

**Velocity@ocbc**

**File Upload Guide**



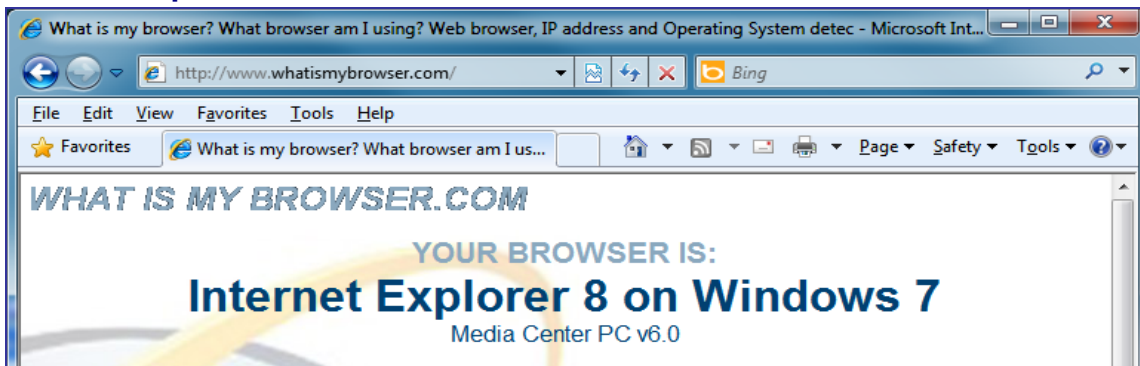
**WORLD'S  
STRONGEST BANK**  
— Ranked by Bloomberg Markets —

## Step 1 : Check your browser version

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1. Type [www.whatismybrowser.com](http://www.whatismybrowser.com) at the address bar and press **Enter**.
2. You should see any of the following:

### Internet Explorer



### Firefox



**Note: Google Chrome and Safari browsers are not supported.**

Click on the following, based on the browser you are using, to proceed to Step 2:

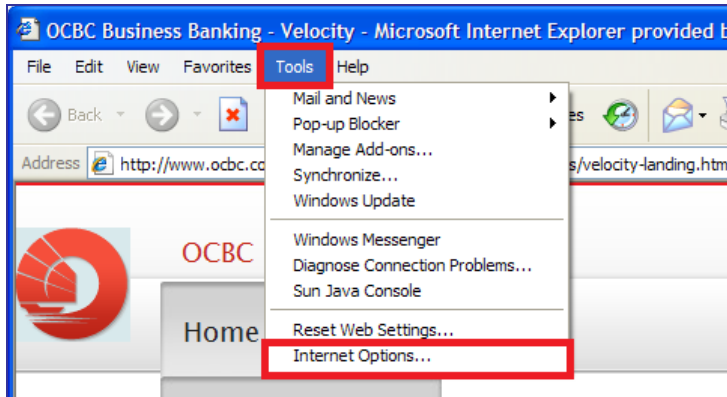
- [Internet Explorer 6](#)
- [Internet Explorer 7 & 8](#)
- [Internet Explorer 9](#)
- [Firefox](#)

## Step 2 : One-time update of settings according to your browser version

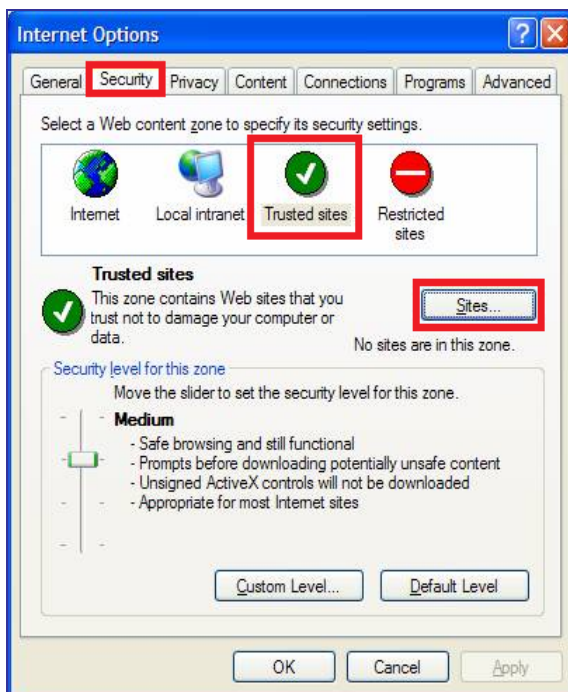
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### ***For Internet Explorer 6***

