INDEPENDENT FINANCIAL

UPLOADING A FILE VIA **DIRECT FILE TRANSFER**

LOGGING INTO SFTP

In a web browser, navigate to https://fileprocessing.ibtx.com.

1. Enter your **Username**.

2. Enter your **Password**.
   - Note: Your username and password will be provided by an Independent Bank IT representative.

3. Click **Sign On**.
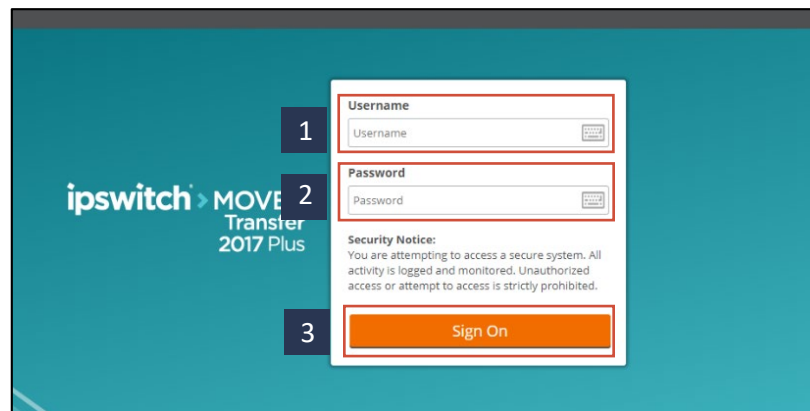
SEARCHING FOLDERS

4. Select **Folders** on the left hand menu and this will take you to the main folder and all subfolders that are setup for your account.

5. On the left hand menu, use the **Go To Folder** to select a folder from the dropdown list.

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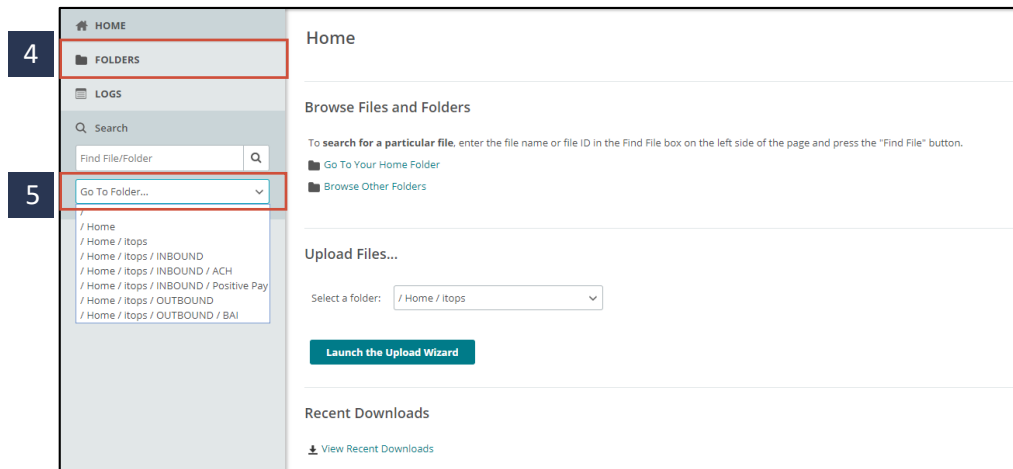
UPLOADING FILES

6. Select **Home** on the left-hand menu.

7. Under the Upload Files section, **Select a folder** from a drop-down menu.

8. Select **Launch the Upload Wizard**.

9. **Upload To** will auto-populate and is not editable.

10. Enter any **Notes** associated with the file.

11. Select **Add File(s)**. Upon clicking, the system shall prompt you to load a file from your computer.
    - Note: Verify your effective date before you upload your file. For same day transactions, ensure the per transaction amount does not exceed $100,000.

12. Select **Upload** to complete the process.
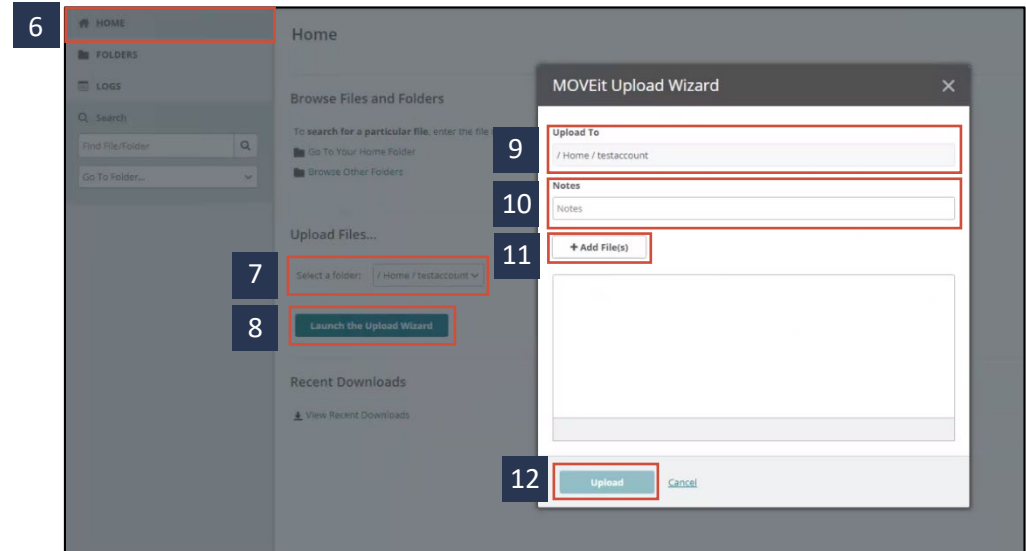
MANAGING FOLDERS

13. Select ✖ to delete a file under **Actions** tab.

14. Select ⬇ to download a file under **Actions** tab.

15. Select **Delete**, **Copy**, or **Move** files under the **Selected File/Folder Actions**.

Member FDIC ⌂ Equal Housing Lender