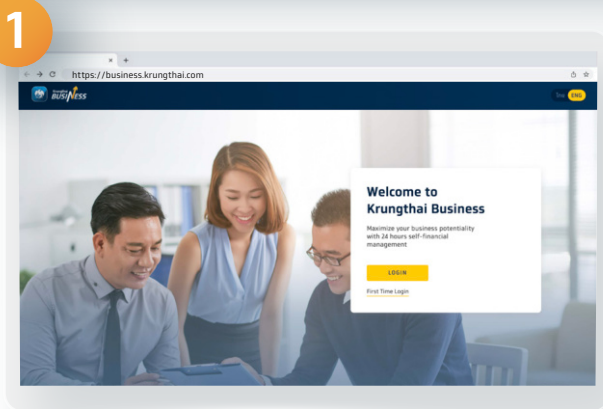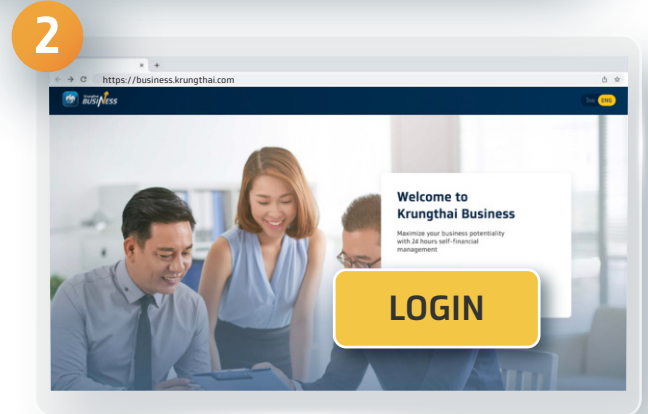# The Bulk Payroll file upload
Website

How to upload the Bulk Payroll File without approver
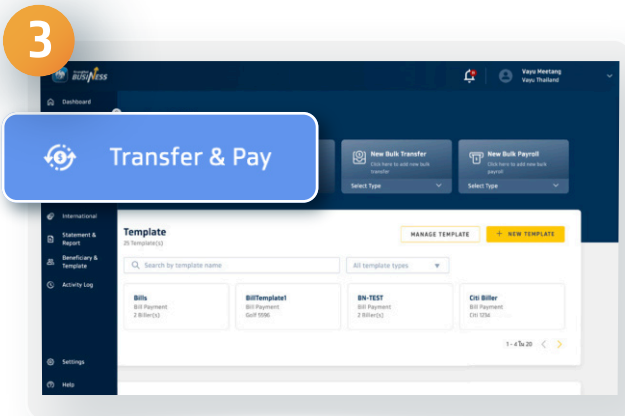
1
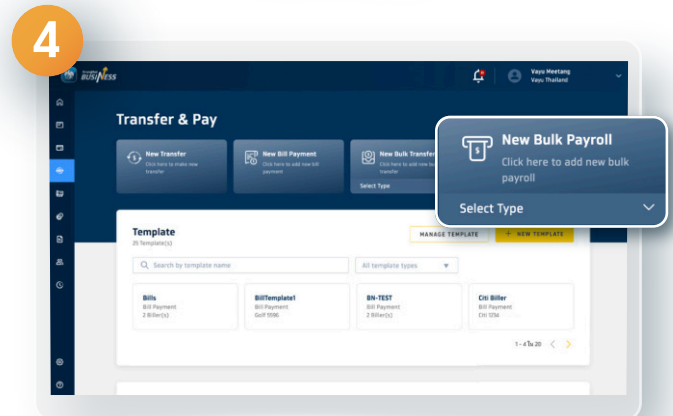
Go to
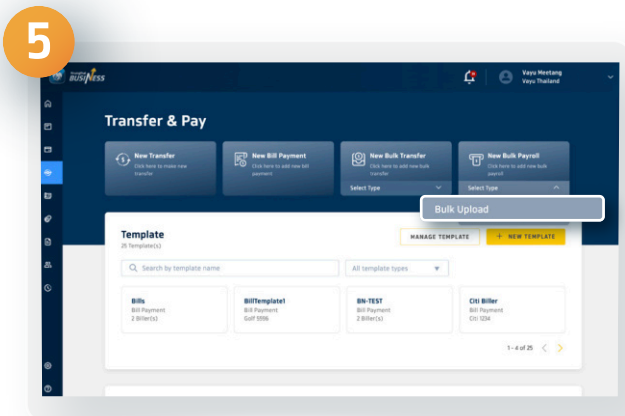**https://business.krungthai.com**

