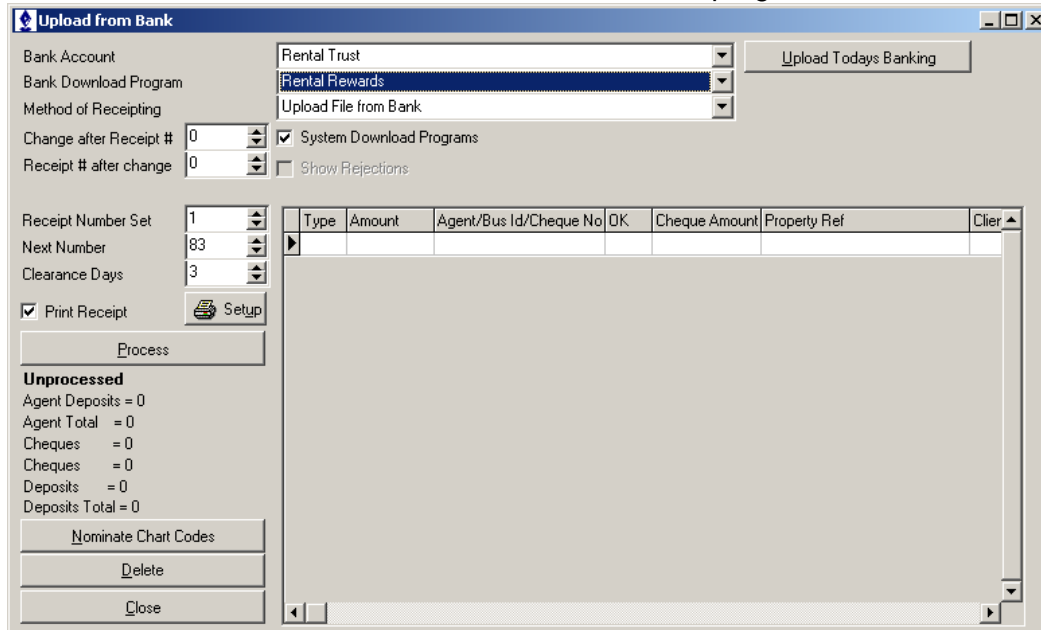# Uploading Rental Rewards .PAY Files Into Macpro Office Manager

1. Go into your Bank Software and download your file.
2. Go into Macpro Office Manager, click on File, Account Maintenance, Upload/Download from Bank.
3. Select the Bank Account you require.
4. Select Rental Rewards as the Bank Download programs:

5. Check Receipt number is correct.
6. Select Upload Today's Banking.
7. Select the drive and directory where the file is located
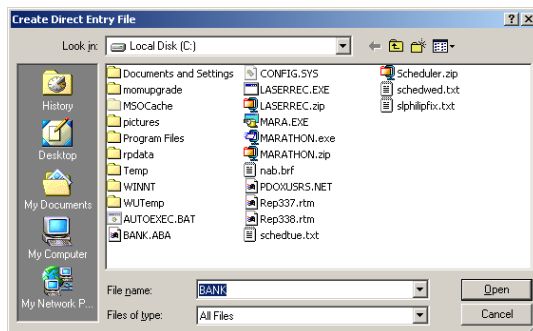
8. The screen will come back and then display the contents of the file.
9. Click on Process

Should you have any further queries, contact RPData support on: (07) 3114 9999