

Secure File Transfer

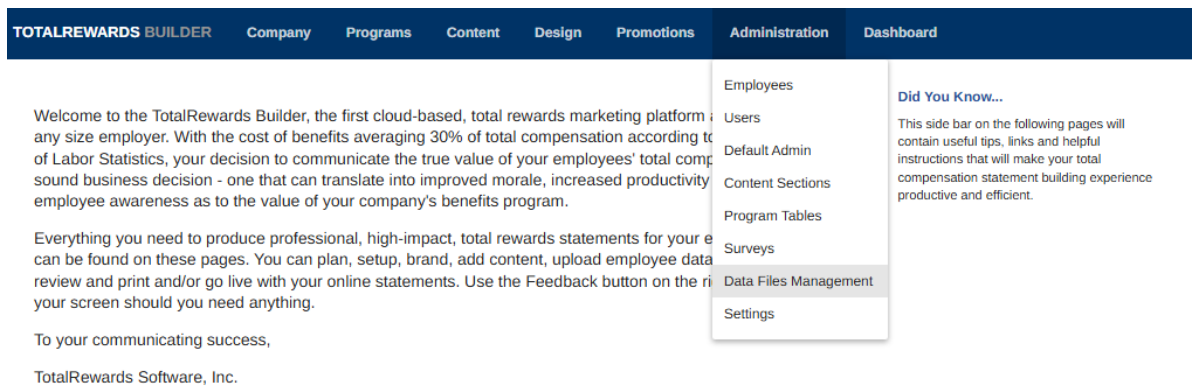
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Safe and Reliable Ways to Upload, Share, and Manage Files

Data Files Management

Send files directly through your site:

- Sign in to your site
- Go to **Administration -> Data Files Management**

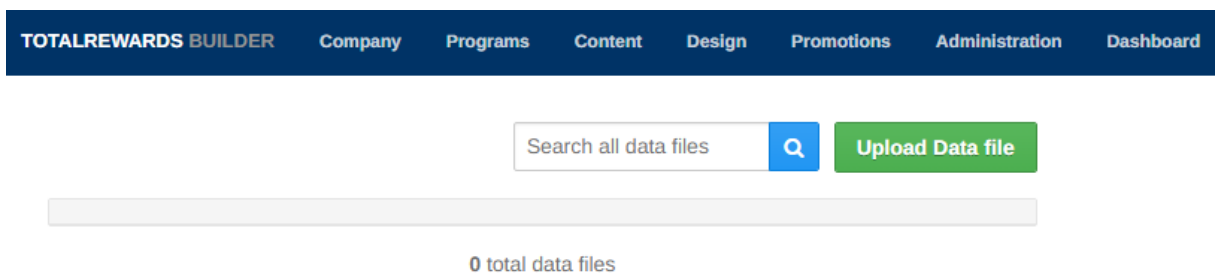


The screenshot shows the 'TOTALREWARDS BUILDER' navigation bar with tabs: Company, Programs, Content, Design, Promotions, Administration, and Dashboard. The 'Administration' dropdown menu is open, listing: Employees, Users, Default Admin, Content Sections, Program Tables, Surveys, Data Files Management (highlighted), and Settings. The main content area on the left contains a welcome message and a 'Did You Know...' sidebar on the right.



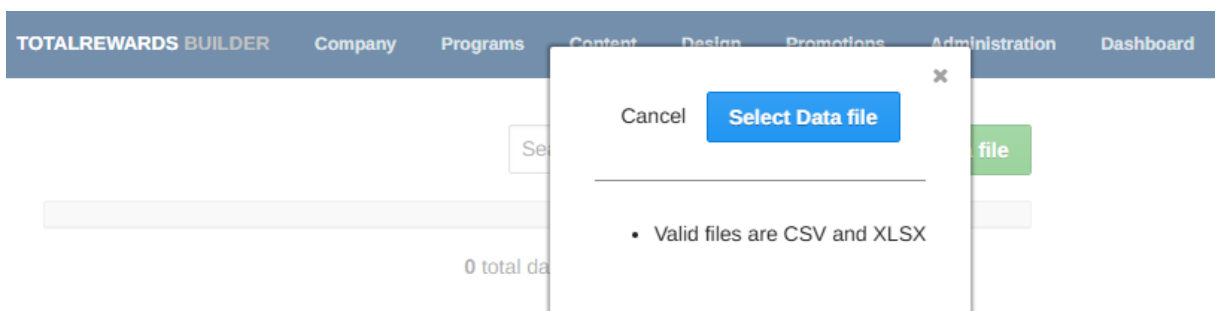
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- Click **Upload Data File**



The screenshot shows the 'TOTALREWARDS BUILDER' navigation bar. Below it is a search bar with the text 'Search all data files' and a magnifying glass icon. To the right is a green button labeled 'Upload Data file'. Below the search bar is a light gray bar and the text '0 total data files'.

- Click **Select Data File**



The screenshot shows the 'TOTALREWARDS BUILDER' navigation bar. A modal dialog is open with the title 'Select Data file'. It has a 'Cancel' button and a blue 'Select Data file' button. Below the buttons is a list item: 'Valid files are CSV and XLSX'. The background shows the 'Upload Data file' button and '0 total data files' text.

- Choose the file from your computer to upload

□ **Quick Steps:** Sign in → Administration → Data Files Management → Upload → Select File → Upload

□ **Your secure data portal**

Send files through your dedicated data portal, if available.

□ **Note:** Do **not** include Social Security Numbers (SSNs) in any uploaded files.
