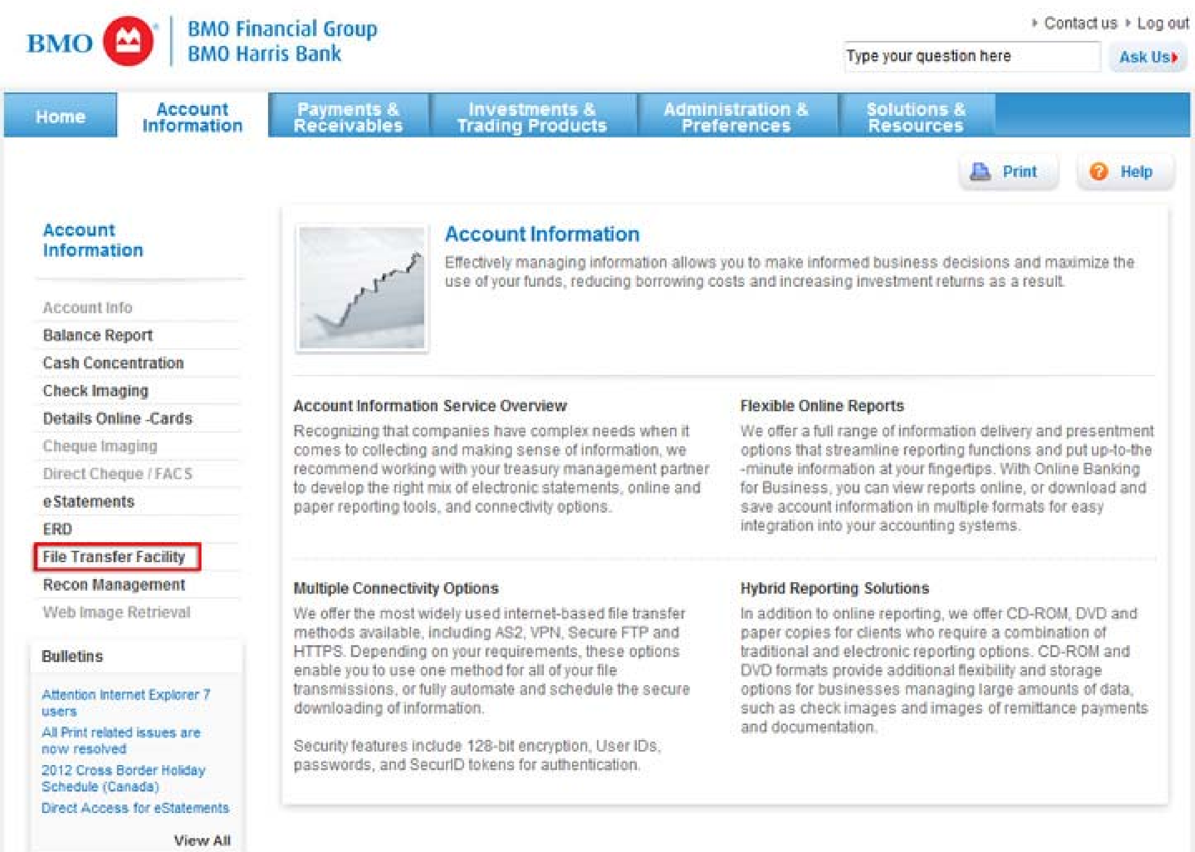
Print Checklist: File Transfer Facility

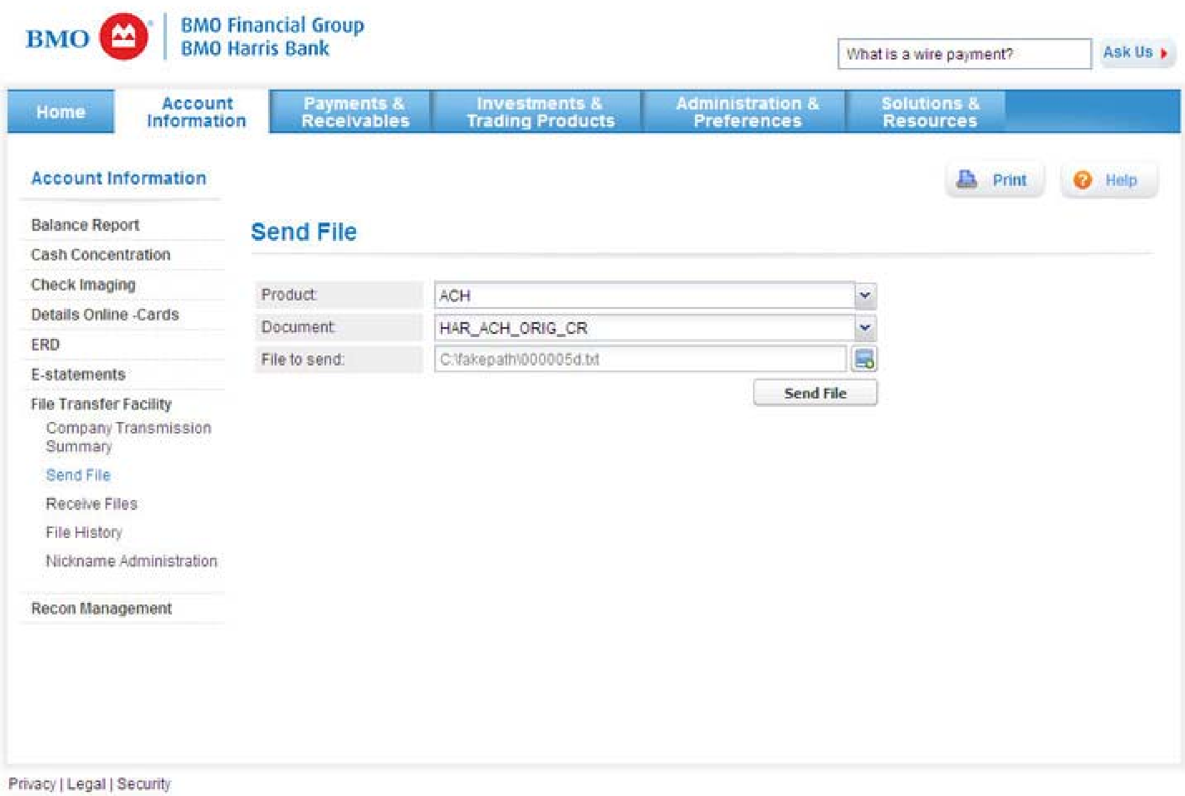
FTF Overview



Use File Transfer Facility (FTF) to:

- Transfer files (such as ACH or Account Reconciliation) securely to and from the bank.
- View sent and received files for up to 30 days following the transmission.

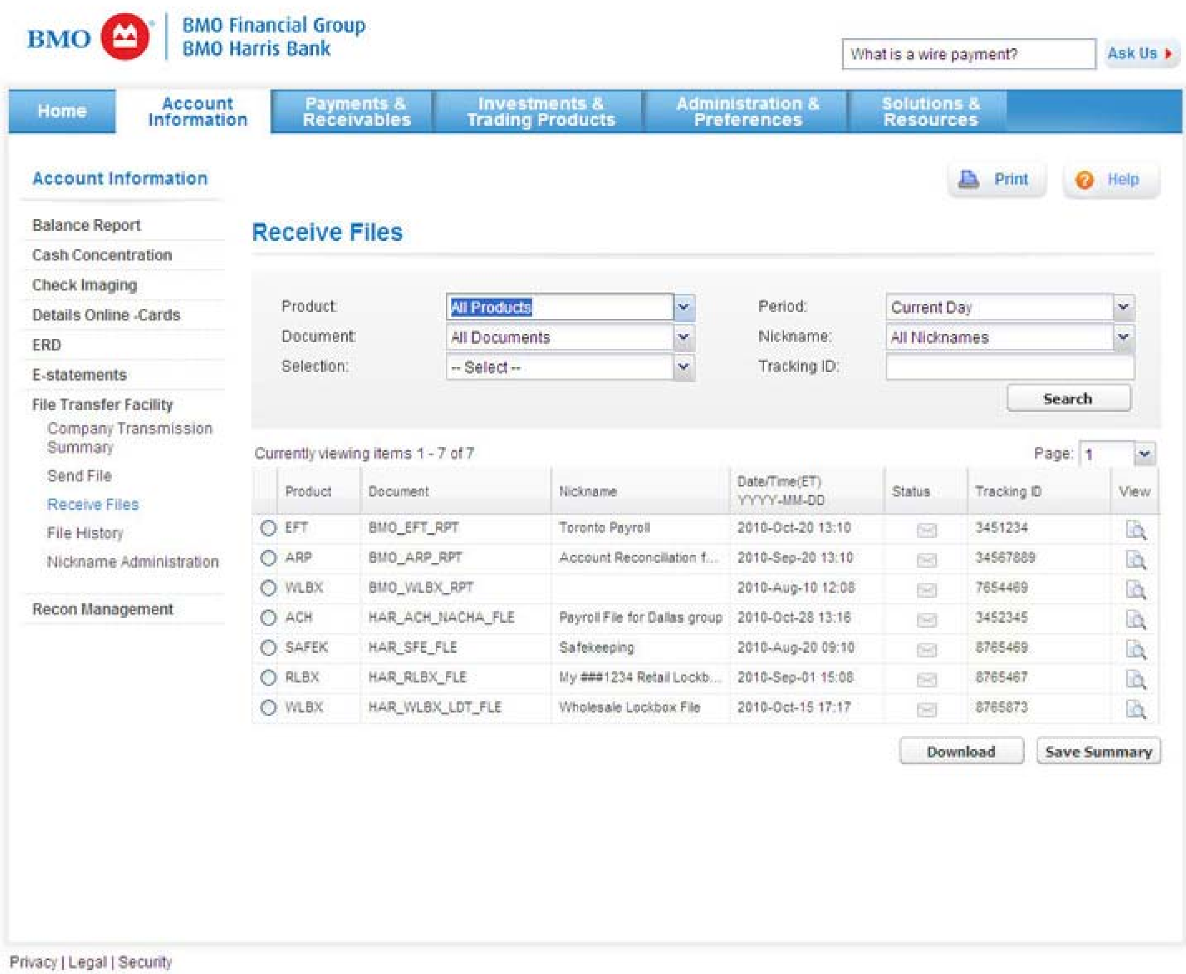
Send a File



To send a file:

