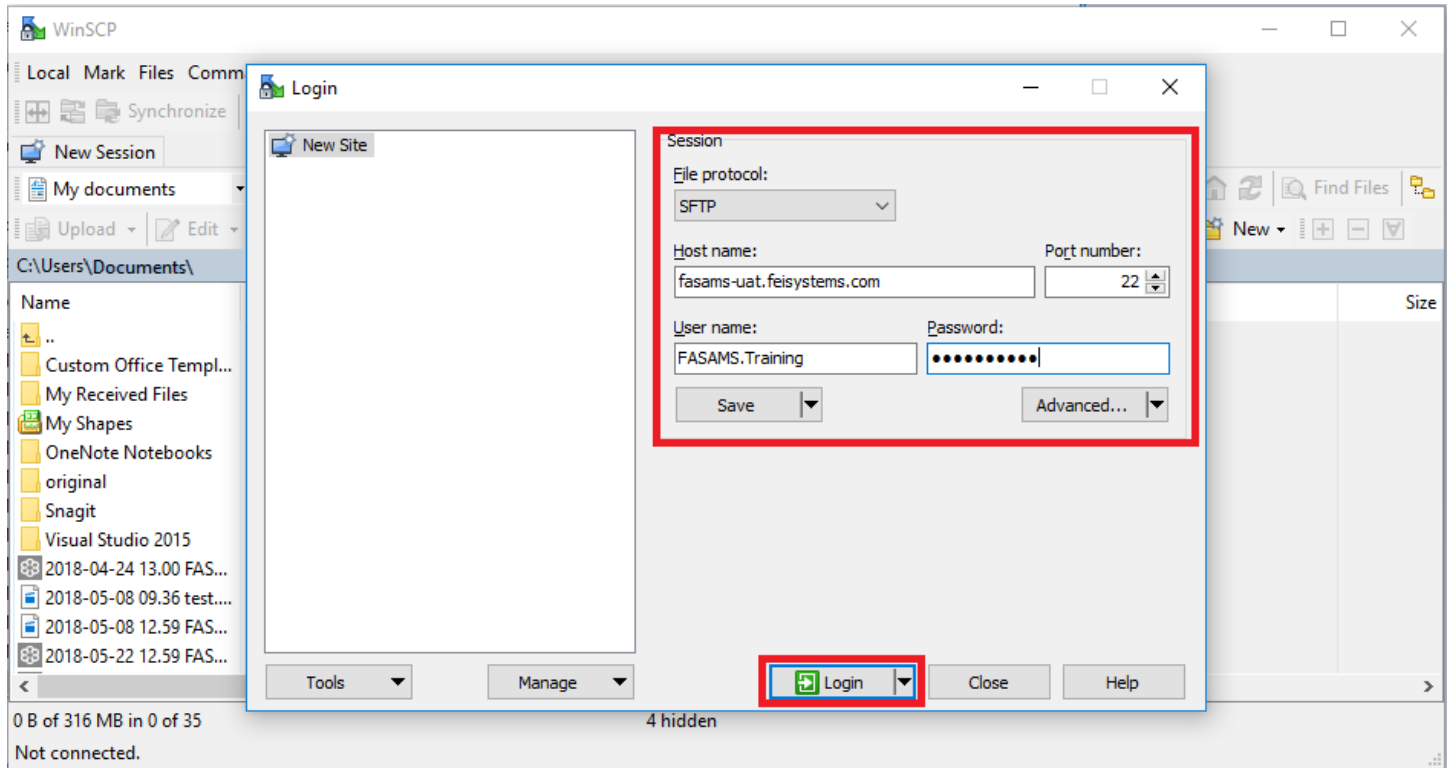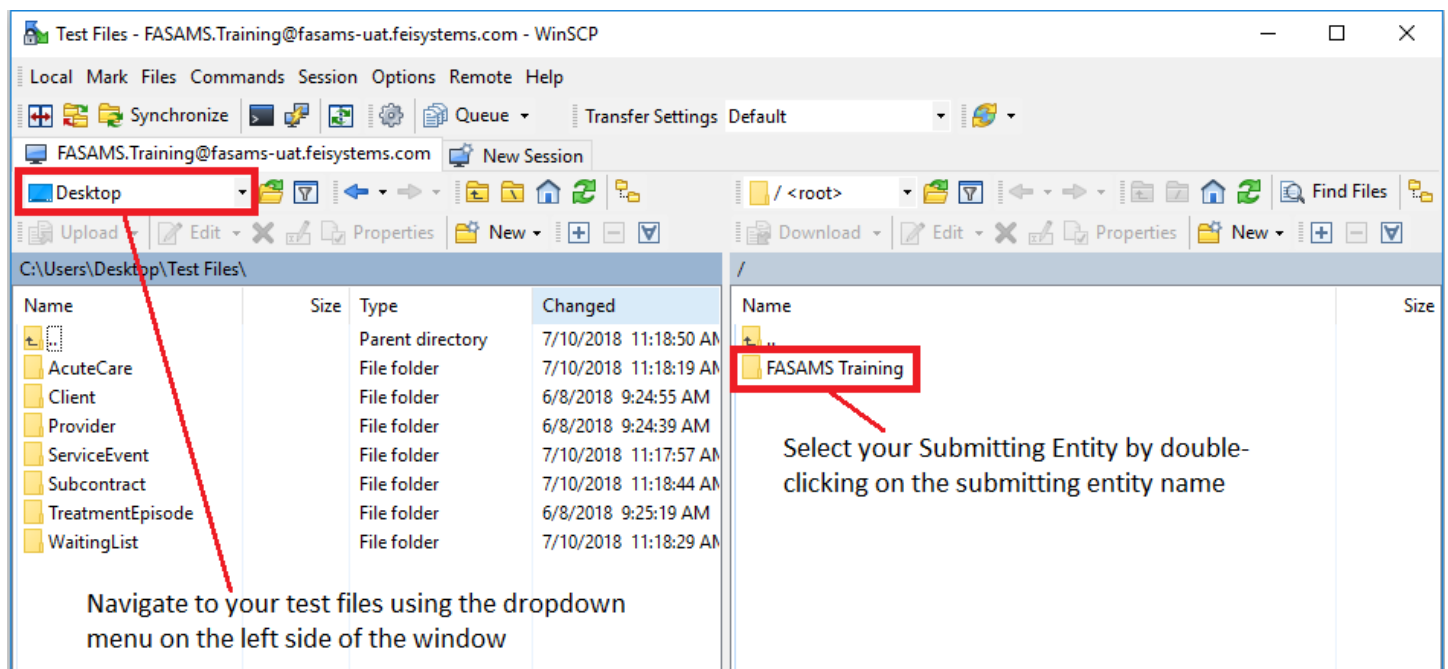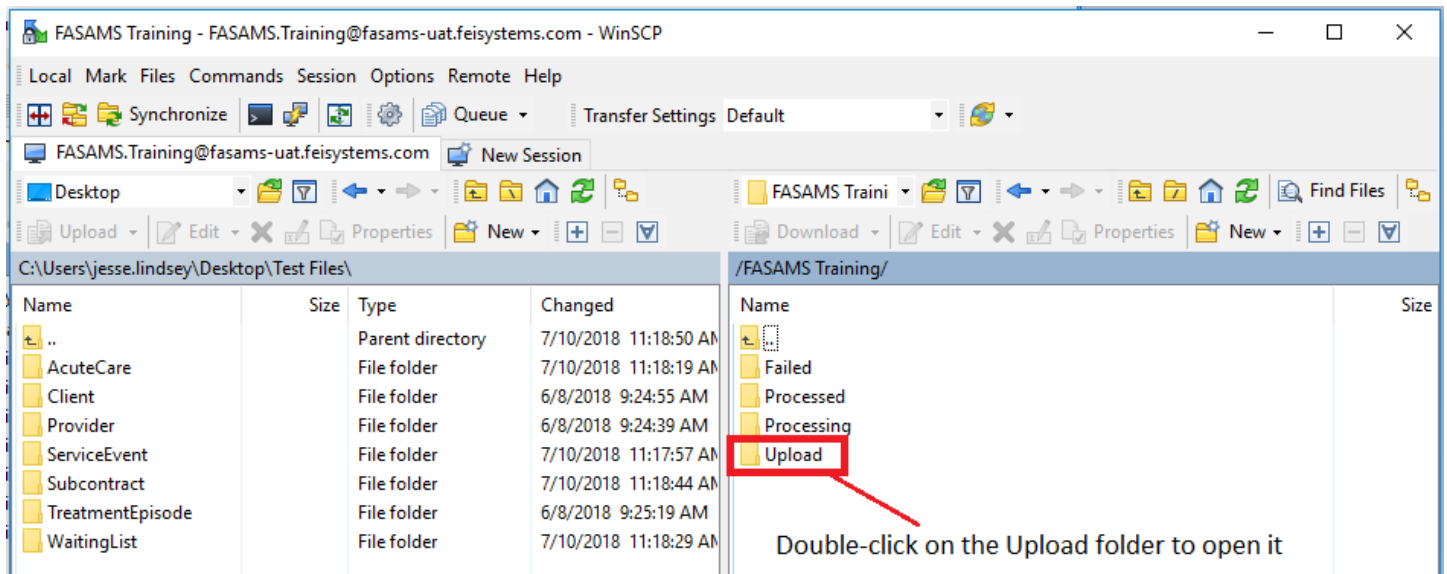# FASAMS Job Aid

SFTP file upload

1. An SFTP client will have to be installed prior to being able to upload files via SFTP process. FEI Systems recommends to use either WinSCP or FileZilla SFTP clients.