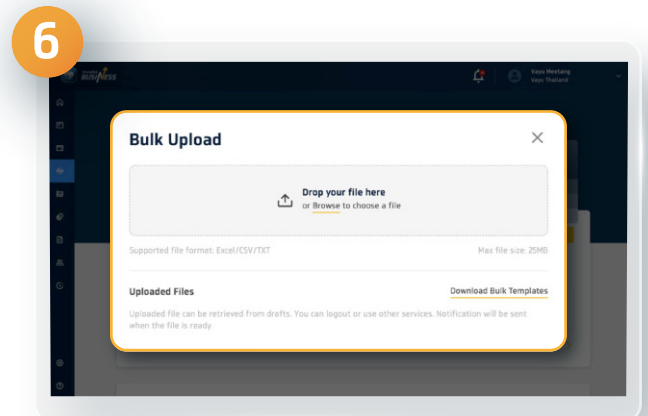**2**

Select **Login**

3

Select **Transfer & Pay**

4
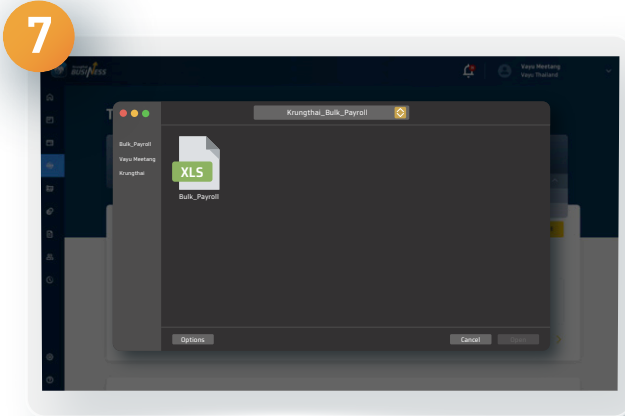
At the **New Bulk Payroll**
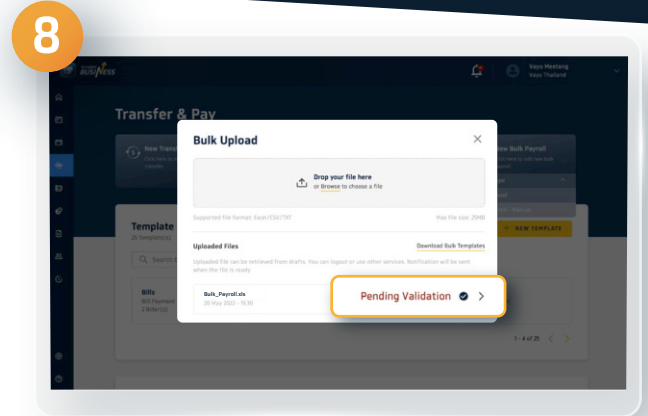
5

