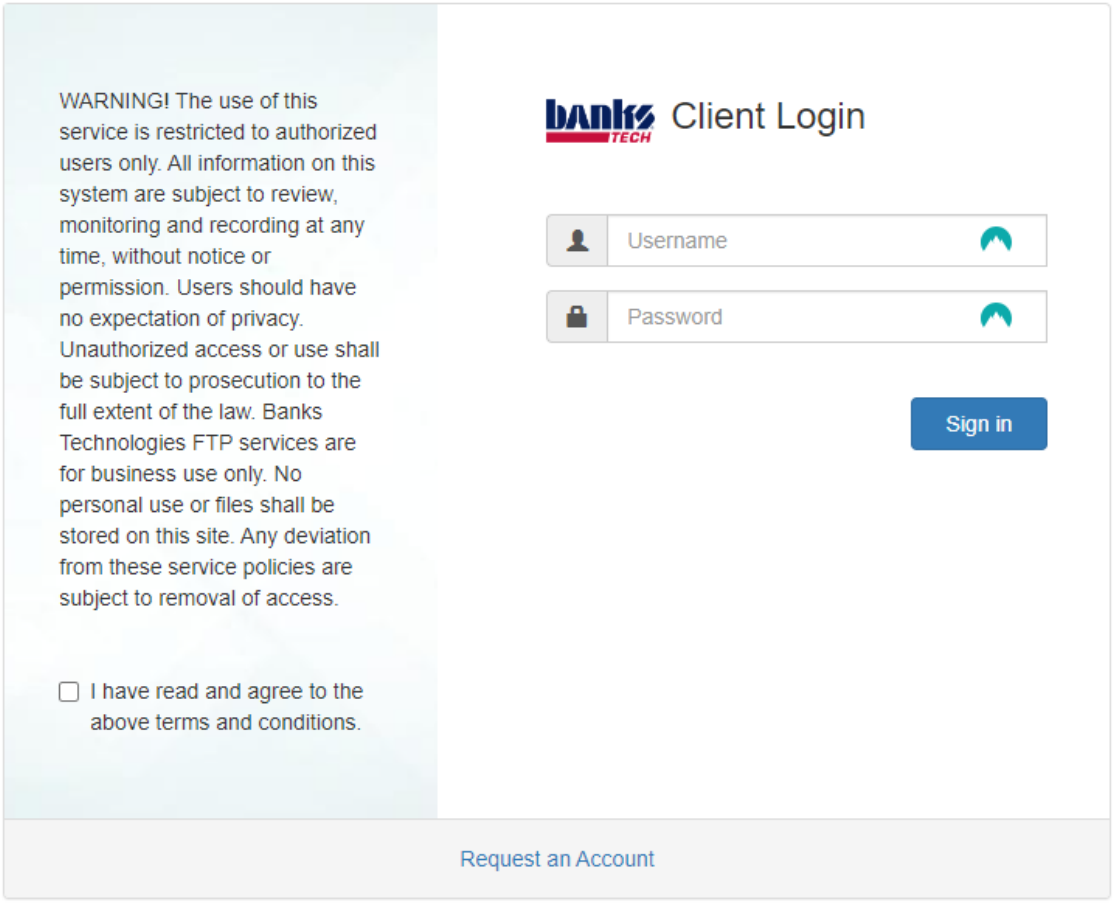
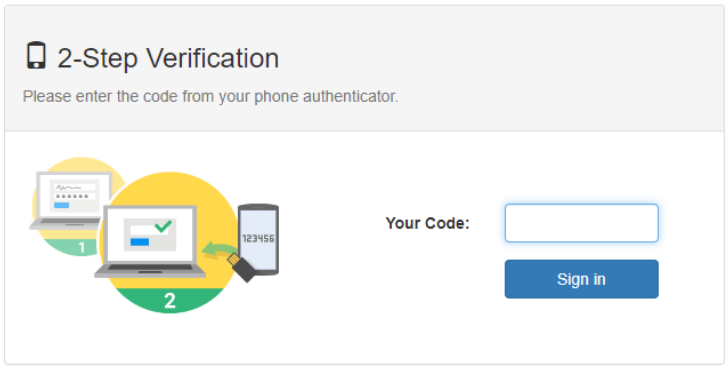
Accessing the Banks FTP site

1. Click on the following Banks Tech secure FTP site link.
   https://sftp.bankstech.com/login
2. Enter your username and password.

