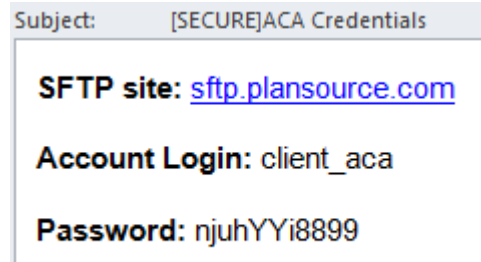




How to Setup SFTP

If you are loading **ACA Payroll Hours** into MarketLink and have opted to use our SFTP (Secure File Transfer Protocol); you would have first informed your MarketLink Team. Your MarketLink Team will then provide you with your credentials for the site. Below are instructions as to how to setup the SFTP now that you have all of your information you need.

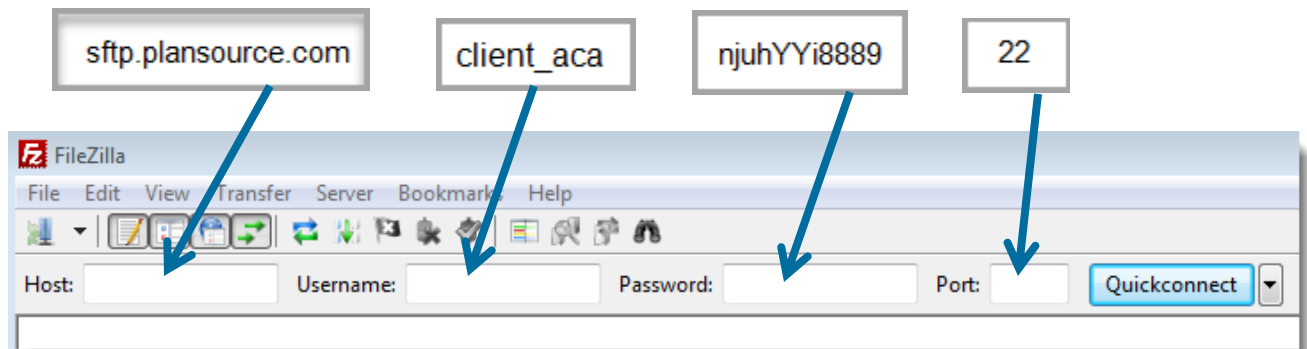
1. You will receive an email from your MarketLink Team with the login credentials. Typically, the password will be sent in a separate secure email for security purposes.



2. You will need to utilize an SFTP. The most commonly used is **FileZilla**. This is free software to download. Consult with your Information Technology Team before loading Software onto your computer.

3. Plug in the appropriate information provided by your MarketLink Team. Below is what would be entered per the example demonstrated in Step 1.

Please Note: Always use **22** for Port.



4. Then, click on 'Quickconnect'

5. Once the SFTP is connected. You will see a similar image. The Left box is your folders and Right will be a designated ACA folder. This is where you can simply drag the fold from your folder to the ACA folder.

Please Note: Regarding the file naming convention; there is no specific naming convention required. MarketLink suggests using the following:
[Client Name]-ACA Hours – [Pay Dates]

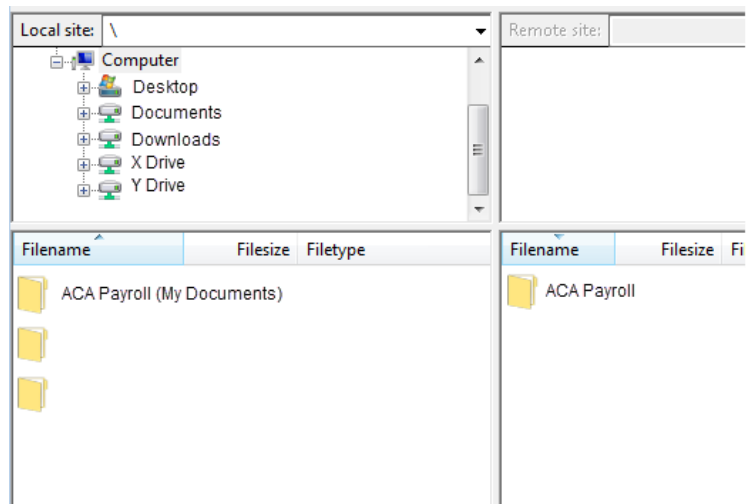


Image for demonstration purposes only
For this example, open the ACA Payroll (My Documents), use your mouse to drag document to ACA Payroll Folder.