Acknowledge a Batch

To upload a batch(es), complete the following steps:

1. From the Check Processing tab, click Upload Batch. An Online Authentication dialog box appears.

   **Application Tip**

   Determine if your terminal is connected to the online OTCnet server, refer to the Connection Status indicator located on the top-right of the page. If the Connection Status is green, the terminal is connected to the online OTCnet server. If the Connection Status indicator is red, the terminal is not connected to the online OTCnet server.

2. Select the batch(es) you want to acknowledge by checking the box(es) under the Select column as shown in Figure 1.

   **Figure 1. Select Batches to Acknowledge**

3. Click Acknowledge Batch. The Review the Batch(es) to be Acknowledged page appears.

4. Verify that you want to receive acknowledgement for the selected batch(es) and click Submit. The Batch Acknowledgement dialog box appears.

5. Click Close. The Acknowledge Batch Confirmation page appears with the batch details of which batches successfully/failed to receive acknowledgement.