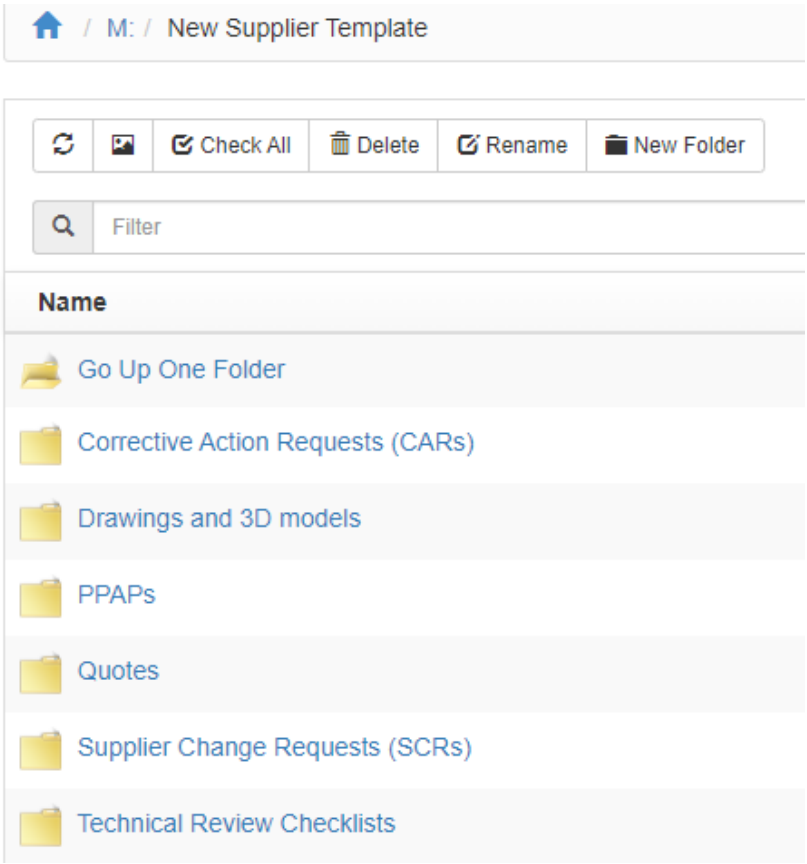


3. Click the checkbox if you have read and agree to the terms and conditions.
4. Click Sign in.
5. Enter the passcode from your authentication app, then click Sign in.

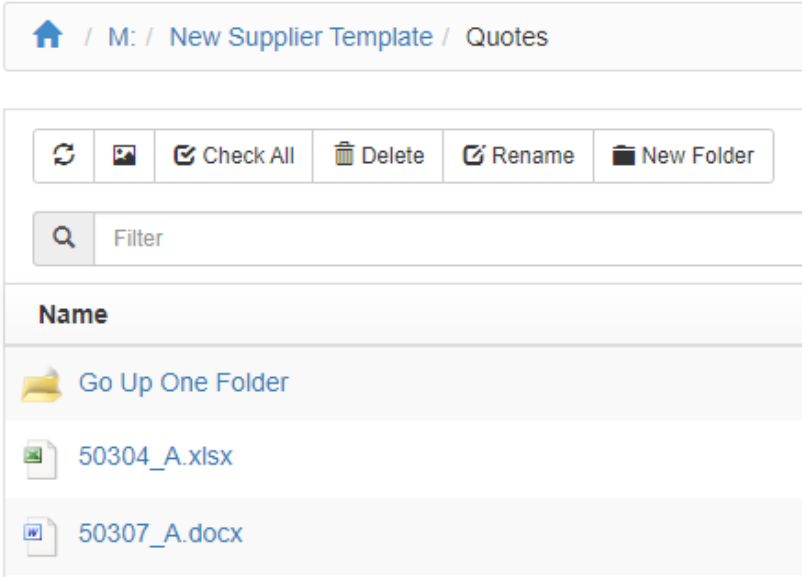


Downloading files from the ftp site

1. Click on the folder with your company's name.
2. Select the appropriate folder based on the document you are downloading.

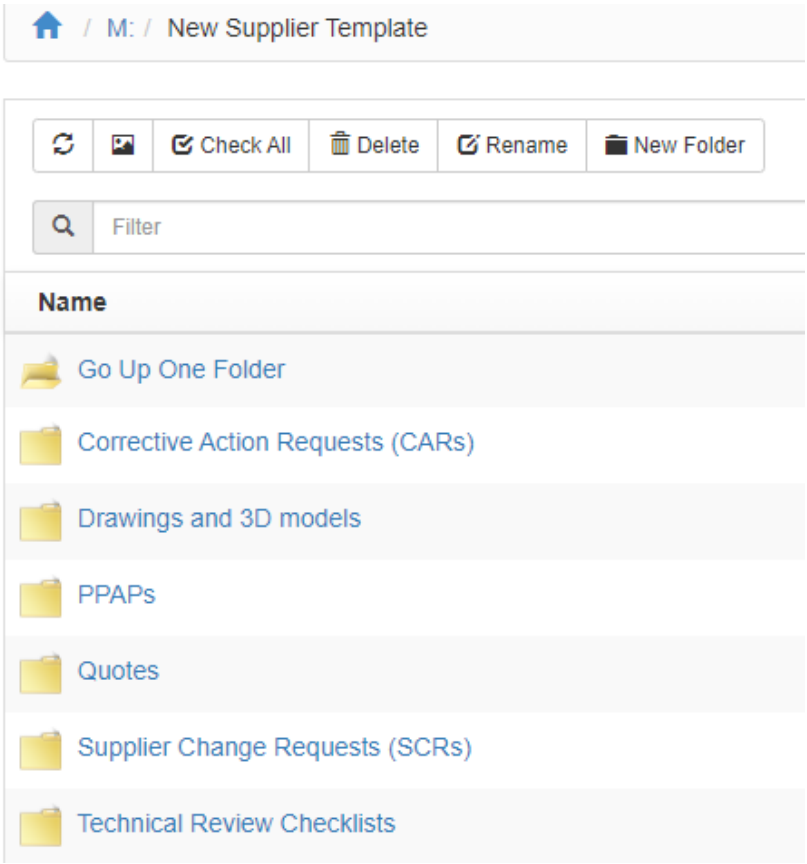


3. Click on the file name to download the document.

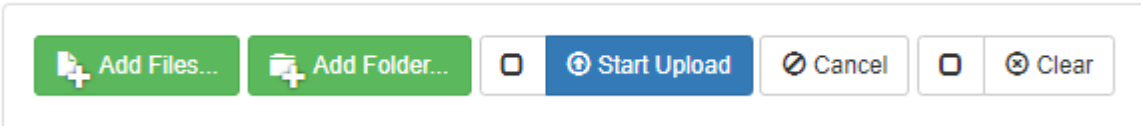


Uploading files to the ftp site

1. Click on the folder with your company's name.
2. Select the appropriate folder based on the document you are uploading.



3. Click on Add Files…and the select the files you wish to upload from your computer's file explorer.



4. Click on Start Upload to upload the selected files.