

Velocity@ocbc | File Upload Settings Guide



Step 1: Check your browser version

1. Type 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.

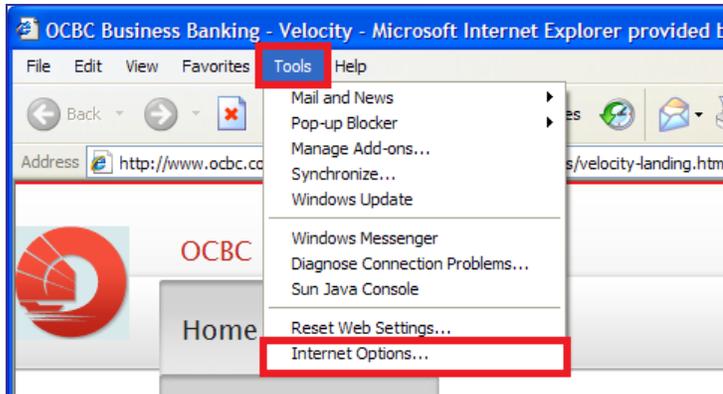
Click on the following, based on the browser you are using, to proceed to Step 2:

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

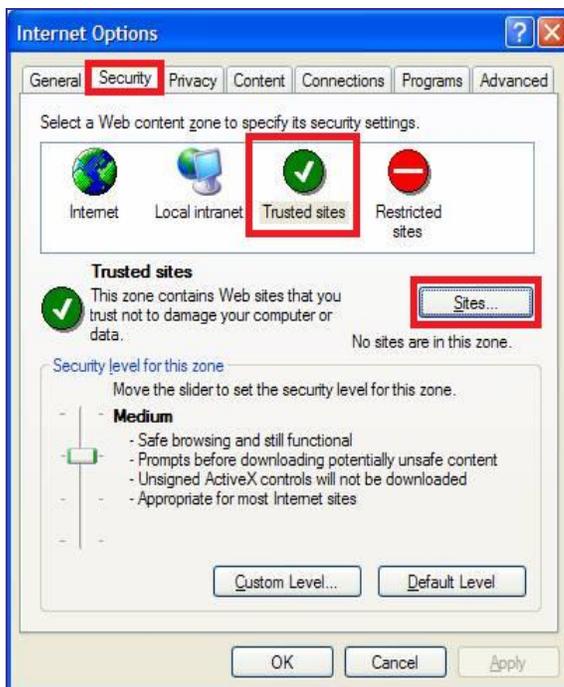
Step 2: One-time update of settings according to your browser version

For Internet Explorer 6

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



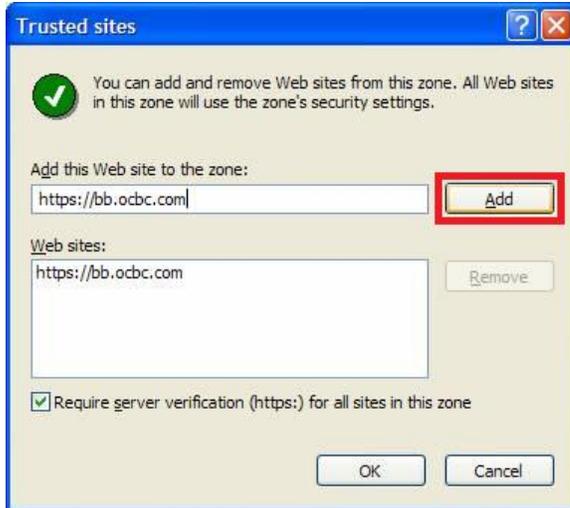
3. Click on **S**ecurity>Trusted sites>Sites



