Creating FTP Mailbox through PaySpan

STEP 1

To create a PaySpan Mailbox follow the steps below:

1. Log in to your PaySpan Account and navigate to the Your Payments Application.
2. Select Manage Accounts.
3. Select your account name.
4. Click Mailbox Settings.
5. Select Create Mailbox.
6. The Mailbox will be created, and you will have access to create a username & password.

STEP 2

Please follow these steps after your FTP mailbox is created to ensure ERA's will go into your FTP mailbox. Note: These steps will only work if you have already created the FTP mailbox.

- Click Your Payments.
- Click Accounts under the Manage Panel.
- Click the Account Name you wish to create a mailbox for.
- Click Delivery Settings.
- In the 835 Recipient drop-down menu, select Your account name mailbox as the 835 dataexchange partner you will be using.
- Click Save.
- Click Close.