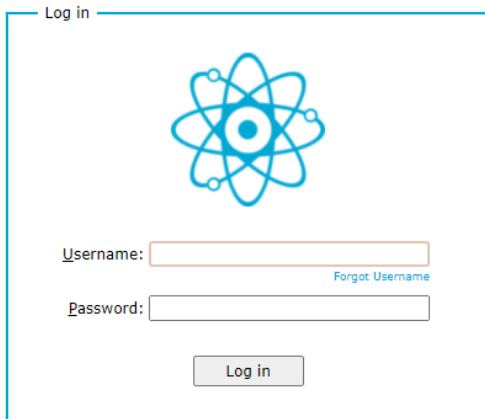


Globalscape FTP File Upload Process

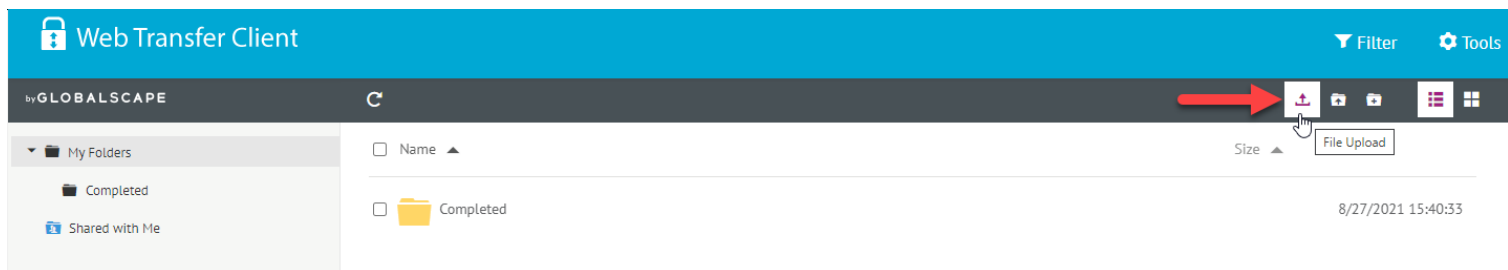
Navigate to:

<https://dfaftp.state.nm.us/EFTClient/Account/Login.htm>

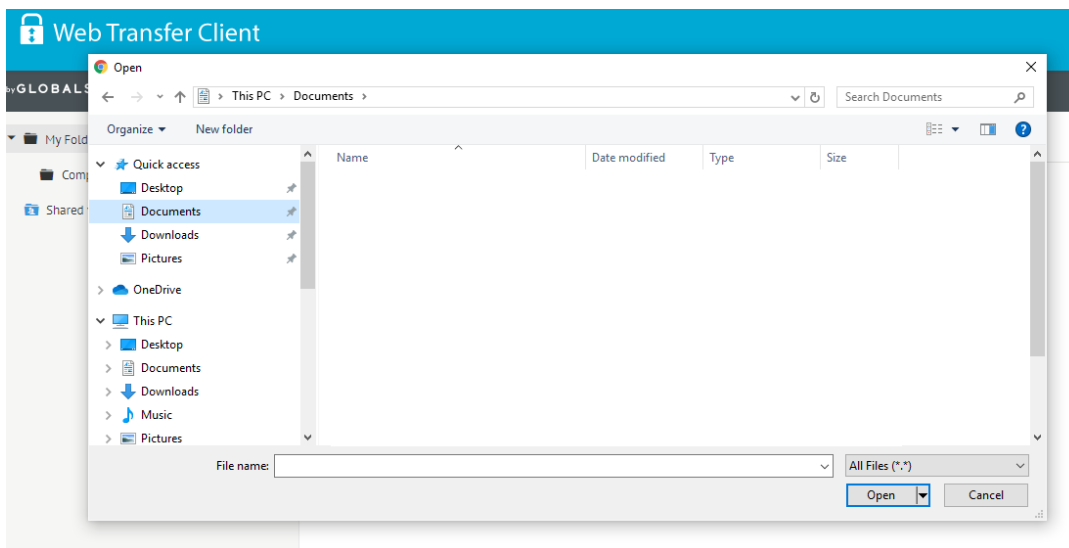
- Enter Log in credentials:



- To upload a file, select the file upload icon shown below:

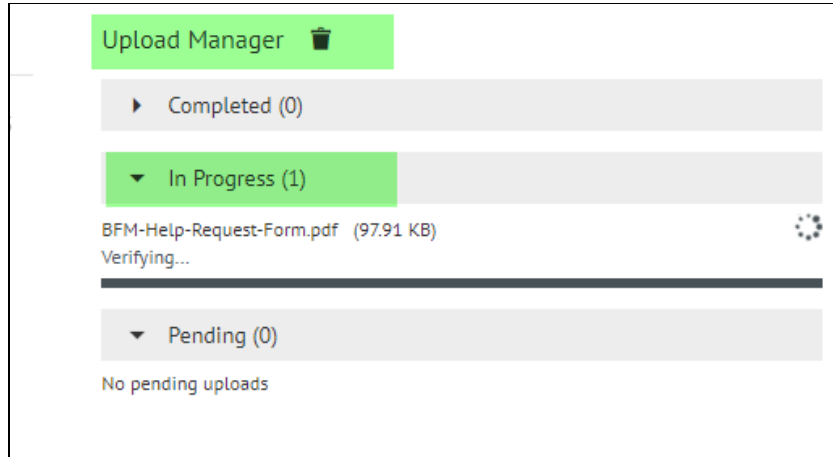


- Navigate to where the file to be transferred is located and double click on it to select it which will initiate the upload process

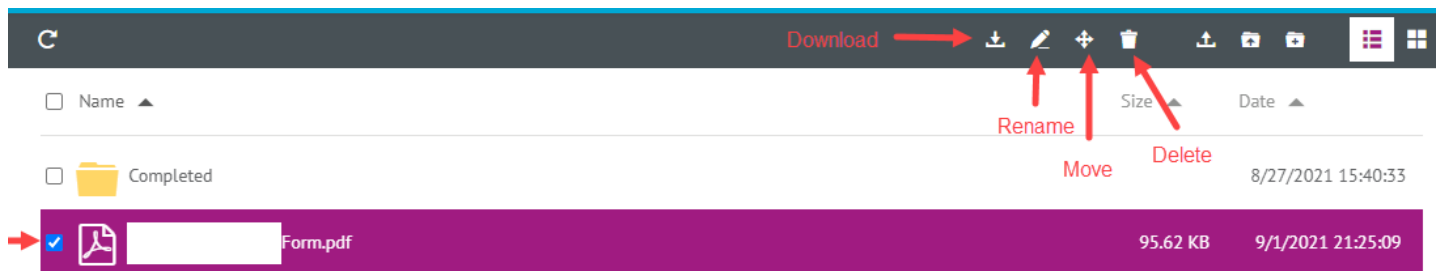


Globalscape FTP File Upload Process

- You can view the status under the Upload Manager section on the right-hand side of the screen



- Once uploaded, the file will be listed as shown below. There are several functions available once uploaded. Select the file and choose the desired option if necessary



- You can also create new folders by selecting the New Folder icon:

