File Import

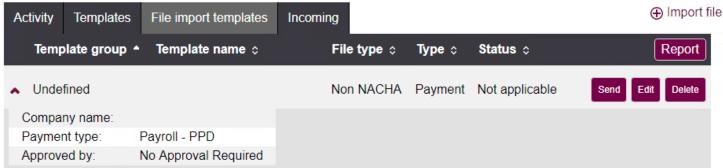
File Import

Select **Import file** to import a file. **Import File** is available from the **Activity** tab and the **File import templates** tab.



File Import Templates

The **File import templates** tab allows you to quickly access your import templates. You can click to view the **Company name**, **Payment/Collection type**, **Created by**, and **Approved by** information for a specific import template. You can click on the **Template name** hyperlink to inquire on the import template.



Accessing your File import templates are easier than ever when you use the File import tab