



Globalscape FTP File Upload Process

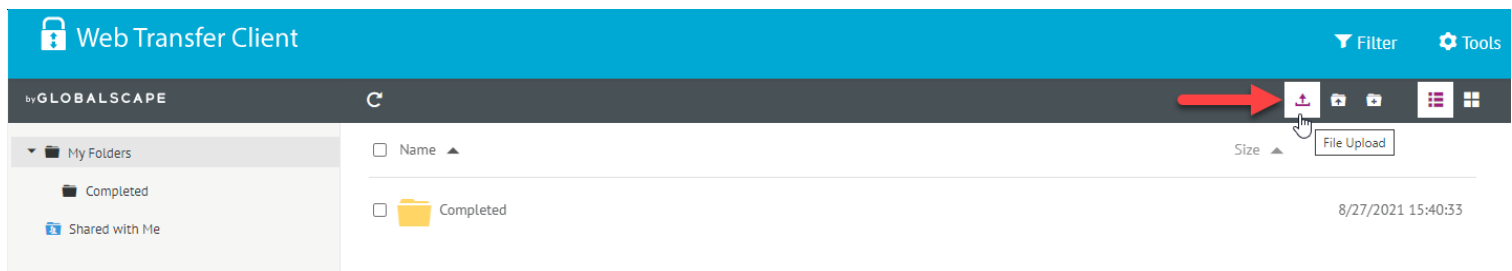
Navigate to:

<https://dfaftp.state.nm.us/EFTClient/Account/Login.htm>

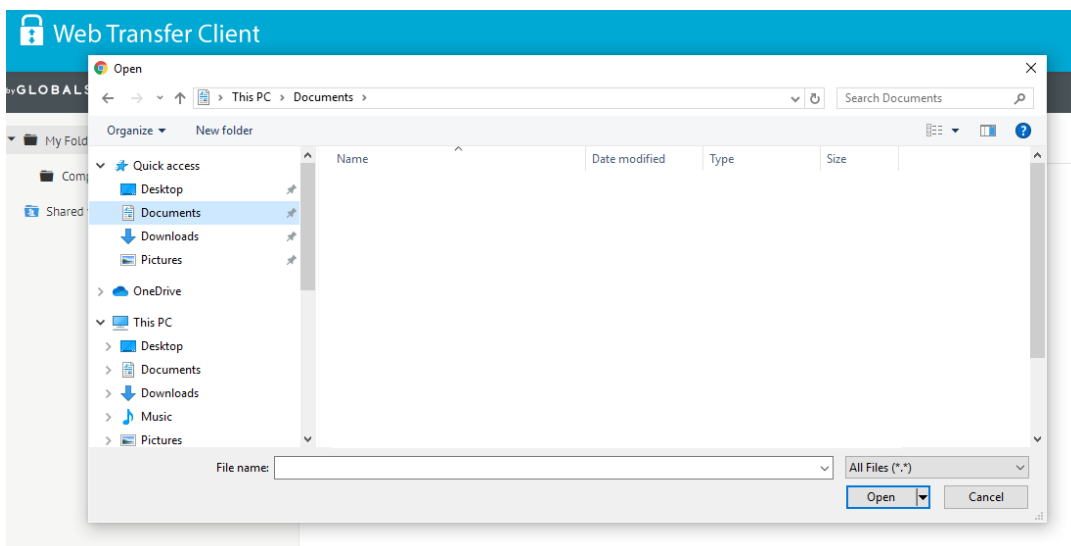
- Enter Log in credentials:

A screenshot of a web-based login form. At the top left, it says "Log in". In the center is a blue atomic symbol icon. Below the icon are two input fields: "Username:" and "Password:". The "Username:" field has a "Forgot Username" link to its right. Below the "Password:" field is a "Log in" button.

- To upload a file, select the file upload icon shown below:



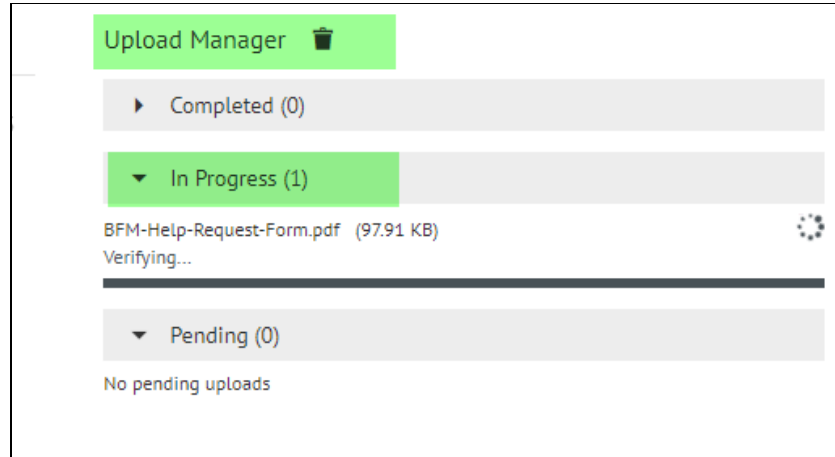
- Navigate to where the file to be transferred is located and double click on it to select it which will initiate the upload process



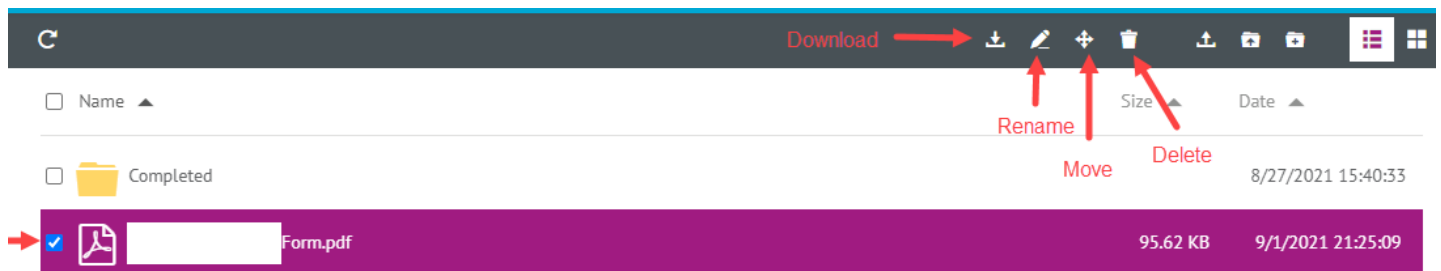


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- You can view the status under the Upload Manager section on the right-hand side of the screen



- Once uploaded, the file will be listed as shown below. There are several functions available once uploaded. Select the file and choose the desired option if necessary



- You can also create new folders by selecting the New Folder icon:

