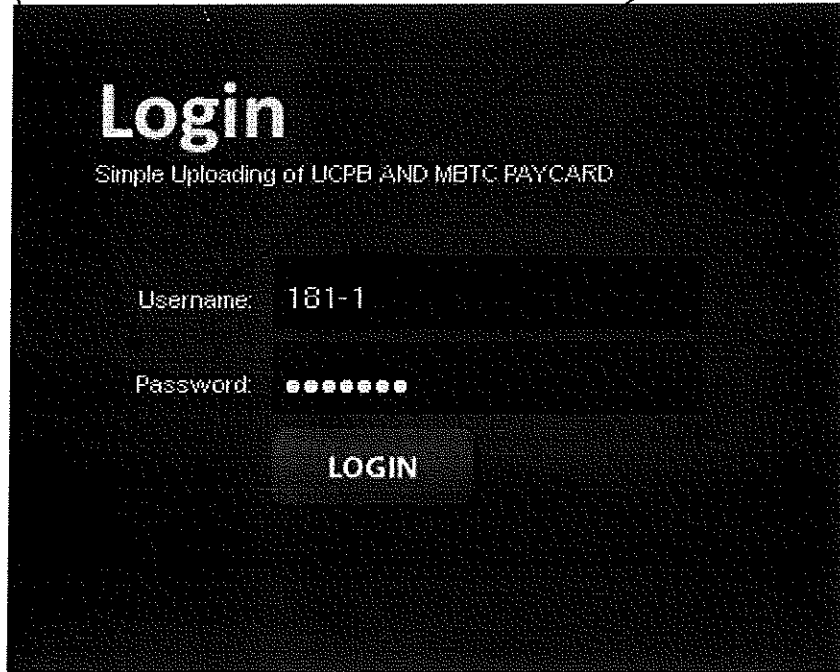


Simple
Tagging
of
MBTC
PAYCARD

First go to <http://202.2.2.52/apps/myucpbcc/index.php> . Login your username and password. Please call local 213 for your username and password look For Jem or Sir.Oliver for assistance



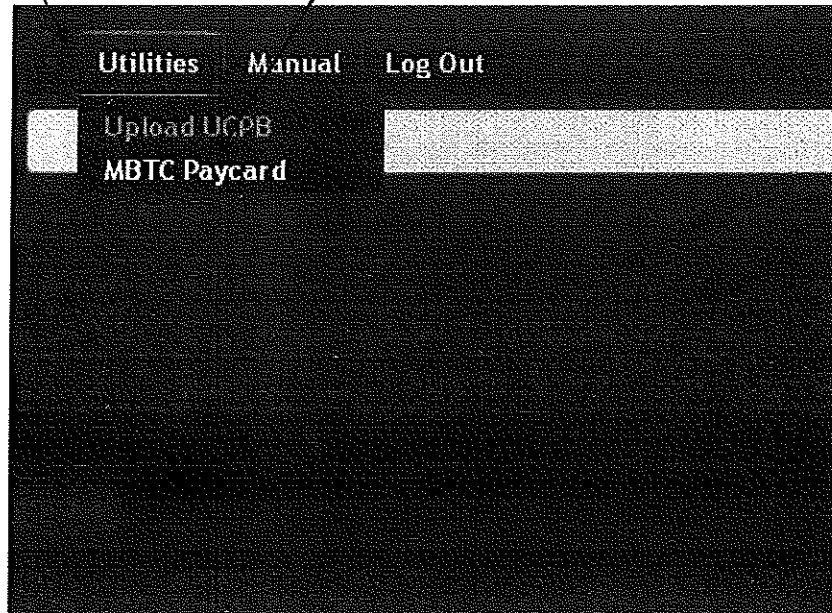
Login
Simple Uploading of UCPB AND MBTC PAYCARD

Username: 181-1

Password: ●●●●●●●●

LOGIN

Go to **Utilities** Click Upload MBTC Paycard.



