

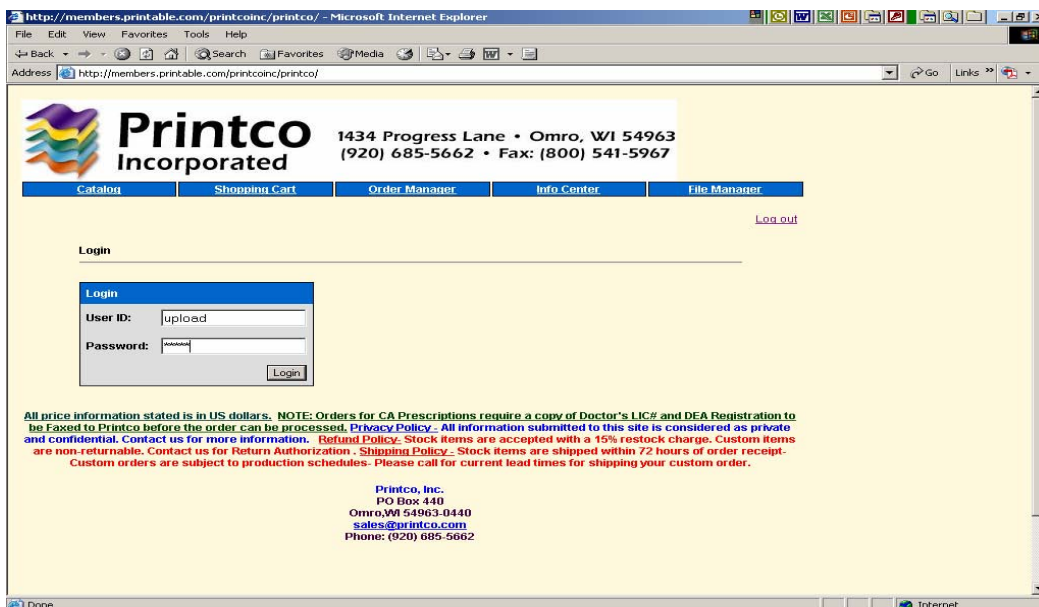
[Customer site file transfer to the Printco Secured Web upload Site](#)

This document describes the File Upload procedure. Any files from your User site may be transferred to Printco using this tool. It is a function of the Printco On-line order site. Your login and password assures that your data is secure. Call Printco if you need help with your USERID (account number) and Password. (920.685-5662)

Go to the Printco website www.printco.com



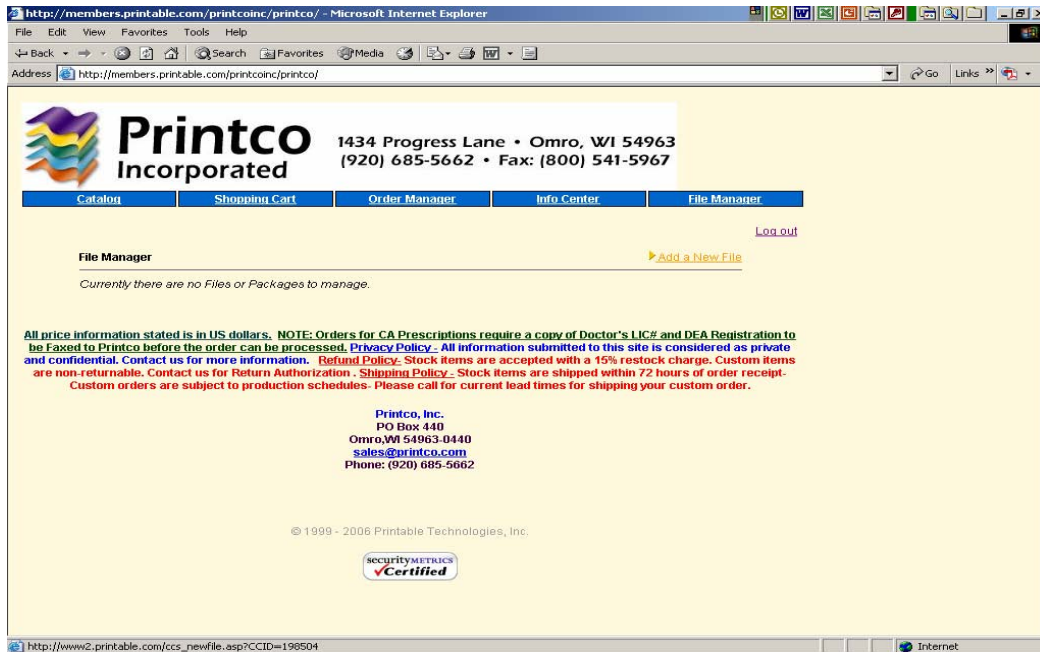
Double click on the hypertext [Did](#) found in the Lower right on the Home page. The Printco on-line site login is brought up and a login screen appears.