2. Open the SFTP client of your choice and enter the Host name, User name, and Password. Use the UAT URL as the Host name (contact FASAMS.support@feisystems.com if you do not know the URL). Enter your FASAMS portal credentials for the User name and Password. Click Login.
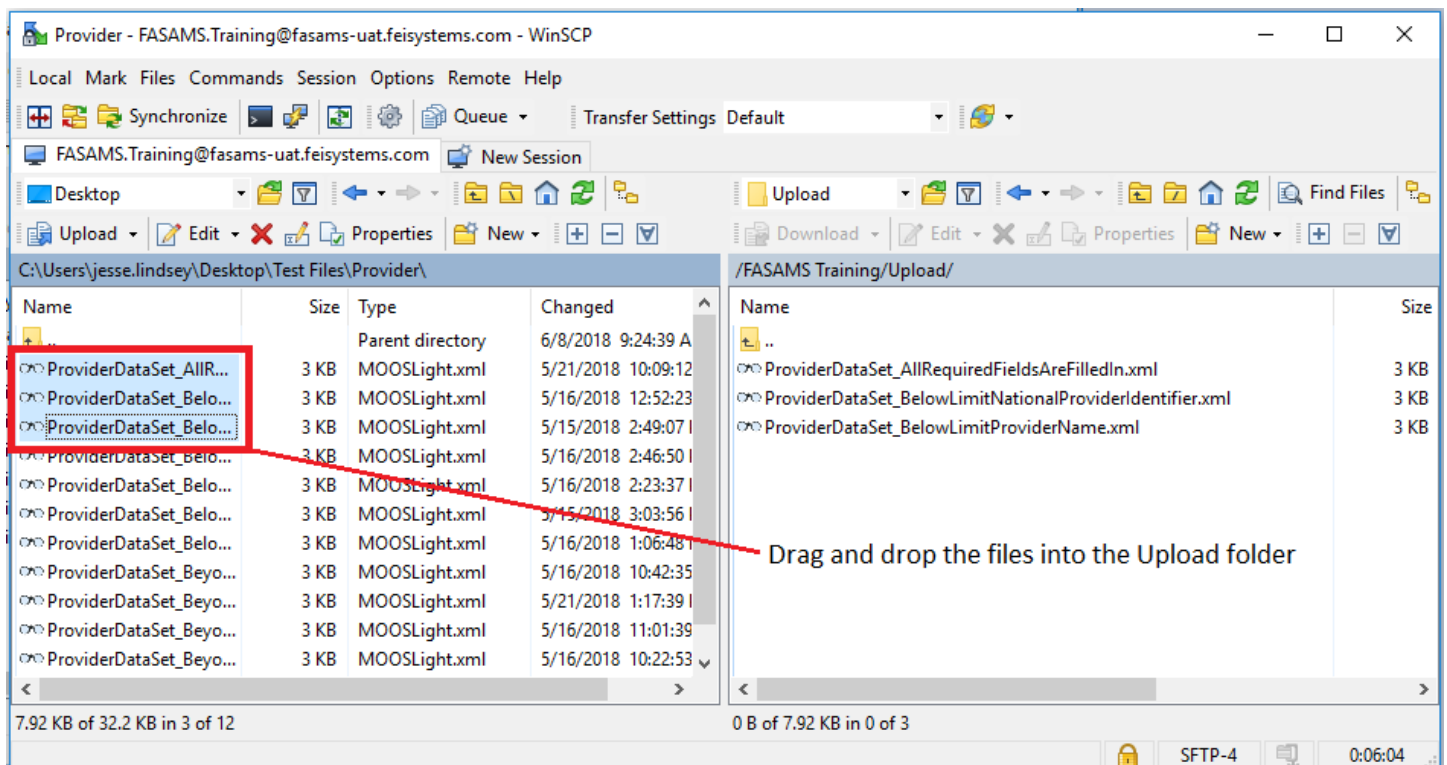

3. Select your Submitting Entity by double-clicking on the submitting entity name. You may also navigate to your test files using the dropdown menu on the left side of the window.
