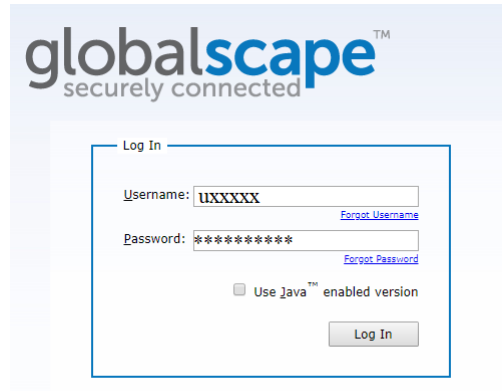


Uploading a batch file for processing

1. The FTP site can be accessed at <https://ftp.paymentsgateway.net>
2. The merchant will login using the below credentials
 - a. Username: uxxxxx where xxxxx is the assigned transmitter ID.
(If the transmitter ID is only 4 digits, then the username will be u0xxxx)
 - b. Password - Transmitter password.

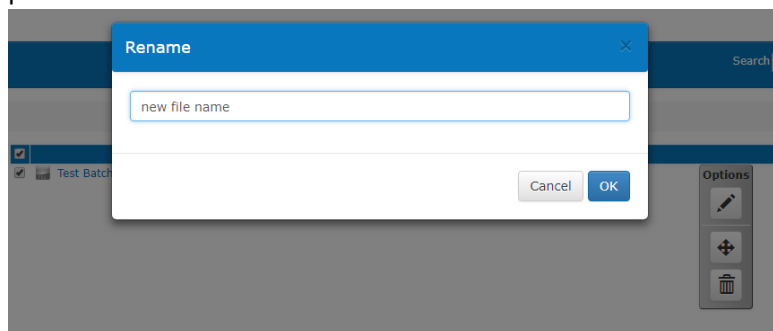


The image shows the GlobalScape login interface. At the top, the logo reads "globalscape™ securely connected". Below this is a "Log In" section with a white box containing the following elements: a "Username:" label followed by a text input field containing "UXXXXX", a "Forgot Username" link, a "Password:" label followed by a text input field containing "*****", a "Forgot Password" link, a checkbox labeled "Use Java™ enabled version" which is currently unchecked, and a "Log In" button at the bottom right.

3. After logging in, navigate to the UL folder.
4. Click on File -> Upload to browse the file to upload.
5. Once the file is uploaded, click the checkbox to the left of the file name and select the Edit Icon to rename the file.



6. Enter the new name in the text box that appear and hit OK. The file will be disappear and get processed.



Instructions on renaming the file can be found on page 11 of the batch specification guide located at http://www.forte.net/devdocs/pdf/file_specification.pdf

If you have any questions please reach out to Forte technical support at 866-290-5400 Option 5