Select **Bulk Upload**

6

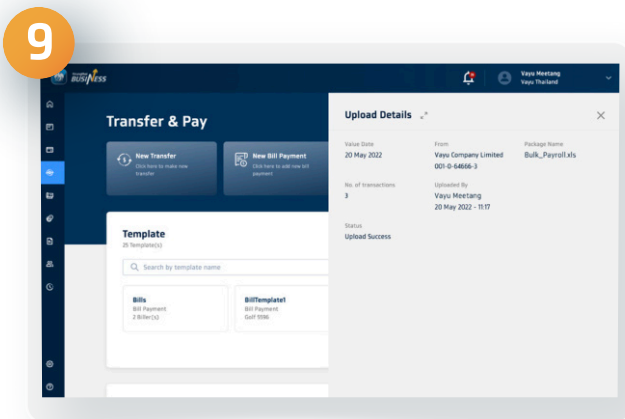**Upload the Bulk Payroll File** in the specific space by drag and drop
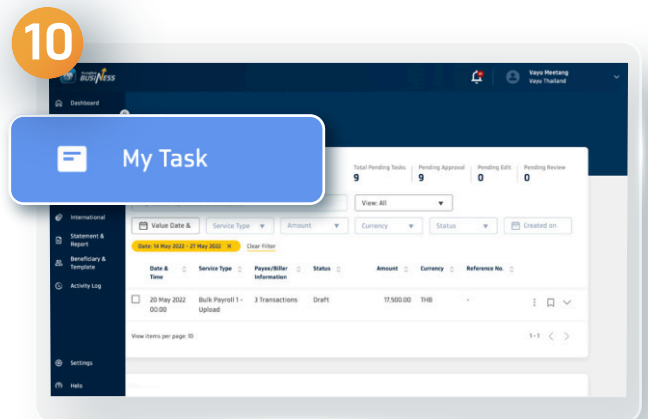
1

The Bulk Payroll file upload
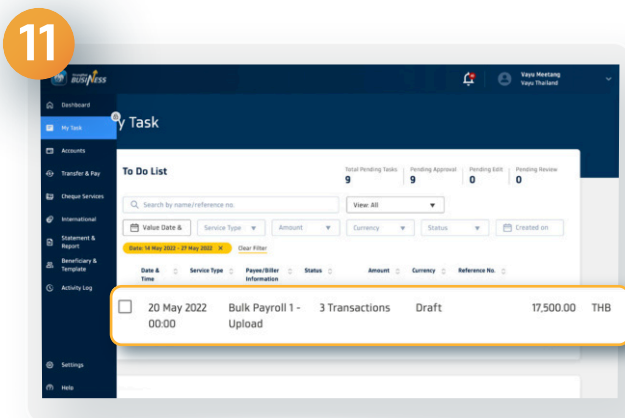## Website

7

Or **Browse** to choose a file

8

Click the **Pending Validation**
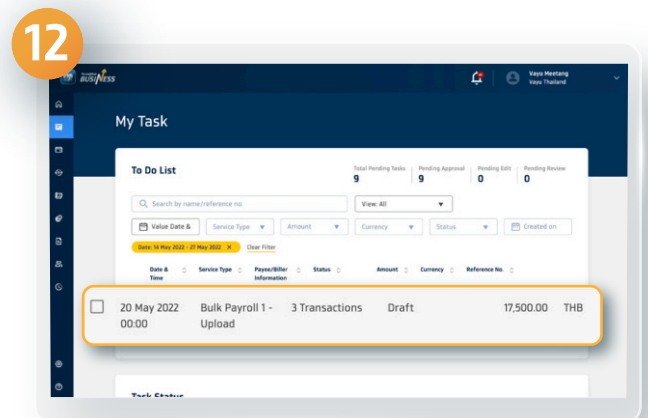
9

See the details of your upload

10

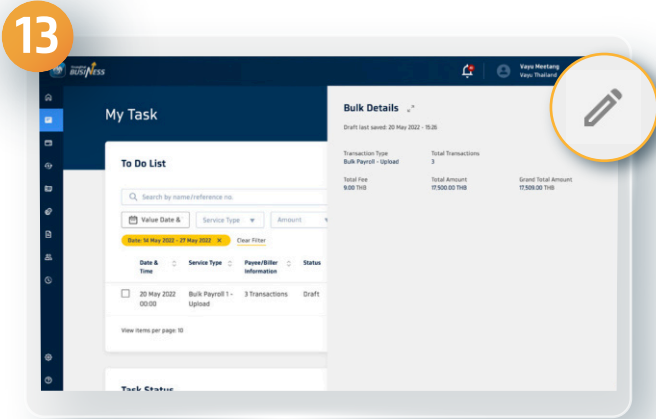Go to **My Task** and under the To Do List section

