

USING SECURED SITE TO SEND FILES TO COMPUSOURCE

TO SEND A FILE TO COMPUSOURCE: Log on to CompuSource Web Site: www.css4cu.com



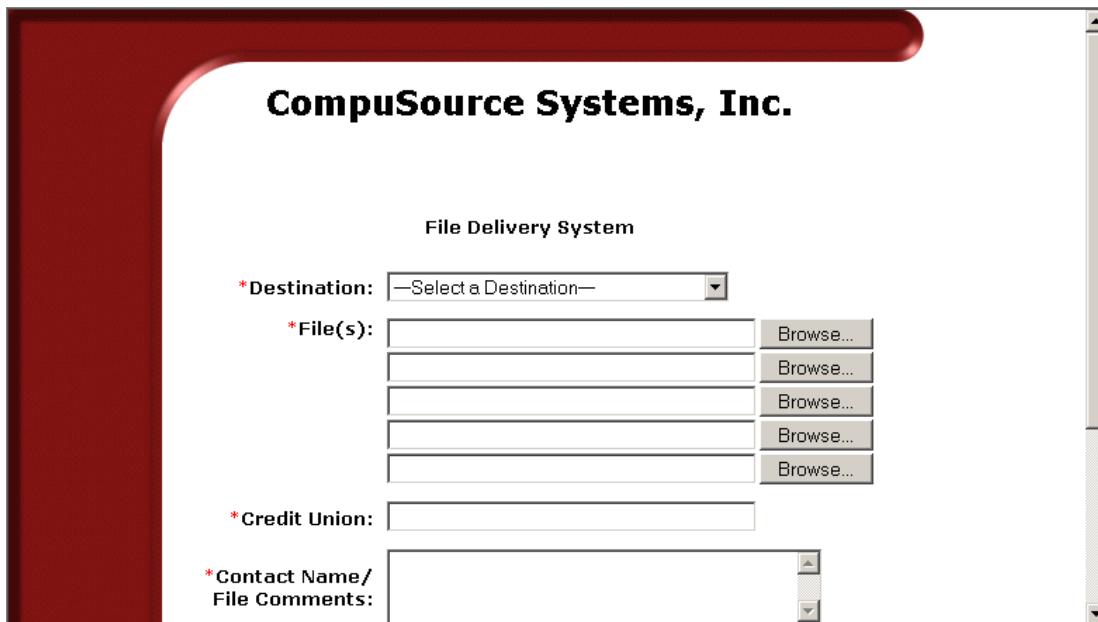
1. Click - **[Client Login]**



2. Click - **[Private Dropbox]**



3. Click - **[Maximize]** to increase size of screen if screen to small to read.

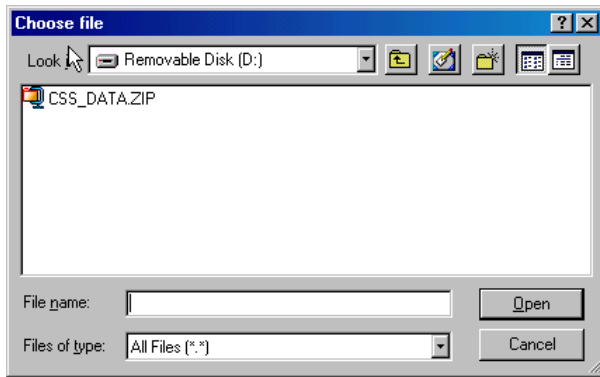
A screenshot of a web application window titled "CompuSource Systems, Inc." with a sub-header "File Delivery System". The form contains several fields: a dropdown menu for "Destination" with a down arrow, five text input fields for "File(s)" each with a "Browse..." button, a text input field for "Credit Union", and a text input field for "Contact Name/ File Comments" with a scroll bar on the right. The form is set against a dark red background.

4. Destination: Click - **[Down Arrow]** From the Drop Down Box select the person you are sending file to.

NOTE: If you are sending a Zip Disk Backup, please insert the Zip Disk now.

5. Click - **[Browse]** Locate file you want to send.

6. Double click on the file name that you want to send.



The file location and file name will then appear on the File Delivery System Screen.

7. Key in Credit Union Name*: [] <Tab>

8. Key in Contact Name/File Comments*: [] <Tab>

* These are required fields.

9. Click - **[Upload My Files Now!]**

The file will begin to transfer and you may see a progress (meter) bar but the progress bar may be deceptive. Your files are not done uploading until you get the following message at the top of your screen: **"Files Were Successfully Uploaded"**.

10. **Repeat** steps 5 to 9 for each file you need to upload.

You have now completed this task.