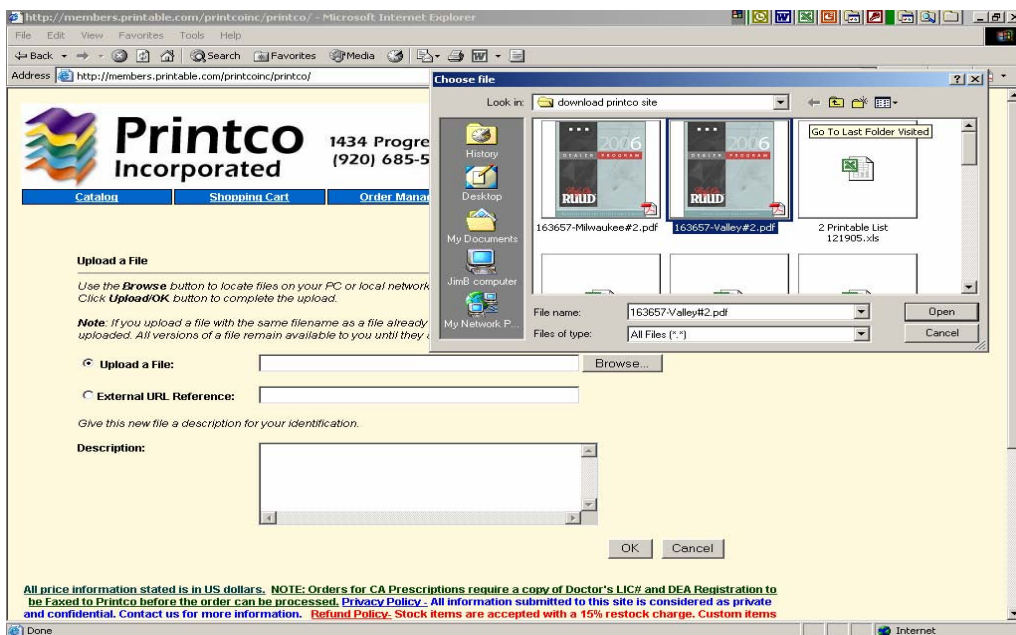
Enter your **Printco Account number** in the User ID and your **Printco password** in the password. This will login you into the system, and will allow you to transfer your files from your location to Printco Inc. for use. Call Printco if you need help with your USERID (account number) and Password. (920.685-5662)

Move your cursor to the menu bar and select “File Manager” > “Manage Files” option.