1. Launch Internet Explorer
2. Go to **T**ools>Internet Options



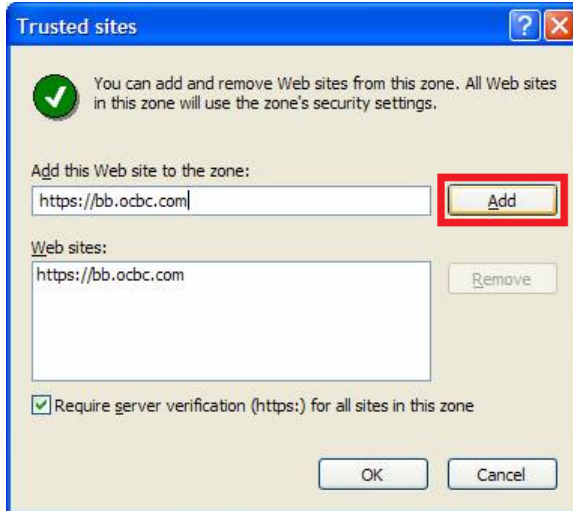
3. Click on **S**ecurity>Trusted sites>Sites



4. Type <https://bb.ocbc.com> within the textbox.

Click on **A**dd>**C**lose

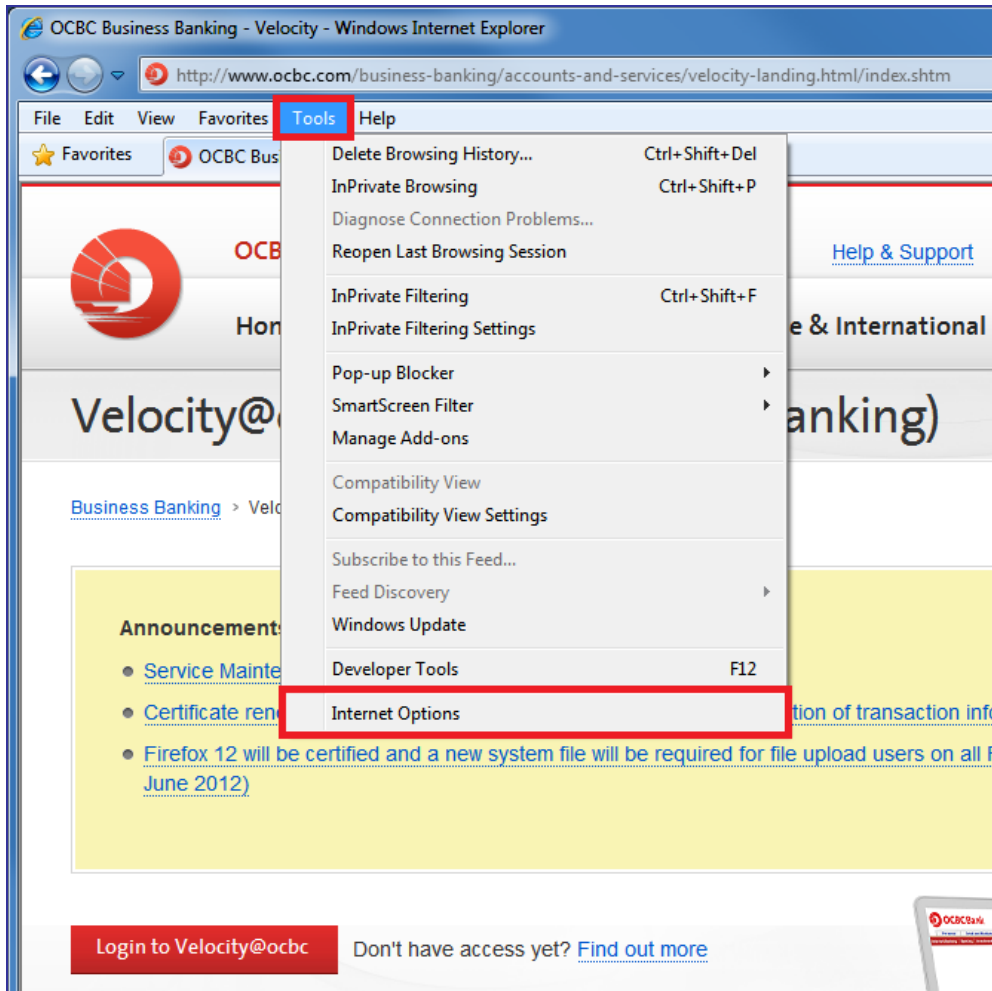
Note: After clicking on **A**dd, <https://bb.ocbc.com> should appear under **W**eb sites.