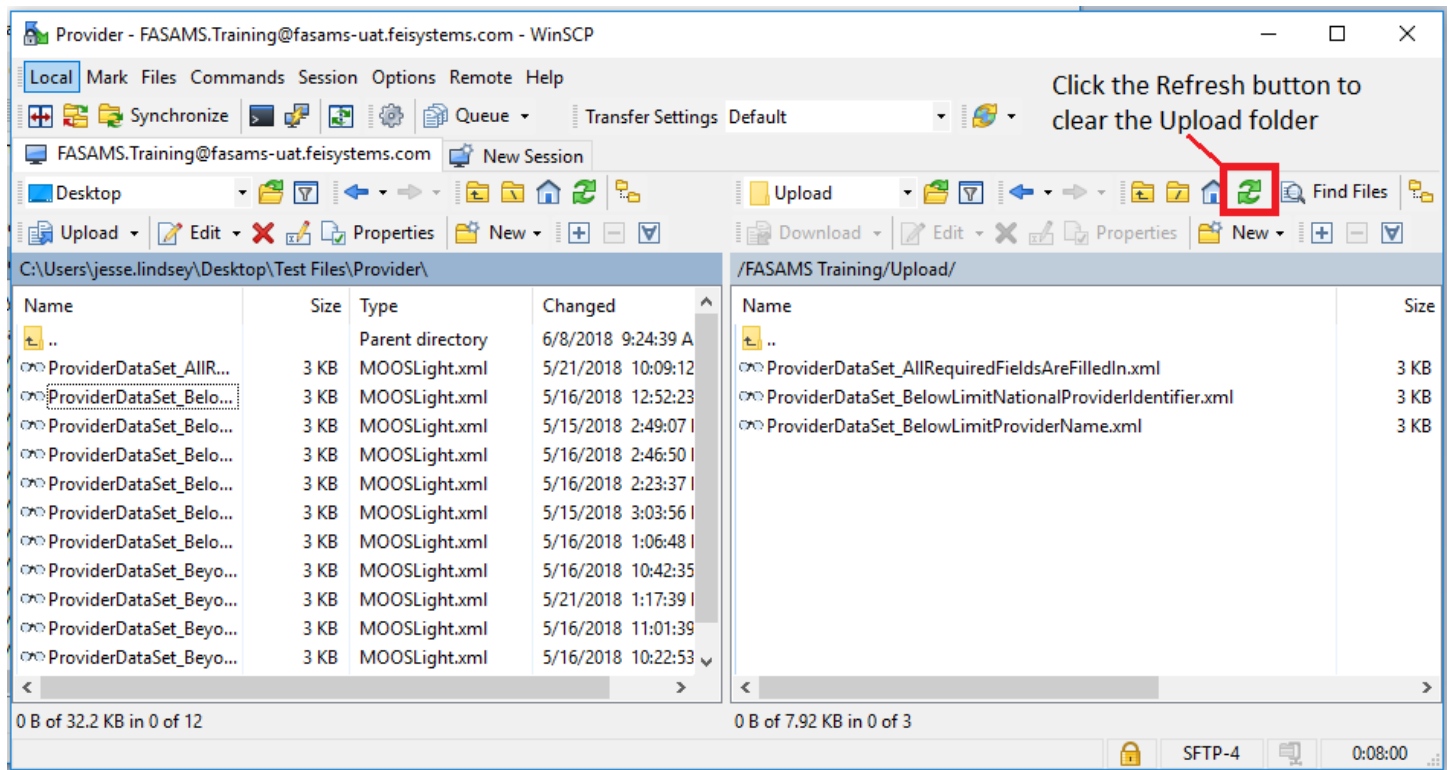
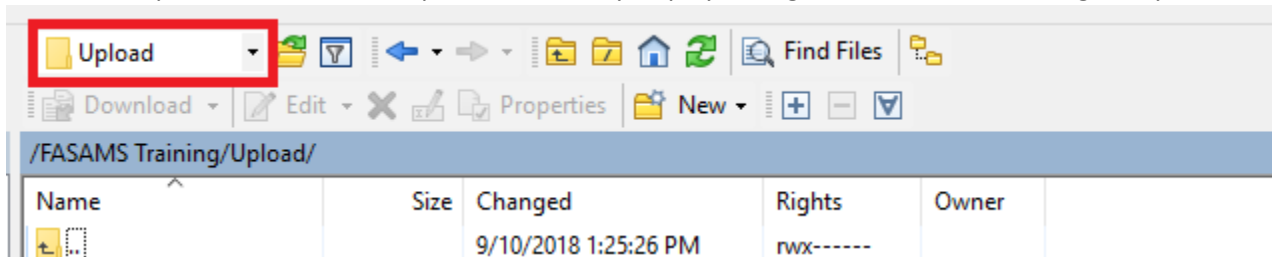4. Double-click on the Upload folder to open it.

