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**Process Document for**

**CSV file upload to SFTP Site**

# Introduction

## Purpose

This document captures the steps to be followed for uploading the csv file to SFTP Server.

## Intended Audience

This document is intended for merchants that have auth.net tokens to upload to Paya.

## Software required

1. File zila (https://filezilla-project.org/)

# File Zilla

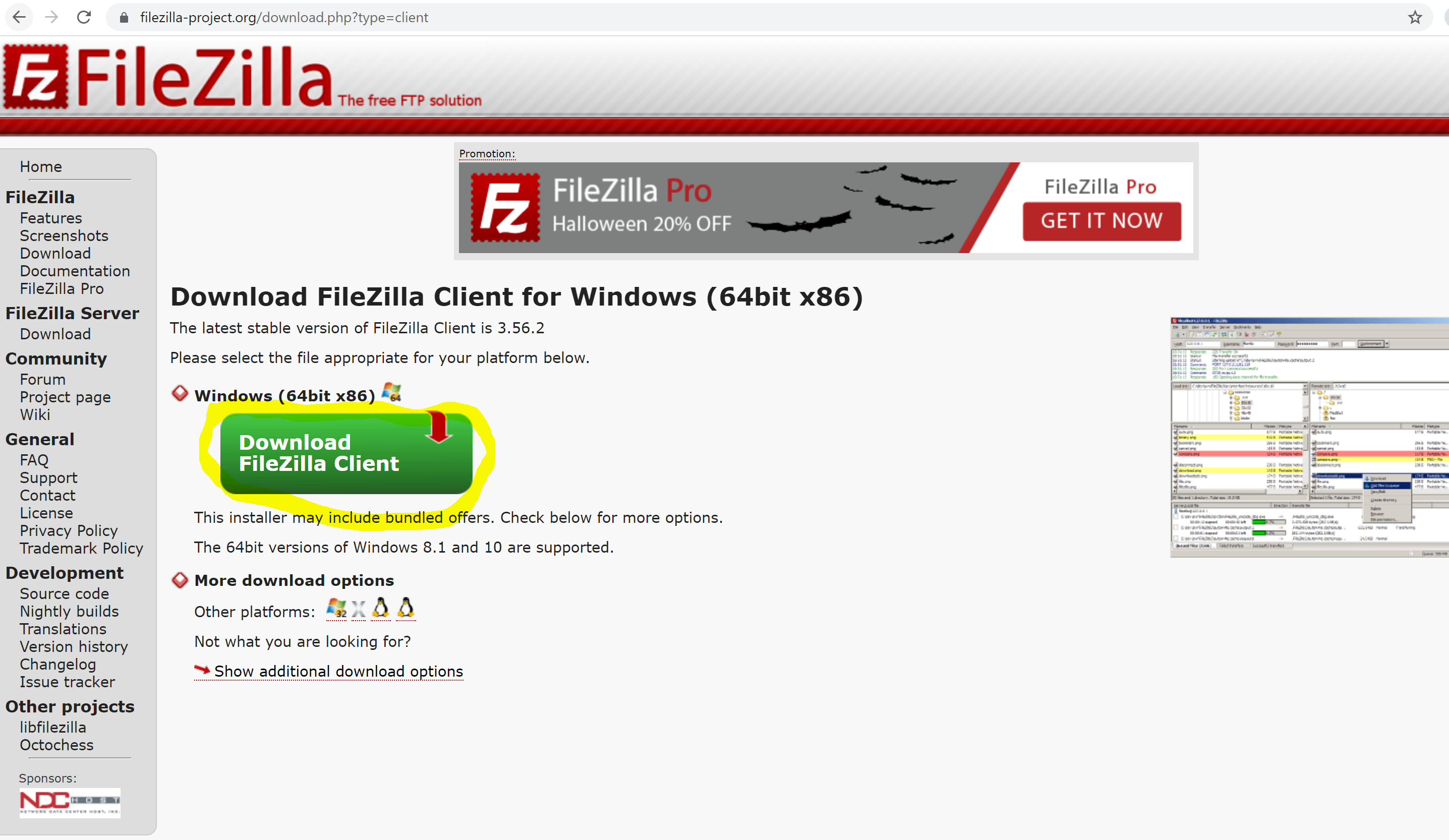
## Go to URL (<https://filezilla-project.org/>)

## Download the installation file, i.e. click on Download File Zila Client.

Graphical user interface, text

Description automatically generated

## Will get below screen



## Click on Download File Zila Client, will get below screen

Graphical user interface, table

Description automatically generated

## Click on download , will download the file (FileZilla\_3.56.2\_win64\_sponsored-setup.exe)

## Open the file ( FileZilla\_3.56.2\_win64\_sponsored-setup.exe ) for installation steps, press next & finish

Click I Agree

Graphical user interface, text, application, email

Description automatically generated

Click Next

Graphical user interface, text, application, email

Description automatically generated

Click Next

Graphical user interface, text, application, email

Description automatically generated  
Installation in progress

Graphical user interface, text, application, email

Description automatically generated

Click Finish

Graphical user interface, application, Word

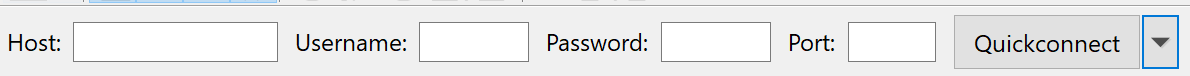
Description automatically generated

## You will get below screen, once you open the File zila

## Enter the given details

* Host Name
* User Name
* Password
* Port number

Click on Quick Connect button.



on successful connection below screen will show the path where you need to upload the encrypted csv file

Graphical user interface, application

Description automatically generated

## Upload to SFTP server via File zilla

Drag encrypted file from left window to right window.

Graphical user interface, application

Description automatically generated

## Upload file to SFTP server is completed