1. Go to **Account Information** > **File Transfer Facility** > **Send File**.
2. In the **Product** field, select a product from the drop-down menu.
3. In the **Document** field, select a file type.
4. In the **File to send** field, enter the path and filename of the file to send. Click the button on the right of the field to browse for a file on the computer.
5. Click **Send File**.

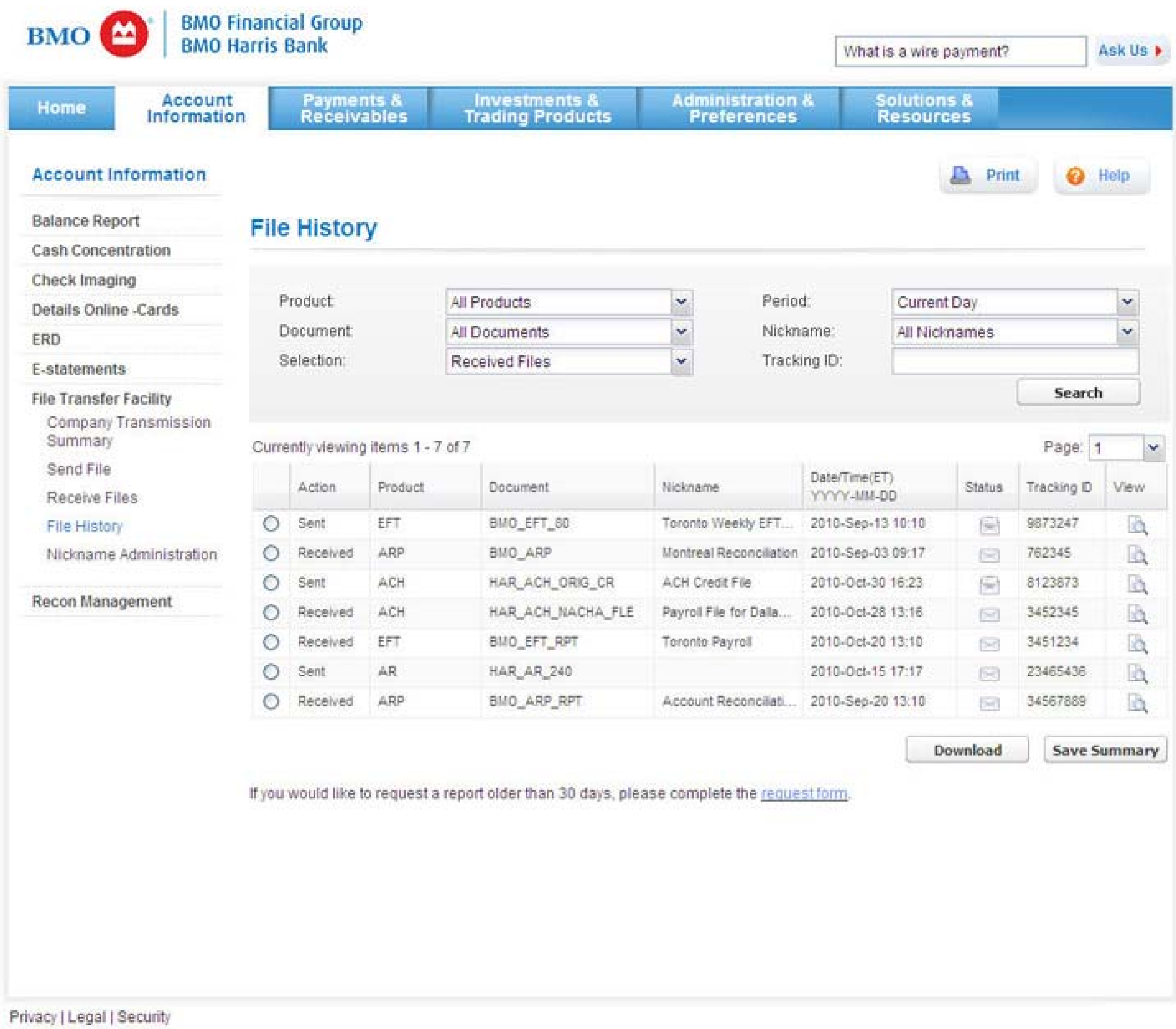
View a List of Unread Files Received from the Bank Today



Users must verify receipt of incoming files and confirmations through the FTF module.

To view a list of unread files received from the bank today, go to **Account Information** tab > **File Transfer Facility** > **Receive Files**.

View a History of Sent and Received Files



To a view a history of sent and received files, go to **Account Information** tab > **File Transfer Facility** > **File History**.