

LOGGING INTO SFTP

In a web browser, navigate to https://fileprocessing.ibtx.com.

- 1. Enter your Username.
- 2. Enter your Password.
 - Note: Your username and password will be provided by an Independent Bank IT representative.
- 3. Click Sign On.



SEARCHING FOLDERS

- 4. Select **Folders** on the left hand menu and this will take you to the main folder and all subfolders that are setup for your account.
- 5. On the left hand menu, use the **Go To Folder** to select a folder from the dropdown list.

	🖀 НОМЕ	Home
4	FOLDERS	
	LOGS	Browse Files and Folders To search for a particular file, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.
	Q Search	
	Find File/Folder Q	Go To Your Home Folder
5	Go To Folder 🗸 🗸	Browse Other Folders
5	/ Home / Itops / Home / Itops / INBOUND / Home / Itops / INBOUND / ACH / Home / Itops / INBOUND / ACH / Home / Itops / OUTBOUND / Positive Pay / Home / Itops / OUTBOUND / BAI	Ioad Files lect a folder: //Home / Itops ~ Launch the Upload Wizard cent Downloads View Recent Downloads



UPLOADING FILES

- 6. Select Home on the left-hand menu.
- 7. Under the Upload Files section, **Select a folder** from a drop-down menu.
- 8. Select Launch the Upload Wizard.
- 9. **Upload To** will auto-populate and is not editable.
- 10. Enter any **Notes** associated with the file.
- 11. Select Add File(s). Upon clicking, the system shall prompt you to load a file from your computer.
 - Note: Verify your effective date before you upload your file. For same day transactions, ensure the per transaction amount does not exceed \$100,000.
- 12. Select **Upload** to complete the process.

MANAGING FOLDERS

- 13. Select **X** to delete a file under Actions tab.
- 14. Select 📥 to download a file under Actions tab.
- 15. Select Delete, Copy, or Move files under the Selected File/Folder Actions.