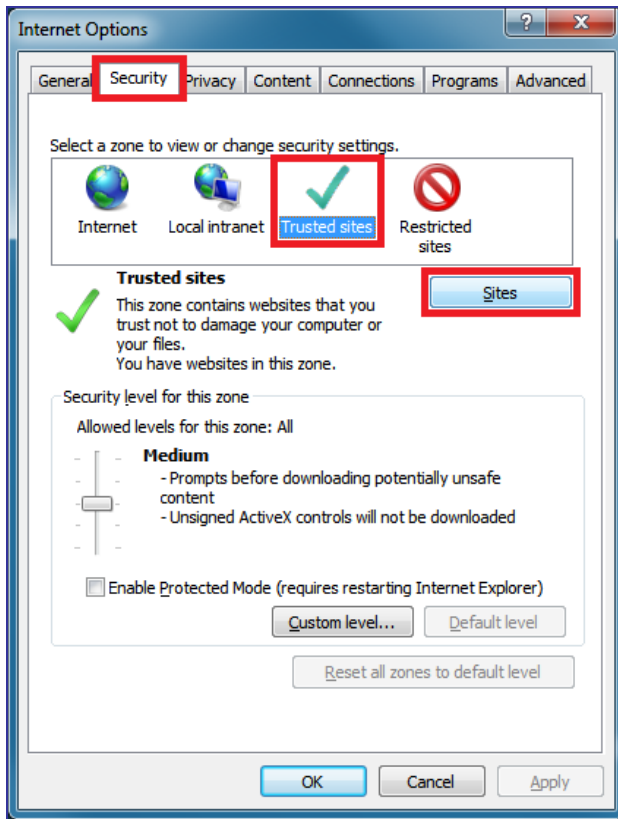
5. Once done, [click here](#) to proceed to Step 3.

## For Internet Explorer 7& 8

1. Launch Internet Explorer
2. Go to **T**ools>Internet Options



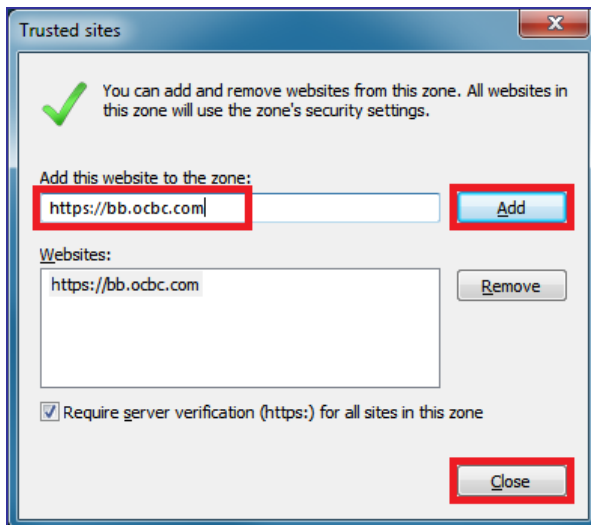
3. Click on **Security>Trusted sites>Sites**



4. Type <https://bb.ocbc.com> within the textbox.

Click on **Add>Close**

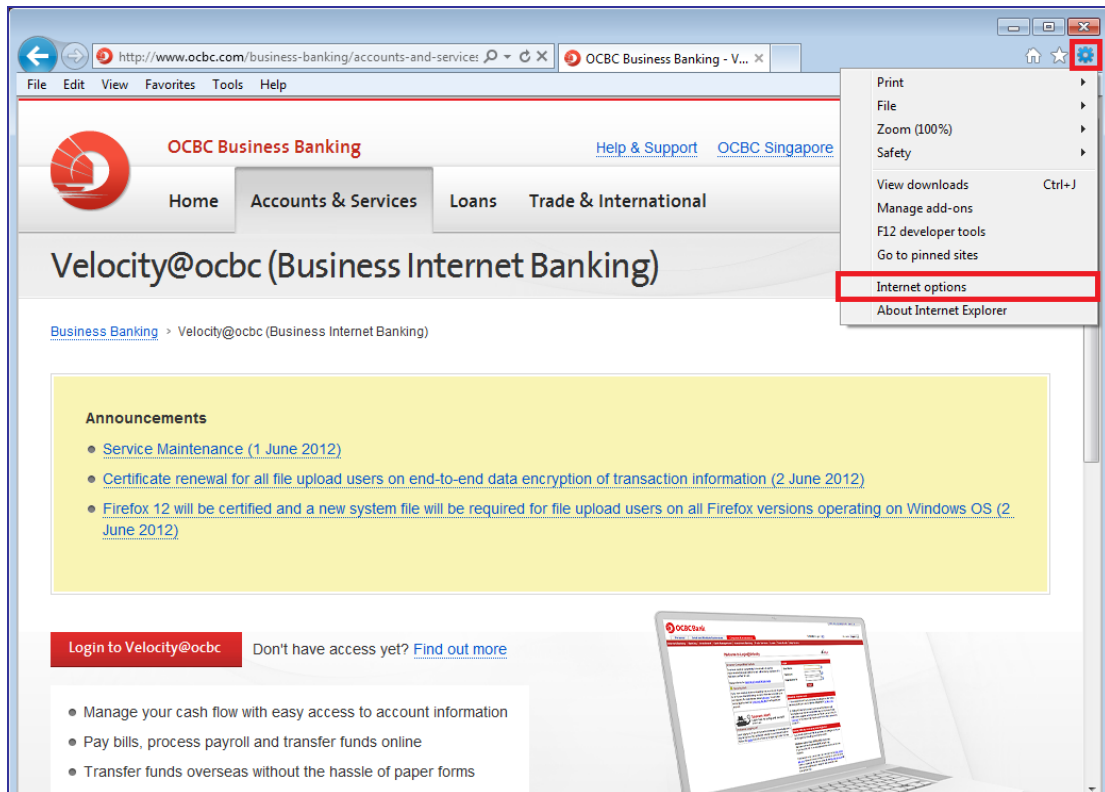
Note: After clicking on **Add**, <https://bb.ocbc.com> should appear under **Web sites**.



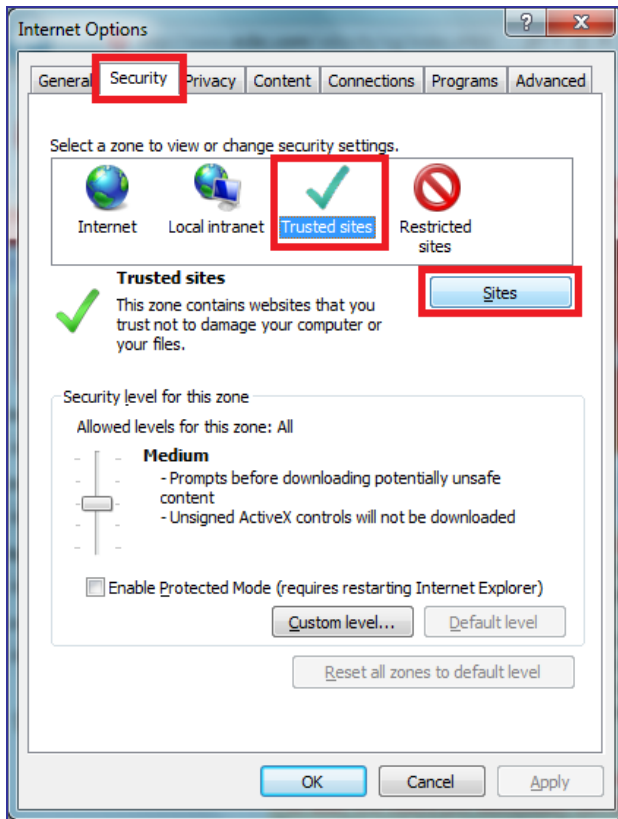
5. Once done, [click here](#) to proceed to Step 3.

## For Internet Explorer 9

1. Launch Internet Explorer
2. Click on the **T**ools button on the right >**Internet Options**



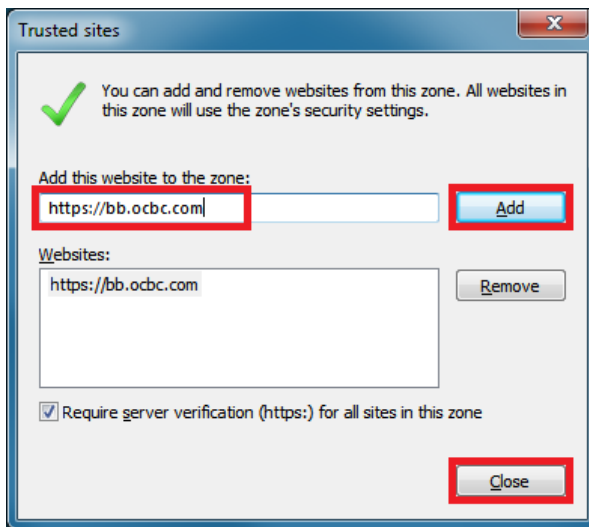
Click on **Security>Trusted sites>Sites**



3. Type <https://bb.ocbc.com> within the textbox.

Click on **Add>Close**

Note: After clicking on **Add**, <https://bb.ocbc.com> should appear under **Web sites**.

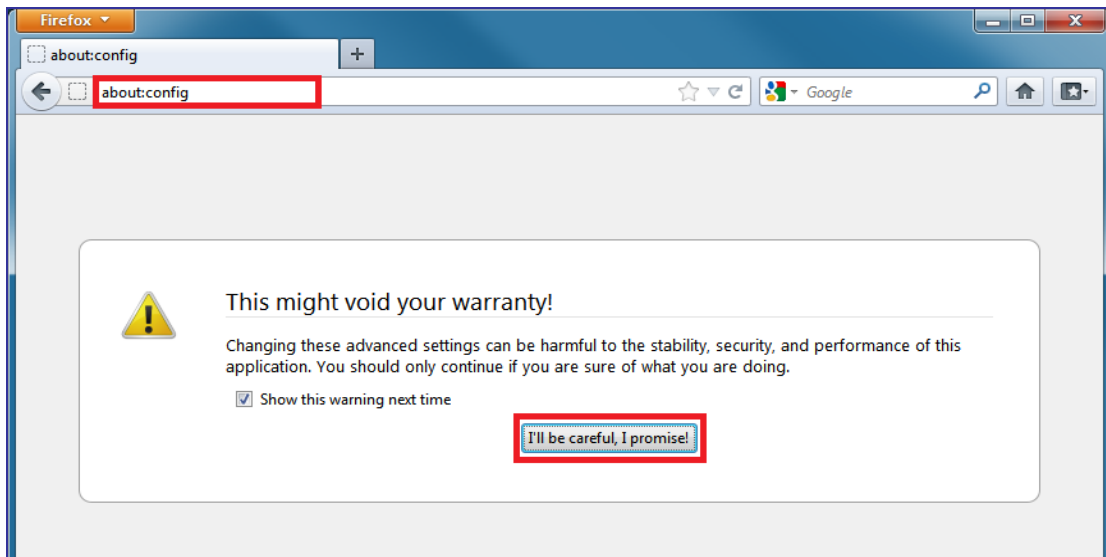


4. Once done, [click here](#) to proceed to Step 3.

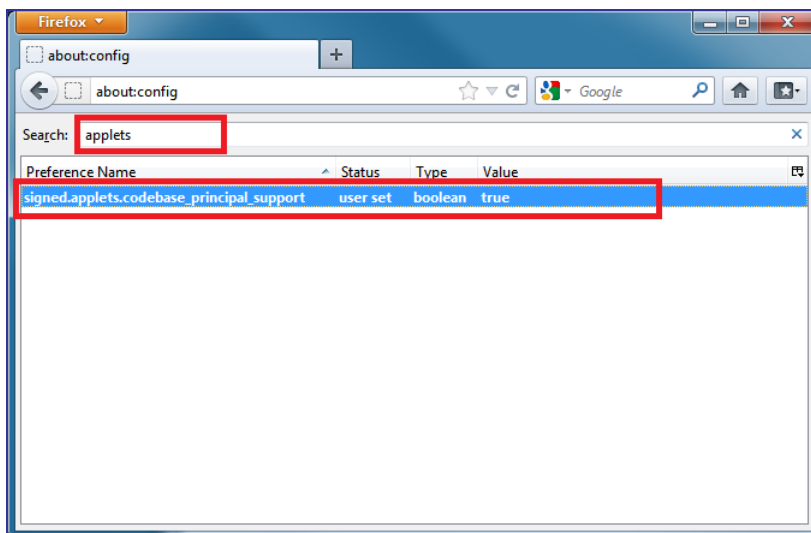


## For Firefox

1. Type **about:config** on the address bar and press **Enter**.



2. Type **applets** on the Search bar and press **Enter**.  
Double click on 'signed.applets.codebase\_principal\_support' to change the value to true

