



IntelliPay Technical Support FTP Instructions



FTP Instructions

FTP Application Preface

There is no set user interface for SFTP accounts. As a company we do not endorse or promote any SFTP client software. Generally, we suggest applications such as [FileZilla](https://filezilla-project.org) because it is free to use and it is available for Windows, MacOS, and Linux. There are other programs Merchants can use, we don't have any preference as long as they support SFTP.

For Windows users only: We have used Core FTP LE (free version) and find it to be very good. The user interface is a little simpler than FileZilla. They are a no-nonsense company; they don't try to sell you bloatware, and their products work well and are very reasonably priced (if you decide to upgrade.)

You can download Filezilla at <https://filezilla-project.org>

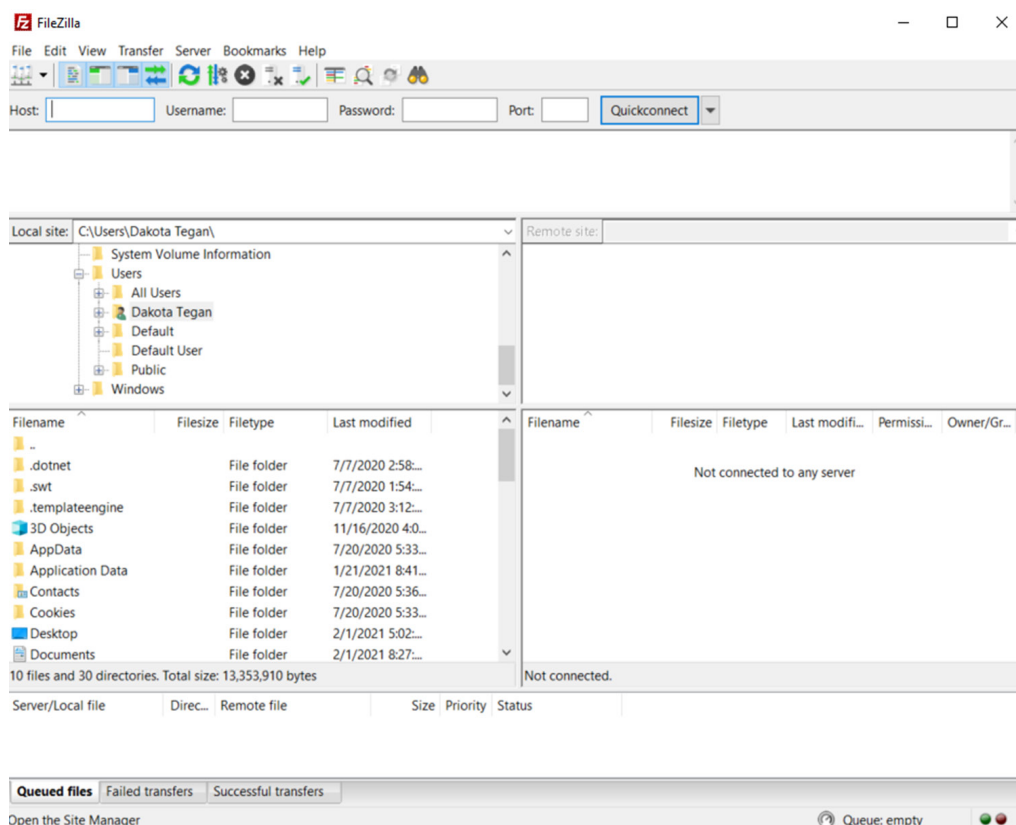
You can download Core FTP LE at <http://coreftp.com>

See below the link a site for FTP/SFTP Client Comparisons

<https://www.comparitech.com/net-admin/best-ftp-sftp-clients-windows-linux/>

For the purpose of providing some guidance with a Secure File Transfer service, we will be using the FileZilla application in the instructions provided below.

- Once Application is loaded, you will open the program and login.



