

WEB TRANSFER SERVICE – ADDITIONAL INSTRUCTIONS

The Web Transfer Service is currently only capable of transferring .zip and .pdf files. This is to minimize the amount of bandwidth consumed when transferring large file sizes.

To send multiple .zip or .pdf files, combine them all into one(1) single zip file.

If you do not have a zip compression utility, contact your Computer Administrator or you can download the following free tool: 7-Zip available at (<http://www.7-zip.org>) .

PROCESS OVERVIEW:

The following illustrates how the Web Transfer Service works:



Important Note:

if the SENDER does not confirm the transfer, the RECIPIENT will never be notified and the data will not be sent, and the data will eventually expire off the server.