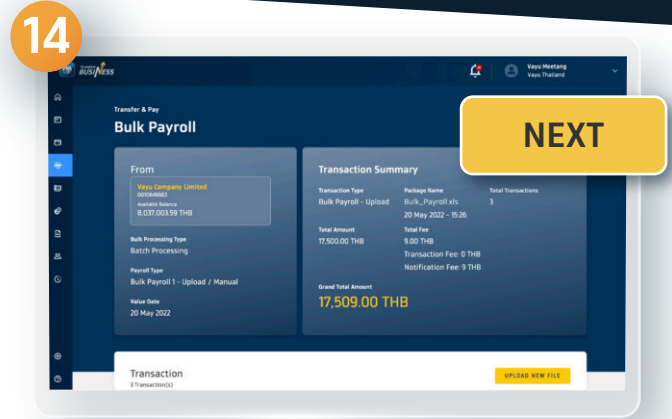**11**

The status of your uploaded file will be shown as Draft

12

Select the needed list
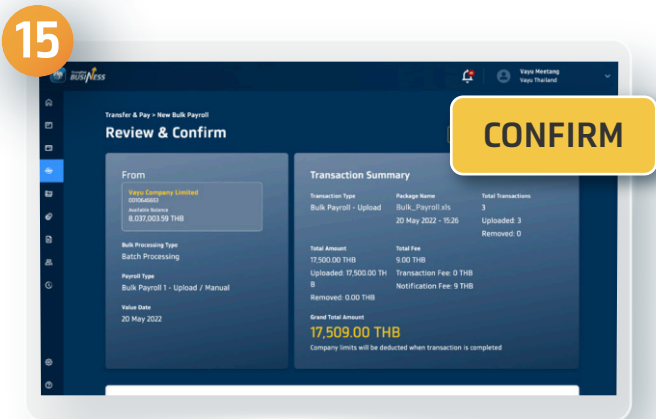
The Bulk Payroll
file upload
Website

13

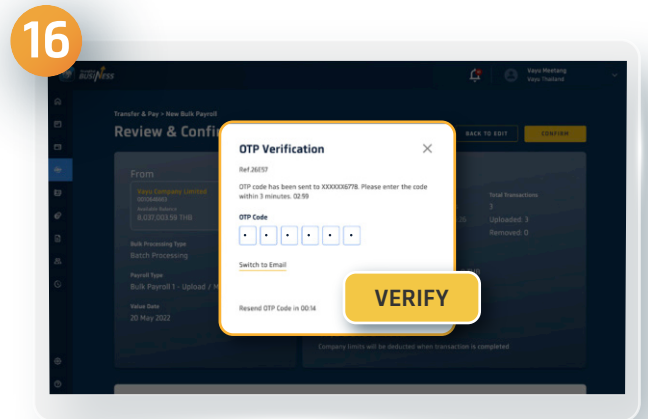**Click on the pencil symbol to proceed**