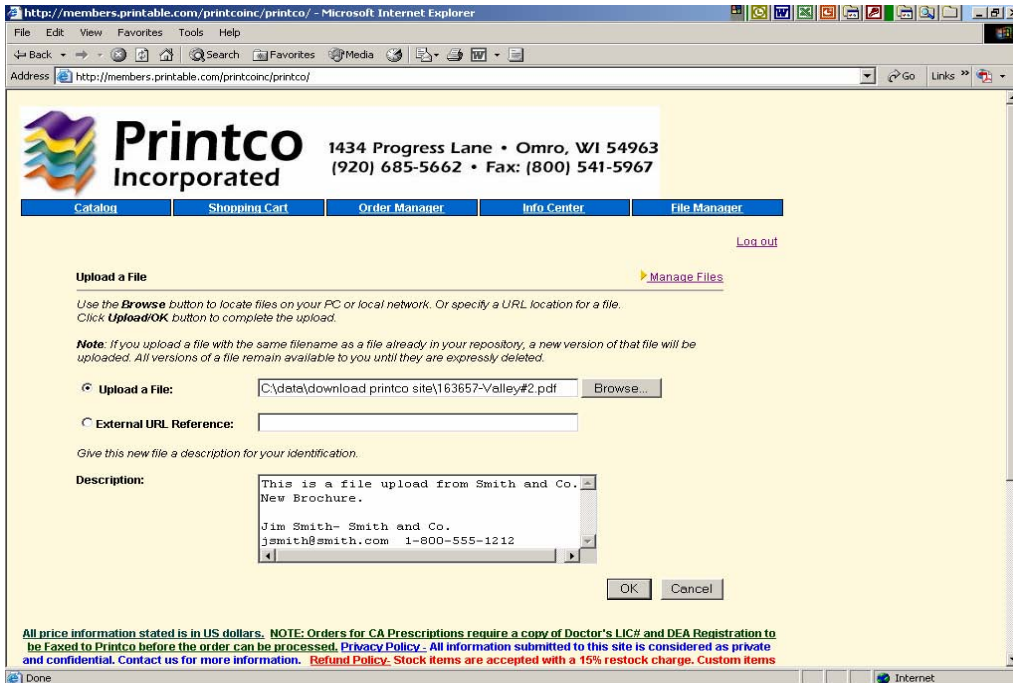
This will bring up the “add a file” option.



Double click on this option and the file transfer screen loads.

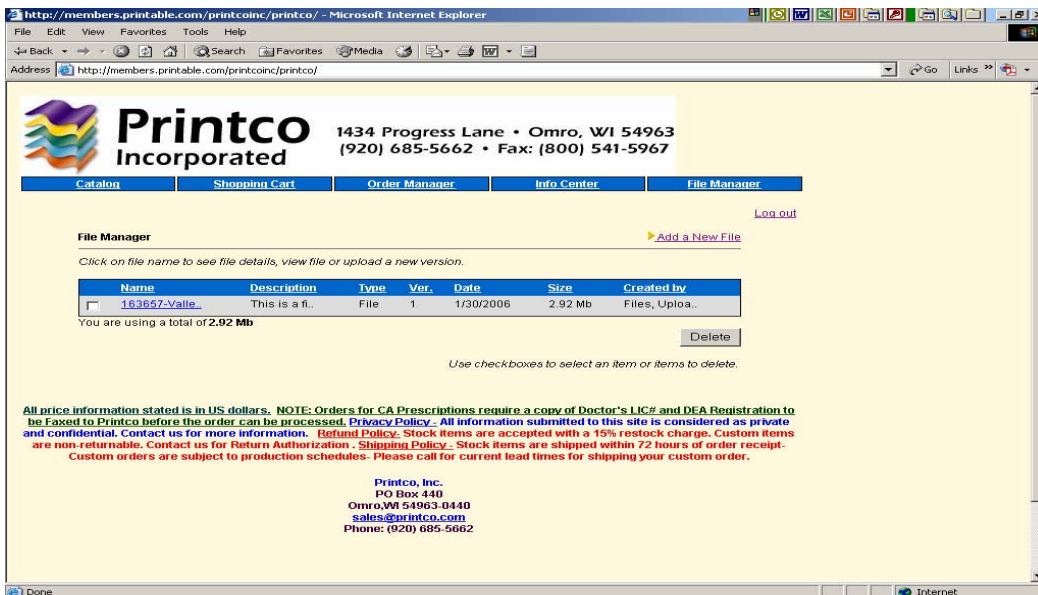


Browse for the file you want to upload and type a description of the file to be uploaded. and press “OK”.



The file is then transferred to the Printco on-line site.

A file entry is shown indicating your file has been downloaded.



Your file has been successfully transferred. You may logout at this time.

Printco personnel have been notified and your files are available for subsequent processing at Printco. You will receive an E-mail notification that your data was successfully uploaded to the Printco site.

This user ID and Password allows you to browse and place Purchase Orders for catalog items on this site. Call Printco if you need to change /recover your ID (Account Number) and Password (920.685.5662)