



Upload a Batch in OTCnet Offline

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

1. Click the **Check Processing** tab.
2. Click **Upload Batch**. An *Online Authentication* dialog box appears.



Application Tip

The *Online Credentials* dialog box appears if connectivity with OTCnet Online has not been established. If connectivity is not established or the correct online credentials are not entered batches cannot be uploaded.

3. Enter **Online Password** (TWA1) and click **Login**, *if applicable*. The *Select Batch(es) to Upload* page appears.



Application Tip

If **Cancel** is clicked batches cannot be uploaded.

4. Select the batch(es) you want to upload by checking the box(es) under the **Select** column.
5. Click **Upload Batch**. The *Review the Batch(es) to be Uploaded* page appears.
6. Verify that you want to upload the batch(es) and click **Submit**. The *Batch Upload* dialog box appears.
7. Click **Close**. The *Upload Batch Confirmation* page appears with the batch details of which batches successfully/failed to uploaded.



Application Tip

It is highly recommended that the **Cancel** button is not clicked instead wait for the **Close** button to ensure the batch is successfully uploaded.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return to Home** to return to the OTCnet Home page.