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

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

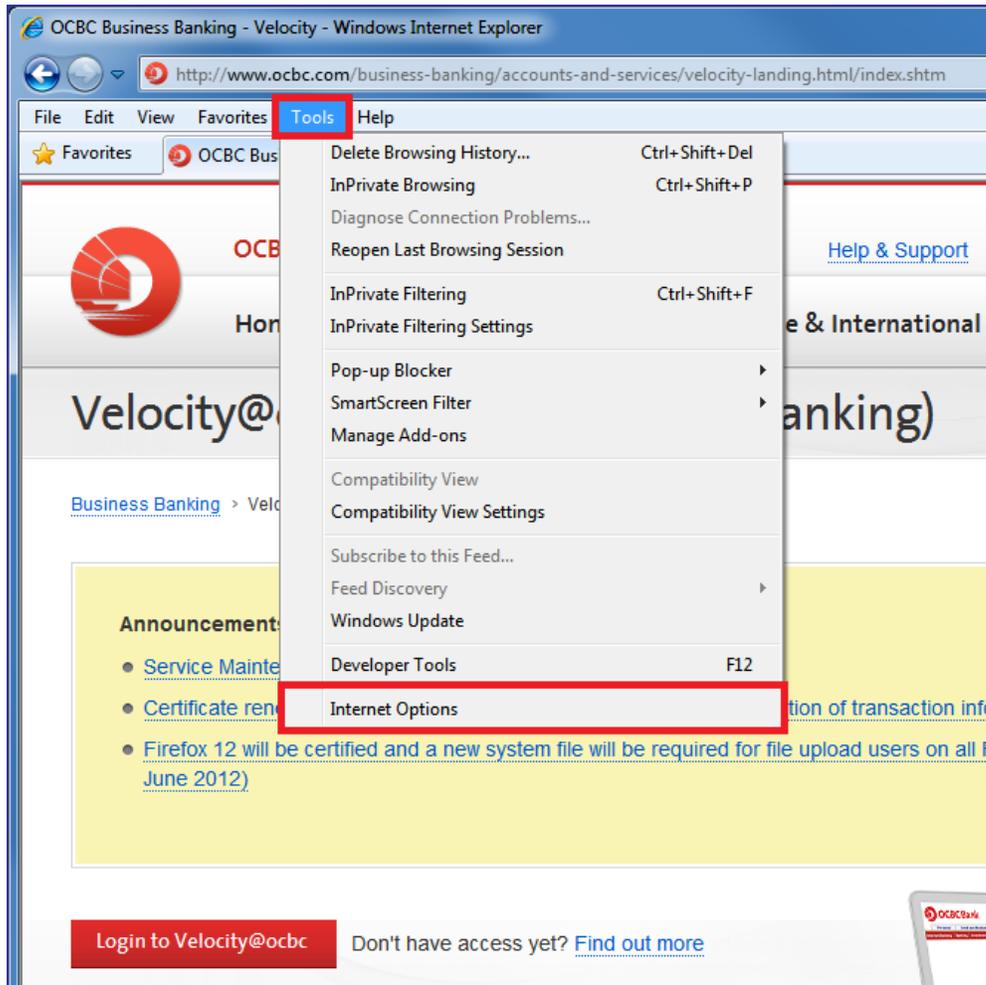
Note: After clicking on **A**dd, <https://bb.ocbc.com> should appear under **W**eb sites.



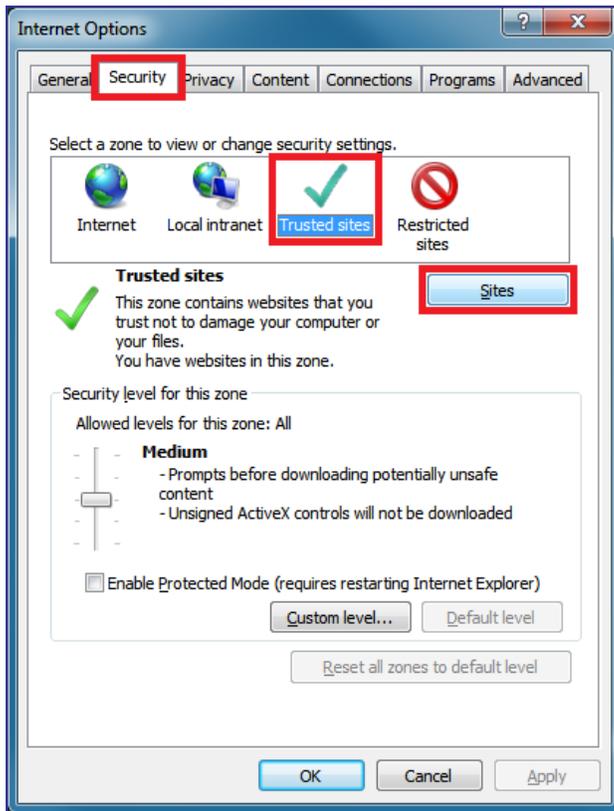
5. Once done, [click here](#) to proceed to Step 3.

