# NAB CONNECT – DESKTOP

## HOW TO UPLOAD BULK PAYMENTS

A step-by-step guide to uploading a bulk payment file (Direct Entry file) into NAB Connect.

1. Click ‘Payments’ in the menu.
2. Click ‘Upload a payment file’.
3. Select the ‘Payment type’ you are uploading.
4. Click ‘Browse’ and select the file you’d like to upload.
5. Add a ‘Reference’ for the payment file.
6. Click ‘Upload’.
7. NAB Connect will automatically check the file to make sure it’s in the right ABA format (Direct Entry file format) and show you a confirmation.

**Your payment file can be found in the Payment Register, ready for authorisation.**