

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

Select	Batch ID	Creator	OTC Endpoint	ALC-2	Created On	Total Item Count	Total Amount	Status	Active Flag	Uploads	Approver	Approved On
<input checked="" type="checkbox"/>	E7E6C892-2D42-4619-8D66-D316798FEA11	cccepe19	E1	00000303TT	10/30/2014 8:01:45 PM	1	10.00	SENT	✓	1	sccecp17	10/30/2014 8:05:40 PM

Buttons: Cancel, Acknowledge Batch

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.