For Internet Explorer 7& 8

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



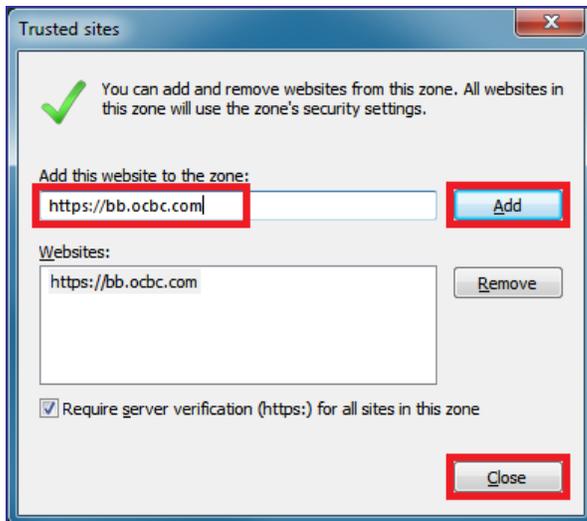
3. Click on **Security>Trusted sites>Sites**



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

Click on **Add>Close**

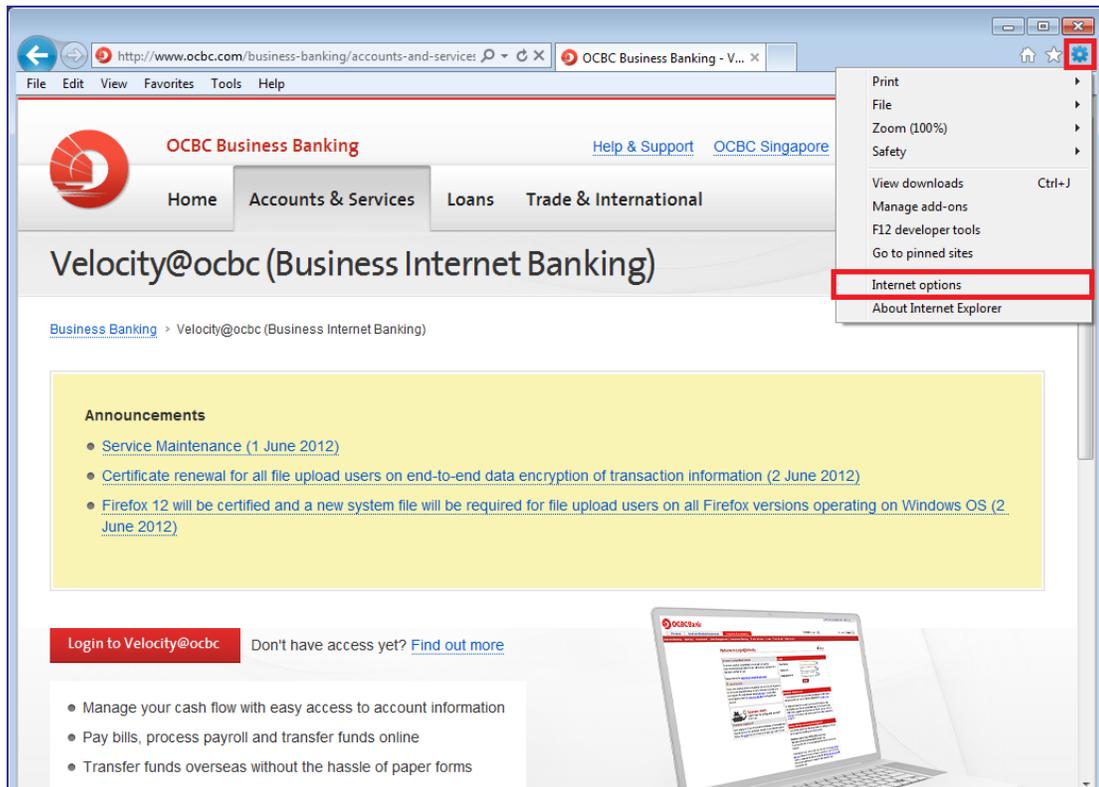
Note: After clicking on **Add**, <https://bb.ocbc.com> should appear under **Web sites**.



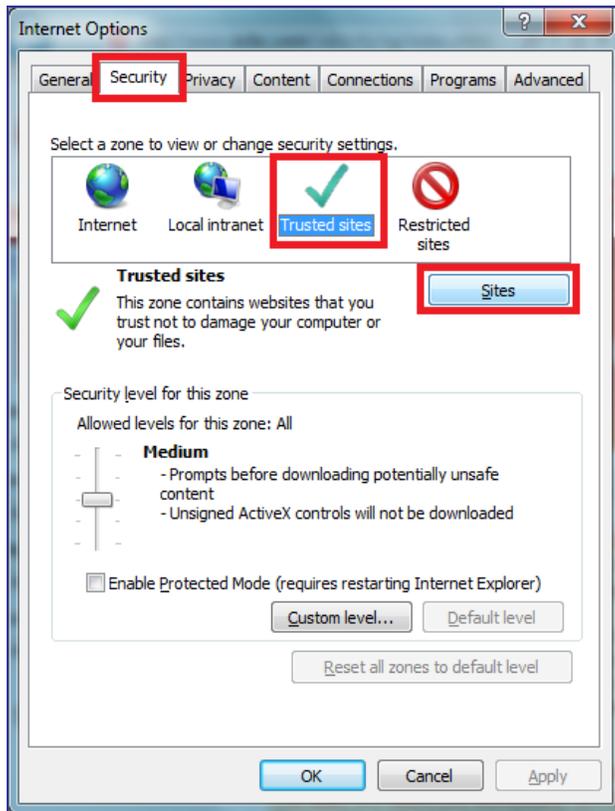
5. Once done, [click here](#) to proceed to Step 3.

For Internet Explorer 9

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



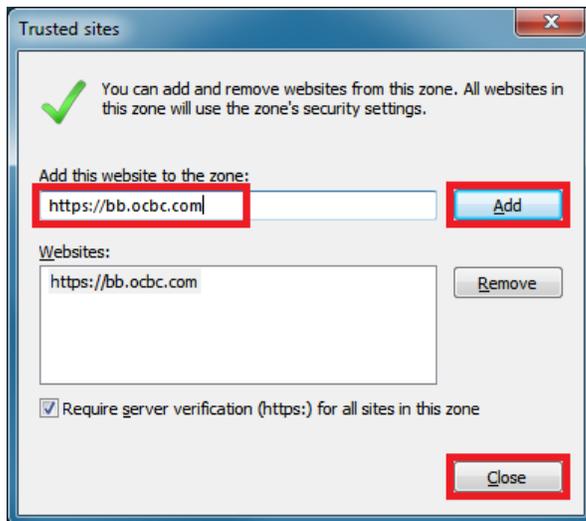
Click on **Security>Trusted sites>Sites**



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

Click on **Add>Close**

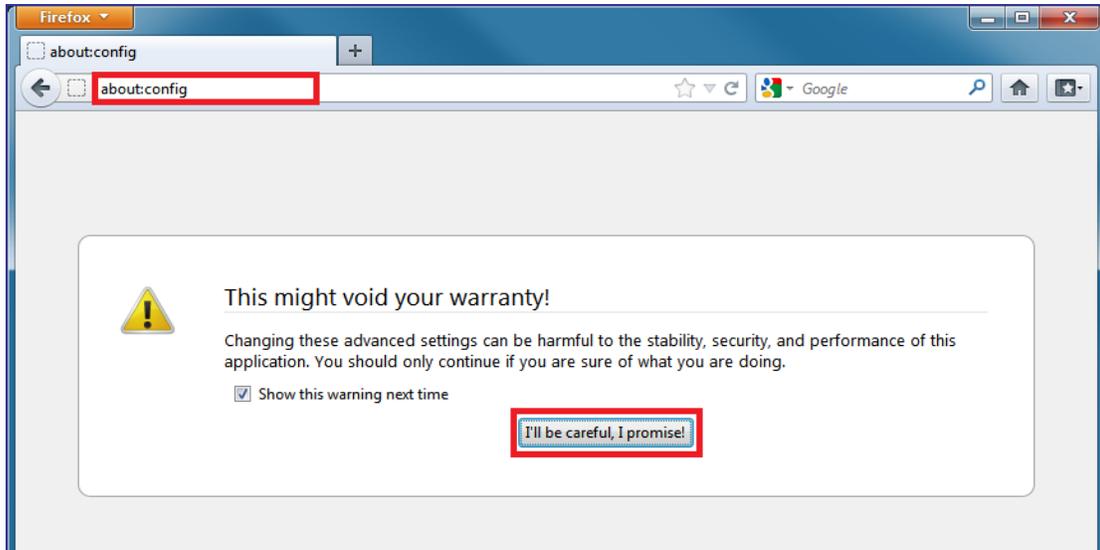
Note: After clicking on **Add**, <https://bb.ocbc.com> should appear under **Web sites**.



