

ONLINE SALARY UPLOAD

This document will assist you in completing the uploading the salary file in the ING Vysya Bank Internet banking system (Mi-b@nk), as part of the Aspira Corporate Salary Solution.

- Online salary upload uses a **dual authentication system** using a system of One Time Password (OTP), generated for each transaction, ensuring that your transaction is secure, everytime.
- You will also receive an **E-mail confirmation** with details on no. of records processed / rejected with reasons.
- You can also **keep track** of the status of the file(s) uploaded through mi-bank.

How to upload the Salary file

Step 1 Login to mi-bank, Click on the **Salary Upload menu**, go to Upload file and click on browse to upload your salary file.

Login

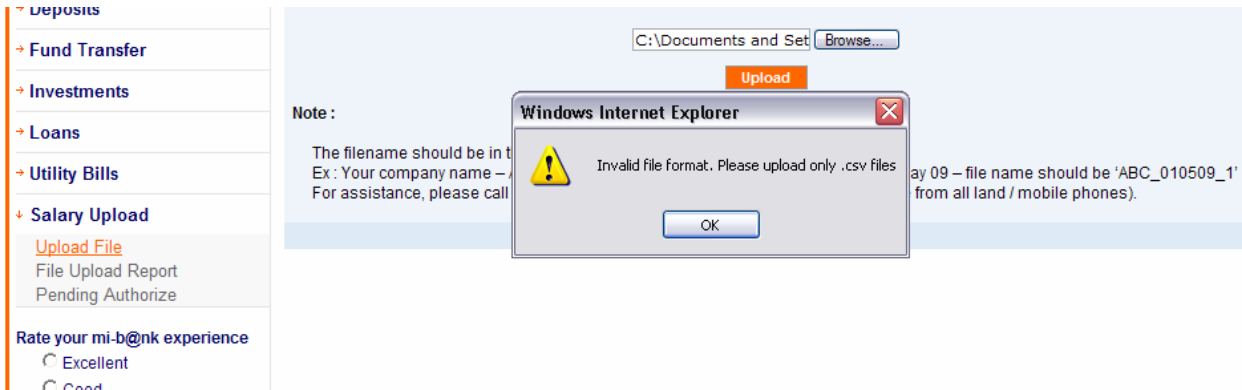
After you LOGIN, **Select Upload File option** from the SALARY UPLOAD MENU, click on **BROWSE**, after selecting the file to upload click on **Upload button**. (As shown in the screen below)

Precautions:

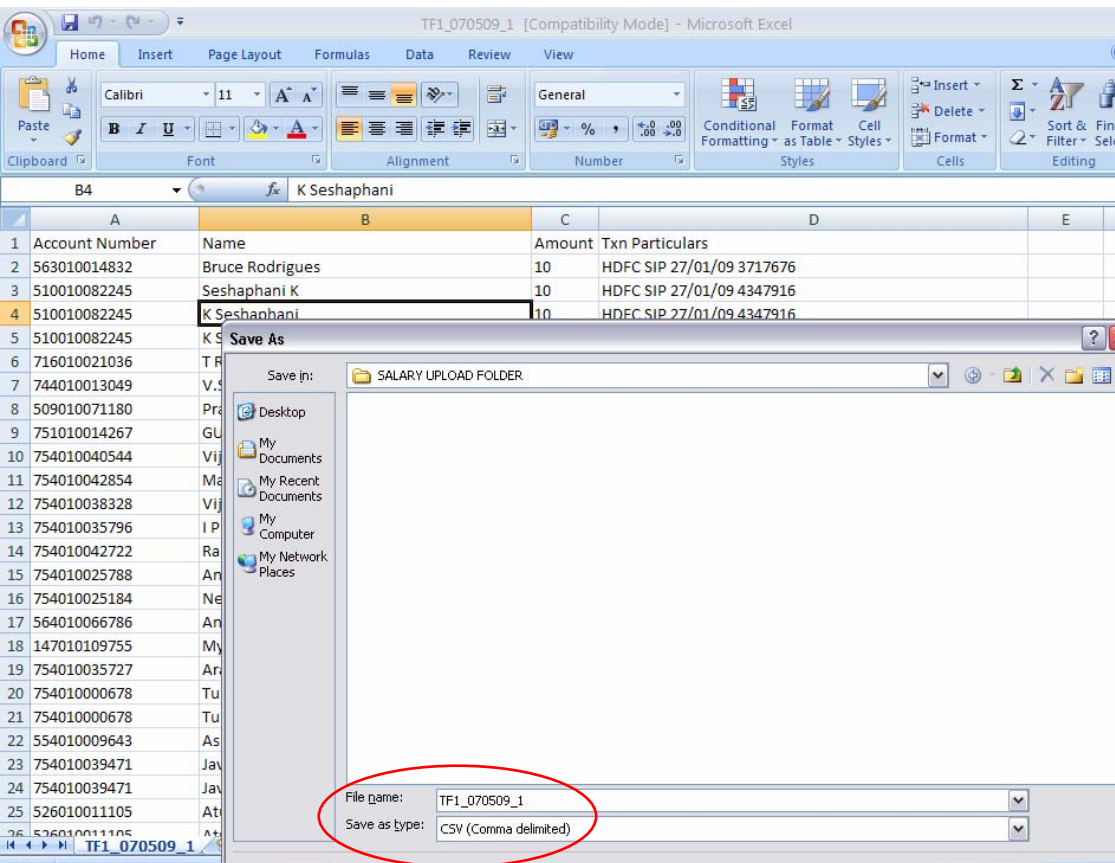
- **File format you upload should be in .CSV format.**
- **File Name format should be in – ‘Company Name_Date_File No.’** Ex : Your company name – ABC and you are uploading your first salary file on 1st May 09 – file name shall be ‘ABC_010509_1’.
- **Ensure the file size does not exceed 1 MB for each upload.**