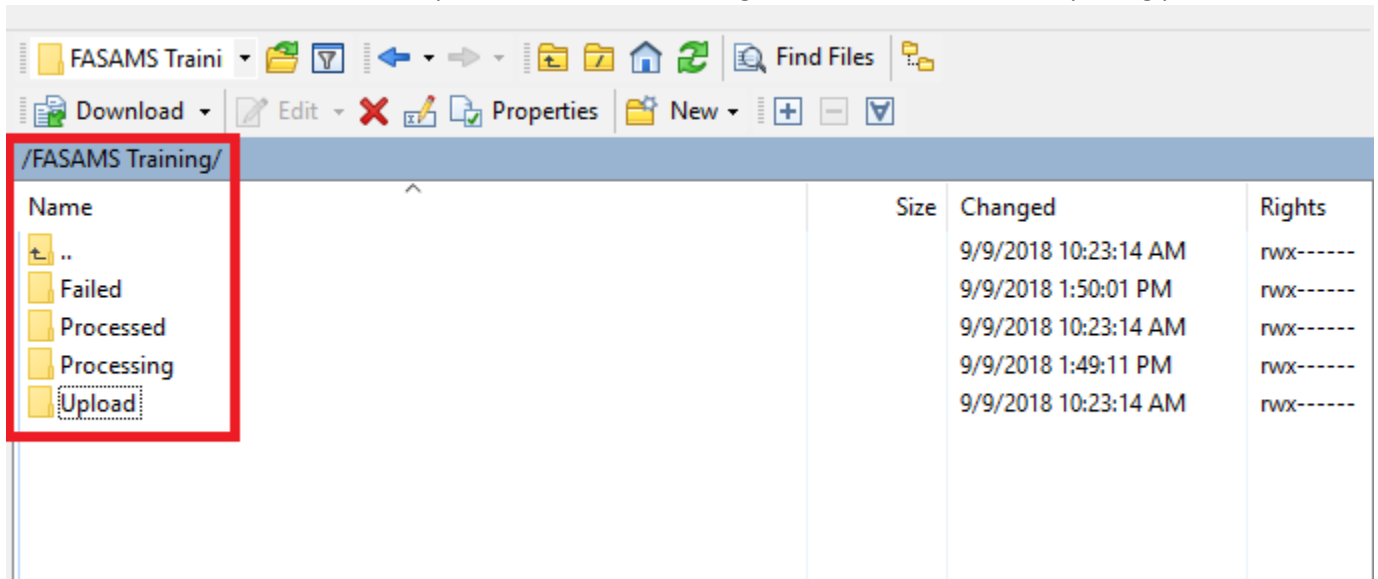
5. Drag and drop the files into the Upload folder.

6. Click the Refresh button to clear the Upload folder.

7. Click the dropdown menu where Upload is currently displayed to go back to the submitting entity folder.

8. The folders in the submitting entity folder can each be clicked on to review files. The Failed folder shows errors, the Processed folder shows successful uploads, and the Processing folder shows files currently being processed.

9. The files can also be viewed from the FASAMS Portal on the Submission tab as shown below.