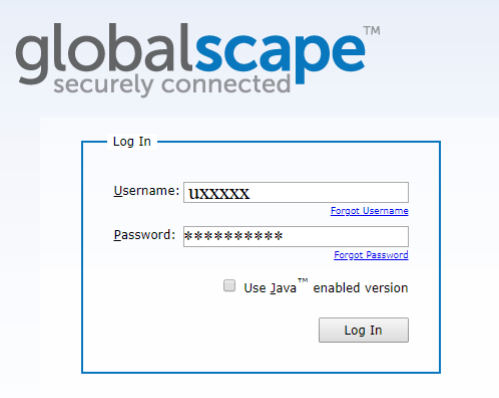
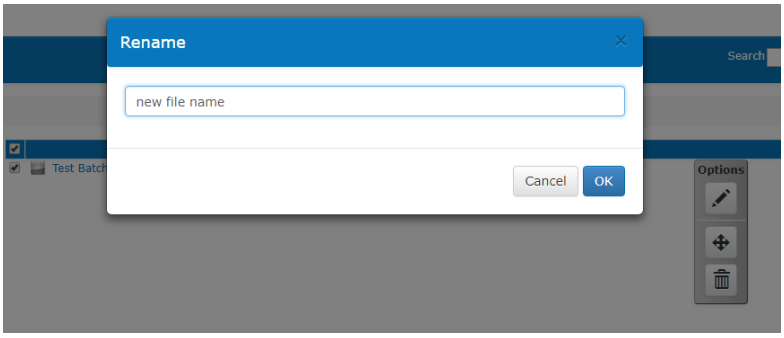
Uploading a batch file for processing

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.



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