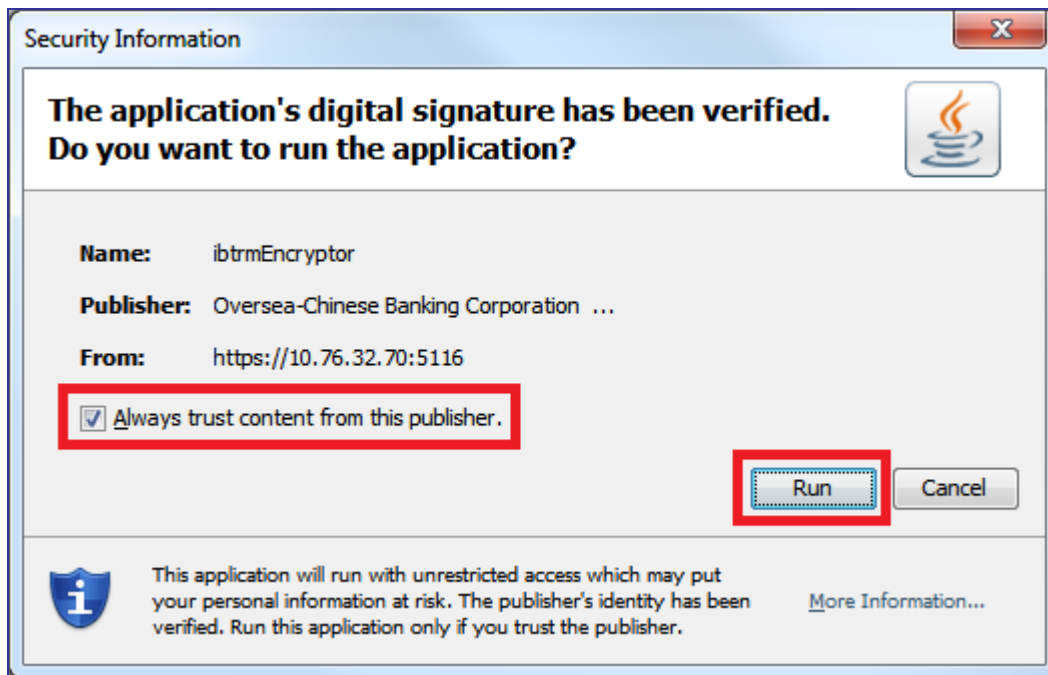


3. Once done, [click here](#) to proceed to Step 3.

### Step 3 - Accept ibtrmEncryptor Certificate

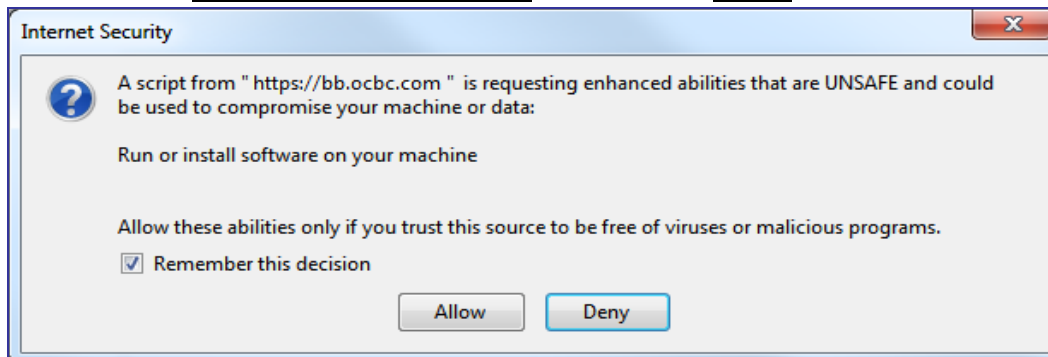
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1. If you are uploading files for the first time, you will be asked to accept this certificate.
2. After you have login to Velocity@ocbc, select **Cash>File Upload>Batch Summary**
3. Click on **New> Select File> Select File Format> Click on File Upload.**
4. Check "**Always trust content from this publisher**" and click on **Run**.



5. Windows Firefox users will receive the following message, during the process of file upload:

Please select "**Remember this decision**" and click on **Allow**.



**Update completed. Please proceed to upload your file/s**