14

NEXT

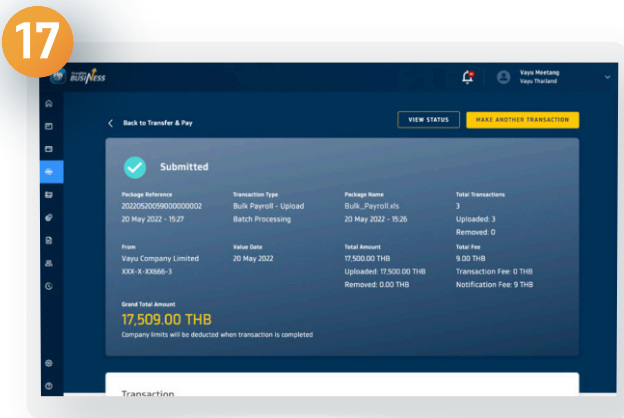**Click Next**

15

CONFIRM

Click Confirm

16

VERIFY

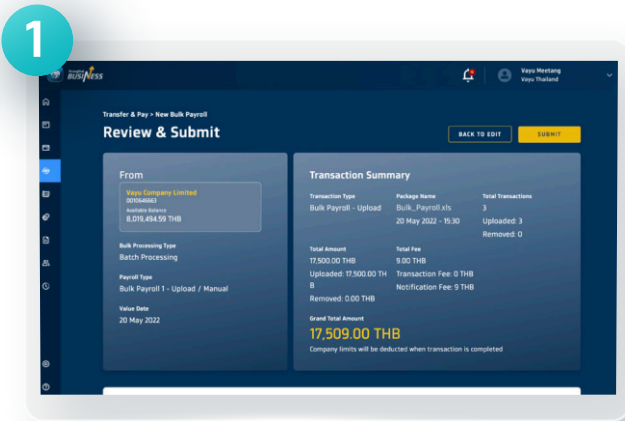**Enter the OTP code you received then click Verify**

17

After the list has been approved, all lists will be shown on the screen. You have successfully made the Bulk Payroll transfer without approver
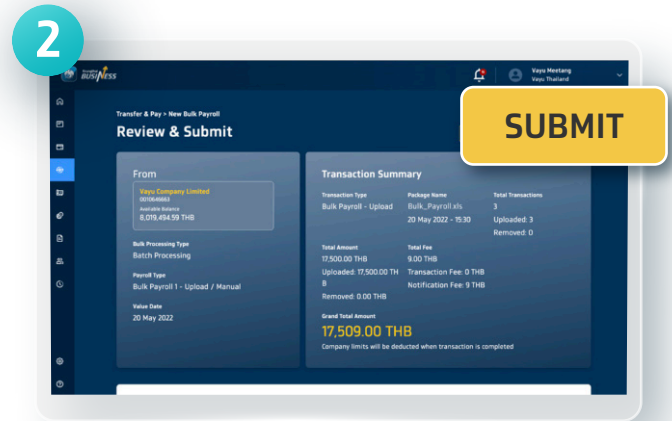
The Bulk Payroll
file upload
Website

1.1 For the Maker

1

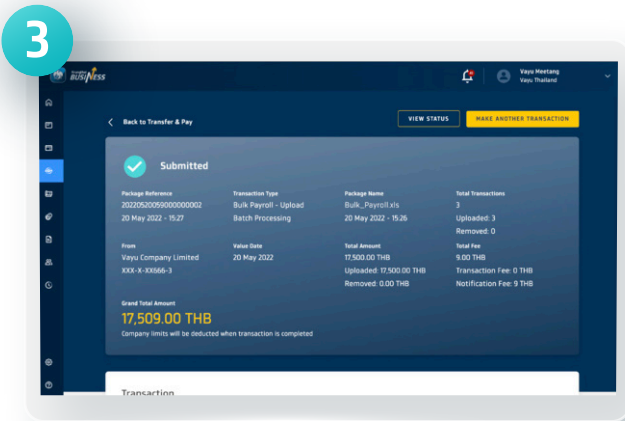**User can proceed the same way
as the Bulk Payroll without approver**