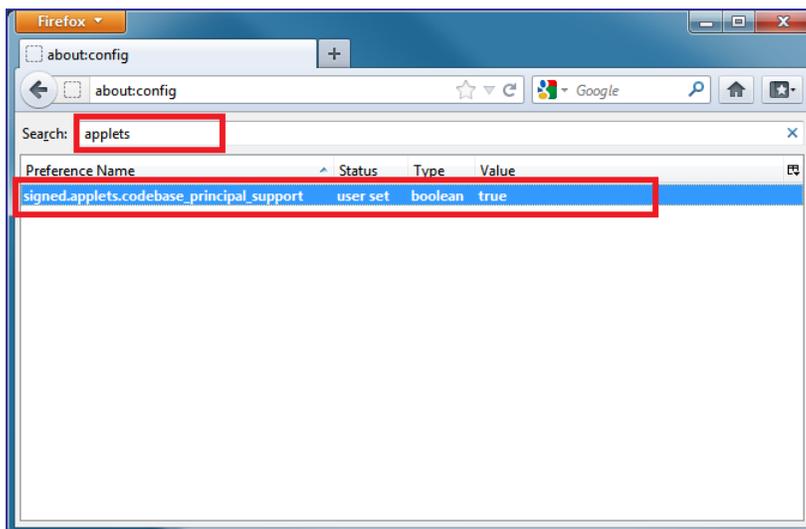
4. Once done, [click here](#) to proceed to Step 3.

For Firefox

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



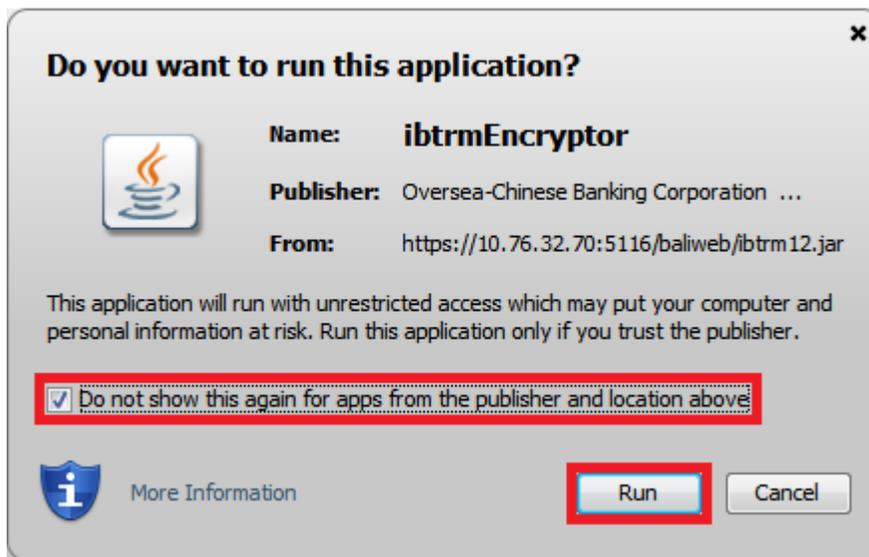
2. Type **applets** on the Search bar and press **Enter**.
Double click on 'signed.applets.codebase_principal_support' to change the **Value** to **true**