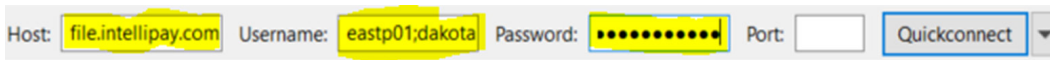
FTP Instructions

Required Items:

- FileZilla or other FTP supporting application (see Extra Info section)
- Merchant Username
- Intellipay.net Login (Credentials)
- Host (file.intellipay.com)

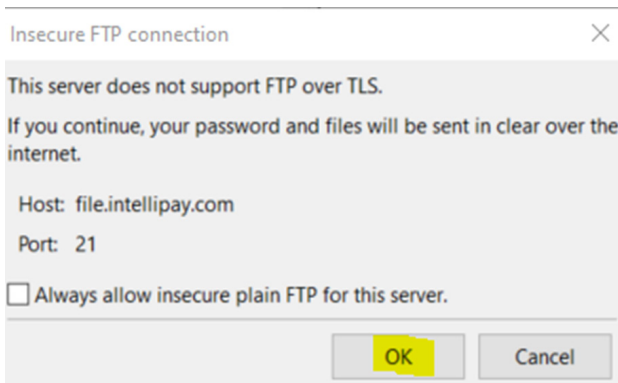
To log in to the FTP server, you will use the above items

1. Launch FileZilla Application
2. Fill in Credentials as show:

A screenshot of the FileZilla connection bar. The 'Host' field contains 'file.intellipay.com', the 'Username' field contains 'eastp01;dakota', and the 'Password' field is filled with dots. The 'Port' field is empty. A 'Quickconnect' button is on the right.

(Note-> username will be merchantusername;yourusername & password will be your password<-)

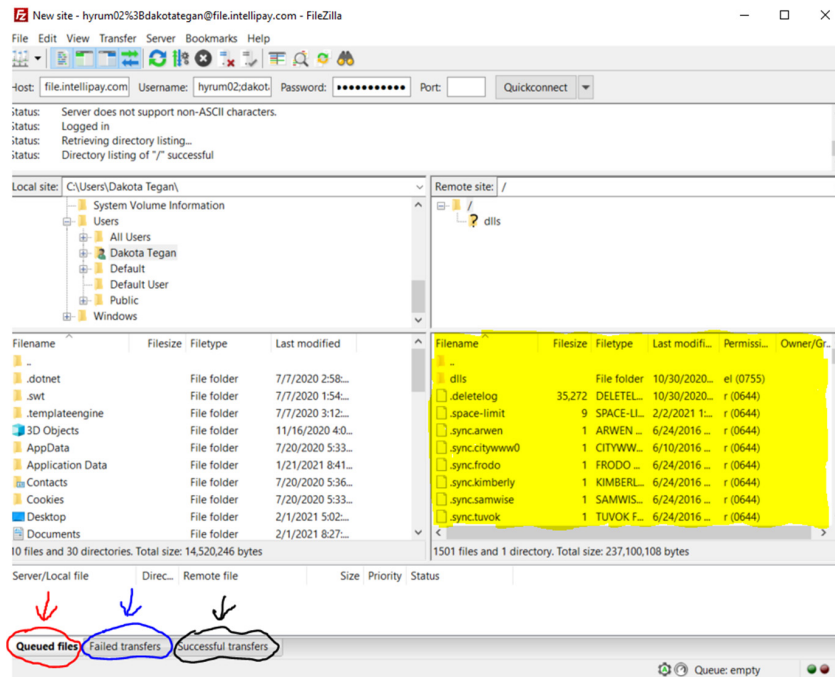
3. Use the "Quickconnect" button to connect to server
4. Press OK option on Pop-up dialog



5. Double click items desired for download in the highlighted Area:
 - Red=Files pending or currently downloading
 - Blue=Files failed during transfer/download
 - Black=Files Successfully

(File path, by default- C:\Users*LoggedInUser*)

- Image on next page



Additional Info:

Merchant SFTP

Merchant SFTP accounts have 3 folders:

- A. Batches-
- B. Reports-
- C. Archive-

A) Batches are where the merchant uploads their batch files to. When they do this, in a minute or less the files will disappear. This means they have been taken by the system and will be processed.

B) Reports are where the merchant will find their daily SFTP reports. They can download and/or delete them.

C) Archive is for the merchant to use for whatever is desired. We ask that they don't use this as their cloud storage though, because we are not expecting to store gigabytes of data for them on this system.