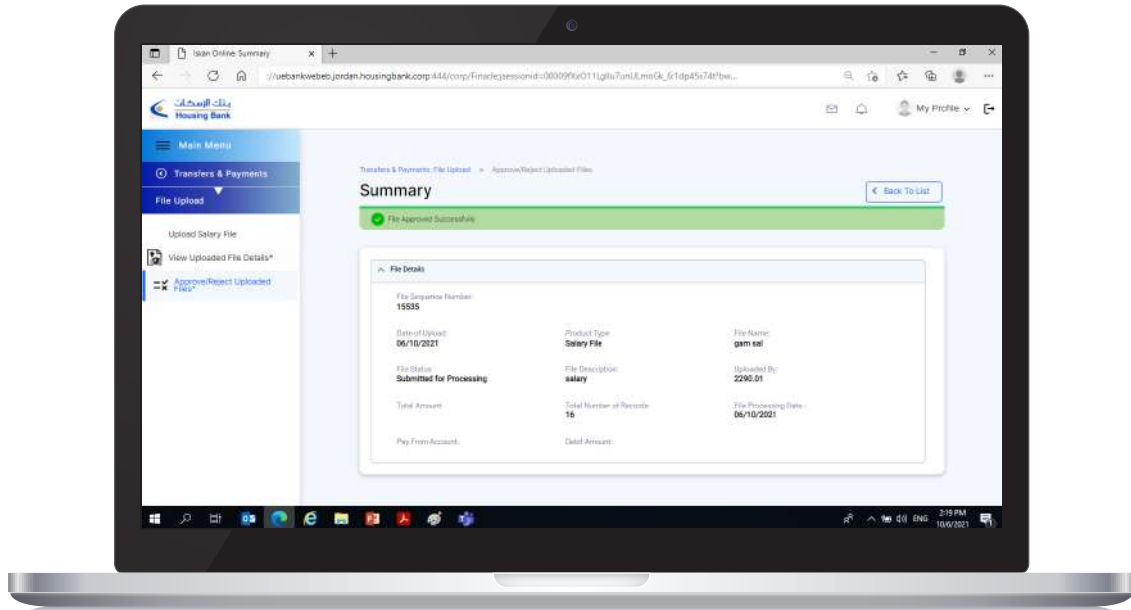
15. Select "Approve/ Reject Uploaded Files".



16. Select the file and choose the intended action (Accept, Reject, View History).



17. A. Review the “Summary” page and confirm accuracy before moving to the next step.
- B. Insert the one-time password (OTP) in the “Password” field.



18. Your submission has been approved successfully.