The screenshot displays the ING Vysya Bank internet banking interface. At the top, there are navigation links for Settings, Service Request, Alerts, and Mail Box. On the left, a sidebar menu lists various services: Accounts, Credit Card, Deposits, Fund Transfer, Wealth Management, Loans, Others, Utility Bills, and Salary Upload. The 'Salary Upload' option is expanded, and 'Upload File' is circled in red. The main content area shows the 'Salary Upload > Upload File' page. It features a file upload section with a text input field, a 'Browse...' button, and an 'Upload' button circled in red. Below this, a 'Note' section provides instructions on the filename format: 'The filename should be in the format – ‘Company Name_Date_serial No.’ Ex : Your company name – ABC and you are uploading your first salary file on 1st May 09 – file name should be ‘ABC_010509_1’. For assistance, please call our 24 hour phone banking at 1-800-425-9900 (toll free from all land / mobile phones).'

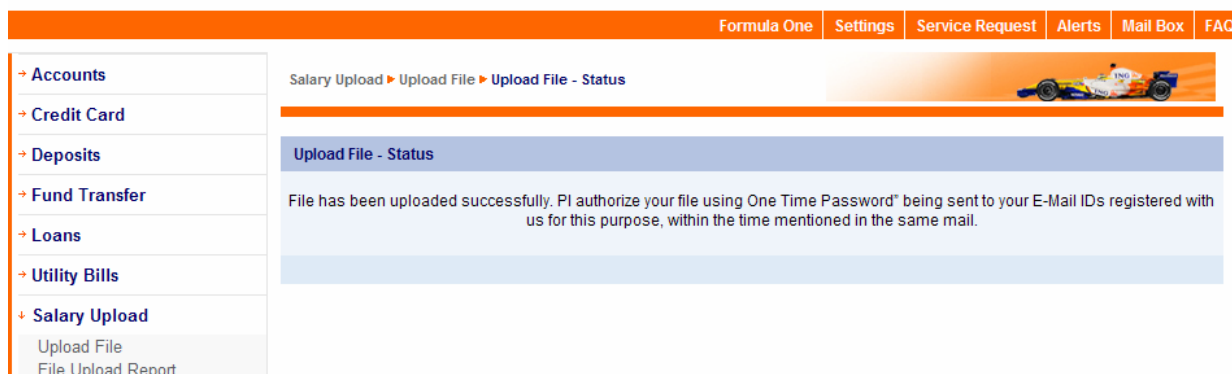
If the file you are uploading is not in .csv format, you will get the following error. Please convert the Excel file to the file with .csv format and try uploading again.



For converting excel file to .csv format, all you have to do is open the excel file which you wish to upload, click on 'SAVE AS' option in File Menu and select CSV (comma delimited) from SAVE AS TYPE drop down menu.