Utilities Manual Log Out

Upload UCPB

MBTC Paycard

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

Utilities Manual Log Out

Updating/Tagging MBTC PAYCARD

Select Source File

Upload File Cancel All Uploads

Sample Format .xls

	A	B	C	D	E
1	CARD HOLDER NAME	EMPLOYEE NUMBER	CARD NUMBER	ACCOUNT NUMBER	BANK CODE
2	STERLING 12345	14002517	590001095200000528080'	102530028162'	064'
3					

On your xls. Format this the sample preview.

Spreadsheets - [MBTC PAYCARD SAMPLE11.xls *]

File Edit View Insert Format Tools Data Window Help Feedback

100%

Arial 10

Online Templates x MBTC PAYC...E11.xls * x Showroom art...cation-1.xls x

E19

	A	B	C	D	E
1	CARD HOLDER NAME	EMPLOYEE NUMBER	CARD NUMBER	ACCOUNT NUMBER	BANK CODE
2	STERLING 12345	14002517	590001095200000528080'	102530028162'	064'
3					
4					
5					
6					
7					
8					
9					
10					

After creating Click **Select Source File**

Utilities Manual Log Out

Updating/Tagging MBTC PAYCARD

Select Source File

Upload File Cancel All Uploads

Sample Format.xls

	A	B	C	D	E
1	CARD HOLDER NAME	EMPLOYEE NUMBER	CARD NUMBER	ACCOUNT NUMBER	BANK CODE
2	STERLING 12345	14002517	590001095200000528080'	102530028162'	064'
3					

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

Utilities Manual Log Out

Updating/Tagging MBTC PAYCARD

Select Source File

Upload File Cancel

Sample Format.xls

Select file(s) to upload by 202.2.2.51

Save in: MBTC AND UCPB FILE FORMAT

- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network

File name: MBTC PAYCARD SAMPLE.xls

Save as type: All Files (*.xls; *XLS)

Save Cancel

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**

Utilities Manual Log Out

Updating/Tagging MBTC PAYCARD

MBTC PAYCARD SAMPLE.xls (22KB) - Complete **X**

Select Source File

Upload File Cancel All Uploads

Sample Format.xls

	A	B	C	D	E
1	CARD HOLDER NAME	EMPLOYEE NUMBER	CARD NUMBER	ACCOUNT NUMBER	BANK CODE
2	STERLING 12345	14002517	590001095200000528080'	102530028162'	064'
3					

Employee Number	Employee Name	Card No.	Acct. No.	Bank Code
14002517	STERLING 12345	590001095200000528080	102530028162	064

Total: 1 Record/s

Process

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

Utilities Manual Log Out

Updating/Tagging MBTC PAYCARD

Select Source File

Upload File Cancel All Uploads

Sample Format.xls

	A	B	C	D	E
1	CARD HOLDER NAME	EMPLOYEE NUMBER	CARD NUMBER	ACCOUNT NUMBER	BANK CODE
2	STERLING 12345	14002517	590001095200000528080'	102530028162'	064'
3					

Employee Number	Employee Name	Card No.	Acct. No.	Bank Code
14002517	STERLING 12345	590001095200000528080	102530028162	064

Total: 1 Record/s

Process

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

Utilities Manual Log Out

Updating/Tagging MBTC PAYCARD

Select Source File

Upload File Cancel All Uploads

Sample Format.xls

	A	B	C	D	E
1	CARD HOLDER NAME	EMPLOYEE NUMBER	CARD NUMBER	ACCOUNT NUMBER	BANK CODE
2	STERLING 12345	14002517	590001095200000528080'	102530028162'	064'
3					

Employee Number	Employee Name	Card No.	Acct. No.	Bank Code
14002517	STERLING 12345	590001095200000528080	102530028162	064

Total Record/s

Process

Successfully Uploaded....

..DONE..