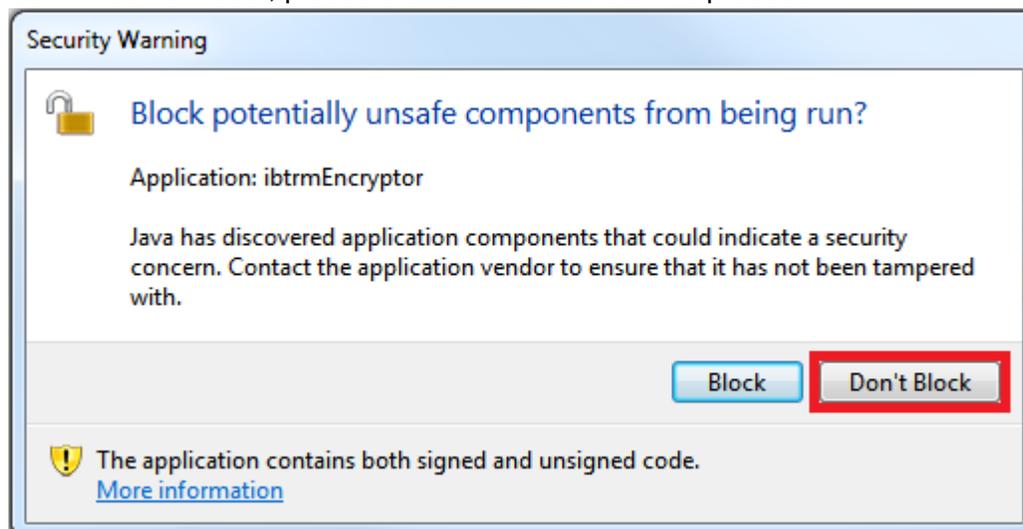
3. Once done, [click here](#) to proceed to Step 3.

Step 3 - Accept ibtrmEncryptor Certificate

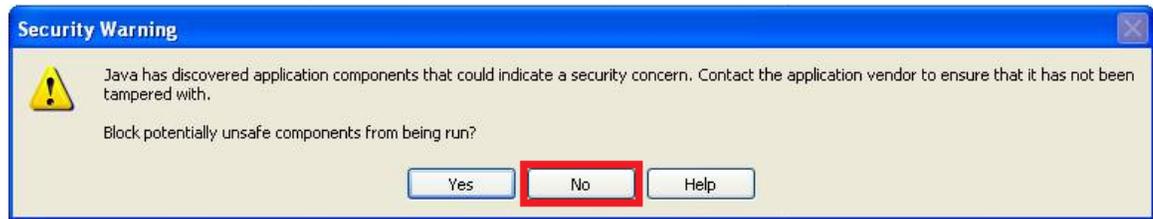
1. If you are uploading files for the first time, you will be asked to accept this certificate.
2. After you have login to Velocity@ocbc, select **Cash>File Upload>Batch Summary**
3. Click on **New> Select File> Select File Format> Click on File Upload.**
4. Check “**Do not show this again for apps from publisher and location above**” and click on **Run.**



5. Click on “**Browse...**” to select the file then the “**Format**”. Click on “**File Upload**”.
- a. For Windows 7 user, please click on “**Don't Block**” to proceed.

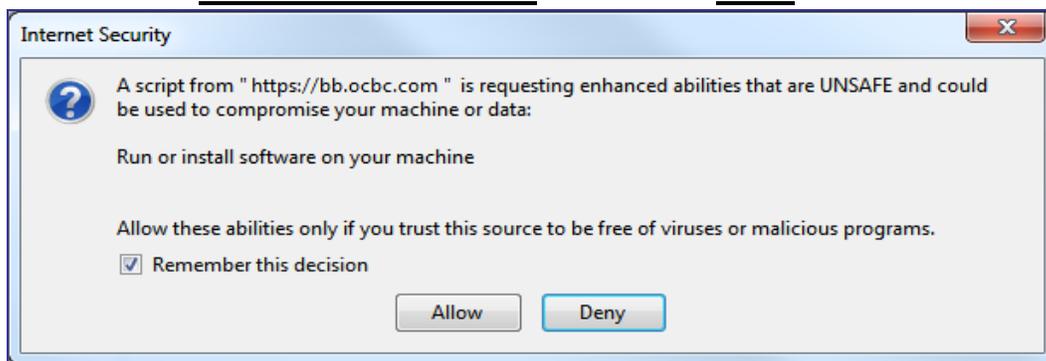


b. For Windows XP user, please click on “**No**” to proceed.



6. 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