You will the confirmation message as shown below, once the upload is successful

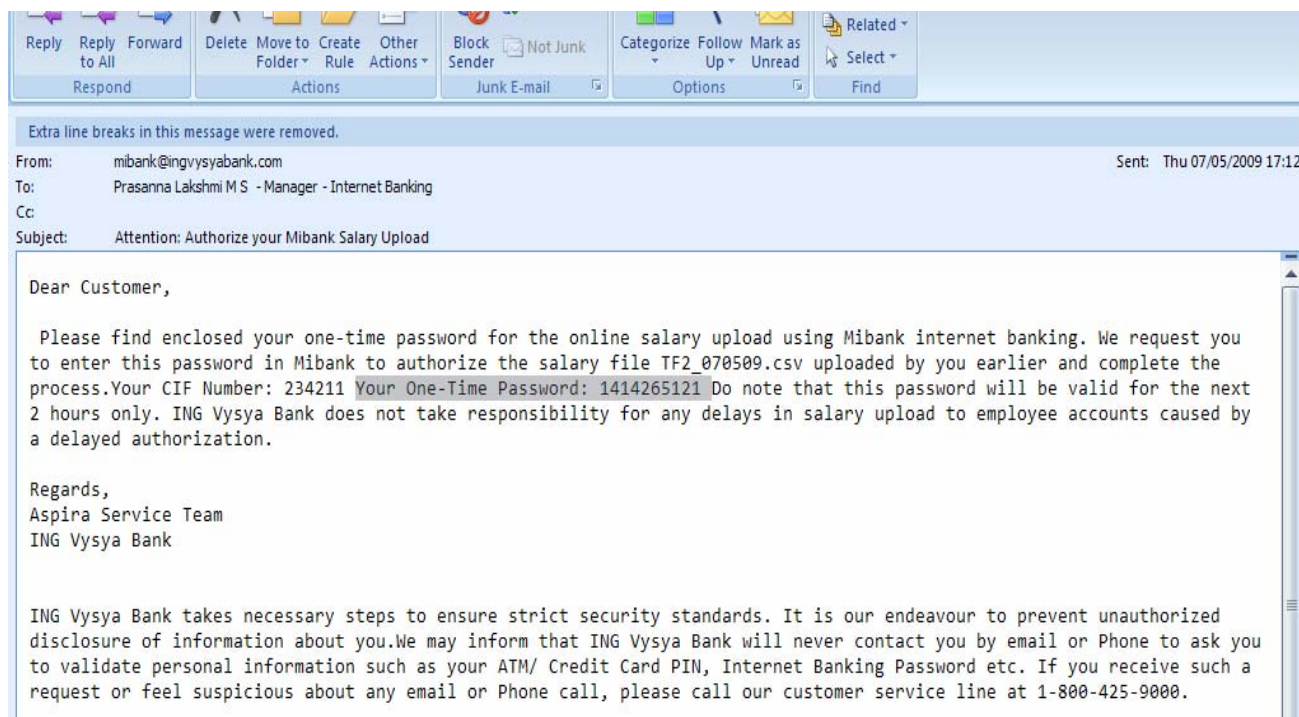


Step 2 Once you upload the file, you will receive an E-mail to your registered E-mail ID with the bank with **ONE TIME PASSWORD (OTP)** within 15 minutes after you upload.

E-mail

After uploading of file (STEP 1) , you will receive your **ONET TIME PASSWORD (OTP)** from mibank@ingvysyabank.com as shown in the specimen below

Precautions: Use **OTP** sent to you by E-mail within the **prescribed time** mentioned in the mail



Step 3 Login, go to 'Pending Authorize' under Salary Upload menu, select the file to be authorized and enter your ONE TIME PASSWORD in the space provided in Transaction Password field. [Know more](#)

Authorize

After you receive E-mail with OTP, LOGIN to mi-bank and click on **Pending Authorise** and select the file which is pending for your approval click on '**AUTHORISE**'.

Formula One Settings Service Request Alerts Mail Box FAQ

Upload Details ▶ Pending Authorization Details

View Pending Authorization Details

File Name	File Size	No.Of Records	Total Amount	Uploaded Date
<input type="radio"/> TEST_FILE_10.csv	1522 Bytes	25	25,967.00	09/05/2009 01:26:20 pm
<input type="radio"/> TEST_FILE_12.csv	1522 Bytes	25	25,967.00	09/05/2009 01:34:04 pm

Authorize

Accounts
Credit Card
Deposits
Fund Transfer
Loans
Utility Bills
Salary Upload
Upload File
File Upload Report
Pending Authorize

Rate your mi-b@nk experience

Step 4 Please note that your file shall not be processed till you authorize the upload by using OTP.

Entering your One-Time Password here

Salary Upload Authorization ▶ Pending Authorize ▶ Pending Authorize - Confirm

Pending Authorize - Confirm

Filename	TF2_070509.csv
No. Of records	25
Filesize	1585 Bytes
Total amount	975.00
Transaction Password *	●●●●●●●●

Submit

Accounts
Credit Card
Deposits
Fund Transfer
Investments
Loans
Utility Bills
Salary Upload
Upload File
File Upload Report
Pending Authorize



The following screen shows the process of uploading file online is completed.

Settings | Service Request | Alerts | Mail Box | FAQ

→ Accounts
→ Credit Card
→ Deposits
→ Fund Transfer
→ Investments
→ Loans
→ Utility Bills
+ Salary Upload
 Upload File
 File Upload Report
 Pending Authorize

Salary Upload Authorize ▶ Pending Authorize ▶ Pending Authorize - Status

Pending Authorize - Status

Salary file has been Authorized successfully.

Step 5 Keep track of number of records processed / rejected with reasons. You will receive an E-mail informing these details.

Upload Report

Check your file upload details – click on **File Upload Report**

Settings | Service Request | Alerts | Mail Box | FAQ

→ Accounts
→ Credit Card
→ Deposits
→ Fund Transfer
→ Investments
→ Loans
→ Utility Bills
+ Salary Upload
 Upload File
 File Upload Report
 Pending Authorize

Salary Upload ▶ Upload Files Report

Upload Files Report

File name	No. of Records	Total Amount (Rs.)	Upload Date & Time	File size
TF2_070509.csv	25	975.00	07/05/2009 05:02:55 PM	1585 Bytes

Rate your mi-b@nk experience

For assistance, please call our 24 hour phone banking at 1-800-425-9900 (toll free from all land / mobile phones.