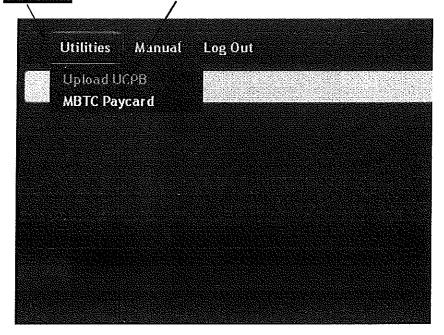
## Simple Tagging of **MBTC** PAYCARD

First go to <a href="http://202.2.2.52/apps/myucpbcc/index.php">http://202.2.2.52/apps/myucpbcc/index.php</a> . Login your username and password look For Jem or Sir.Oliver for assistance



Go to Utilities Click Upload MBTC Paycard.



After clicking Utilities You will see the sample .xls . Format that u need to follow Be carefull in following the format.

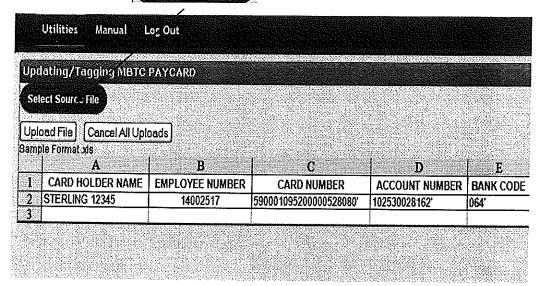
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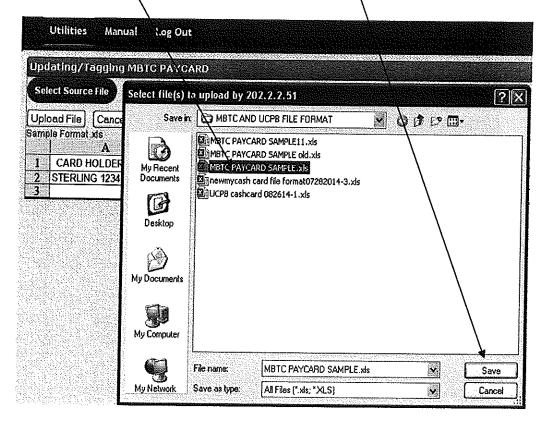


Select Source File



Find the "file" that you need to upload. Then Click Save and Click UploadFile

Note:Remember you need to follow the Sample format before uploading the xls file



If you have incorrect file you may cancel the file file clicking "X" button or if you want to delete all the file select Cancel All Uploads

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In these section you will see the "total" number and the "xlsfile" that you download that has been upload..

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Last click the Process button for the last procedure you will below the process that the file is Successfuly Uploaded..

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