2

SUBMIT

**Click Submit to send information
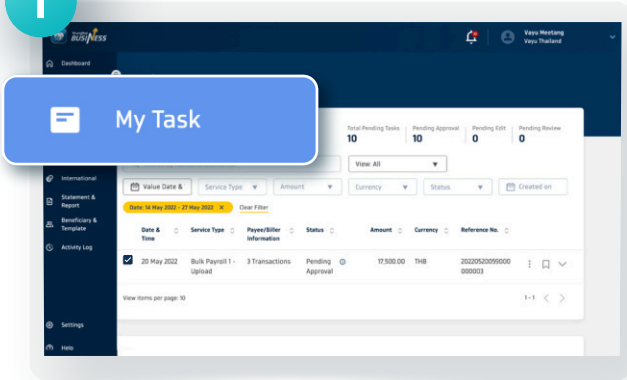to the auditor or the approver**

3

**If the company has the Checker,
the verification must be done
before each transfer**

The Bulk Payroll file upload
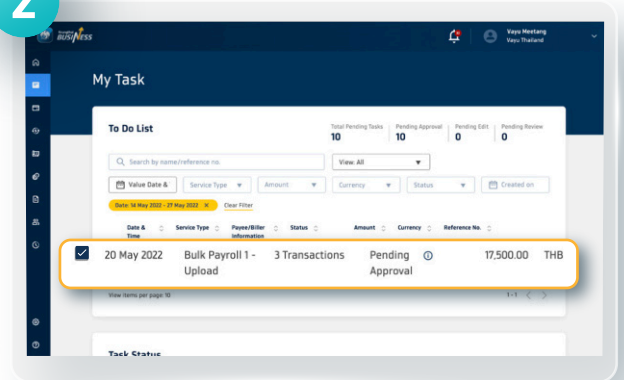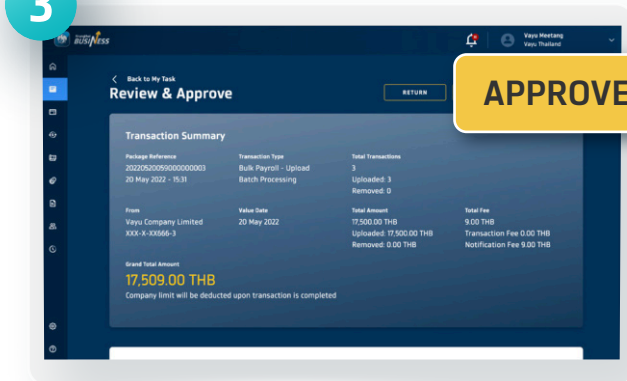## Website

1.2 For the Approver

1

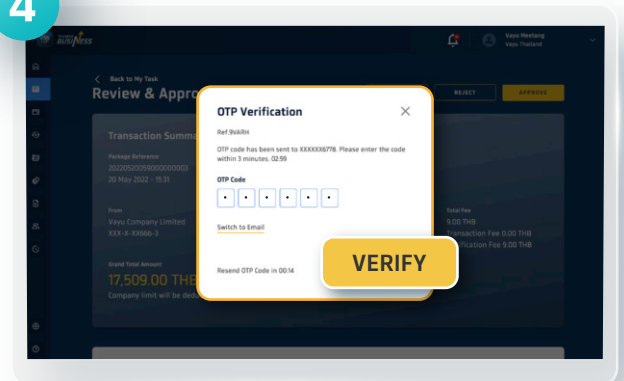Go to **My Task** and
under the To Do List section

2

Select the **Pending approval**
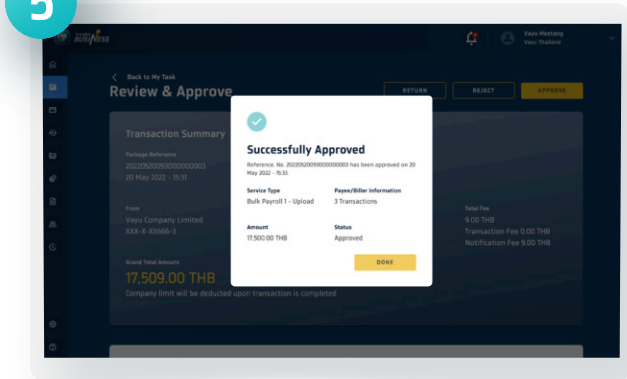
3

APPROVE

Click **Approve**

4

VERIFY

Enter the OTP code and click **Verify**

5

You have successfully made
the Bulk Payroll transfer with approver