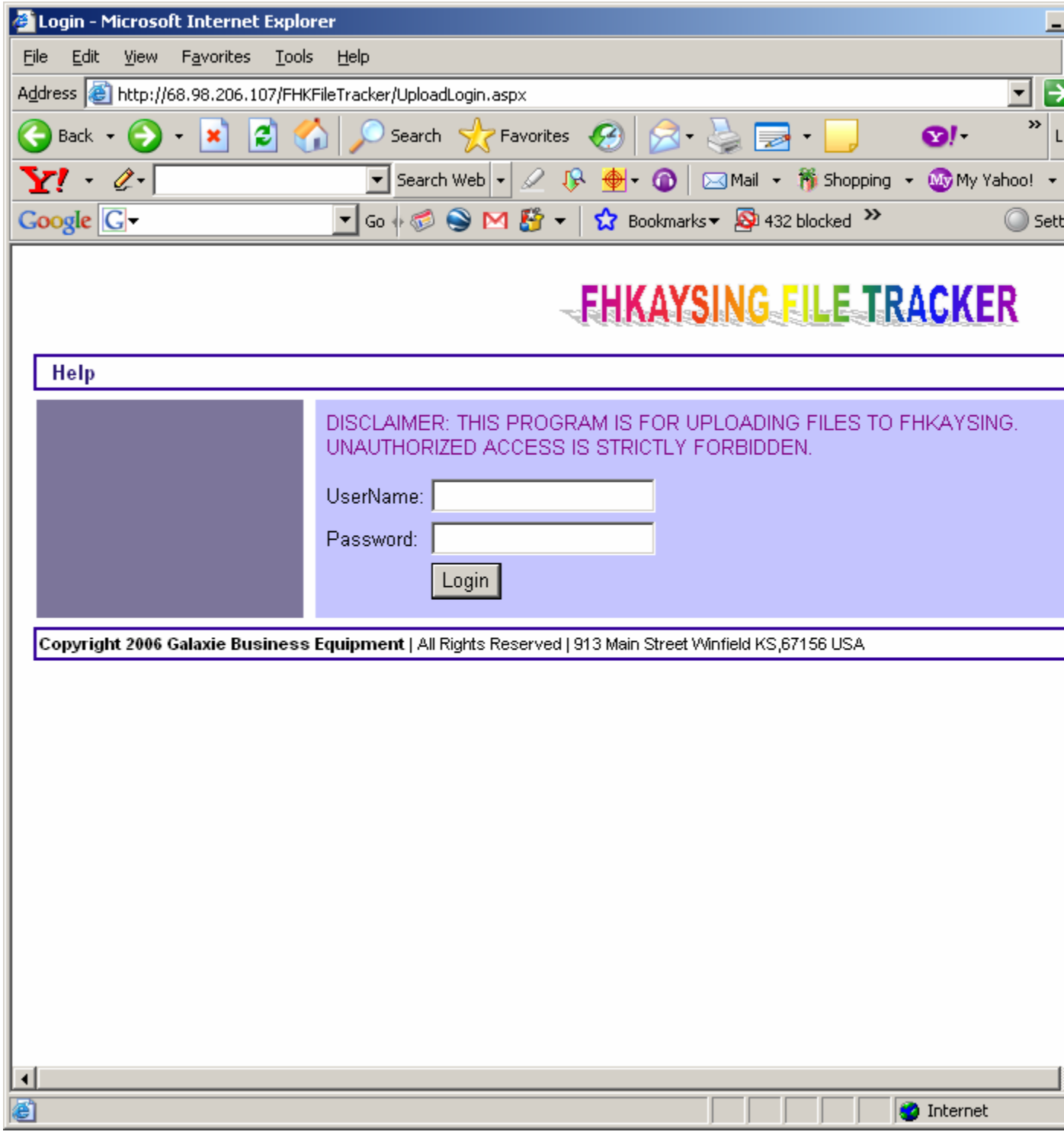
UPLOADING FILES TO FHKAYSING:

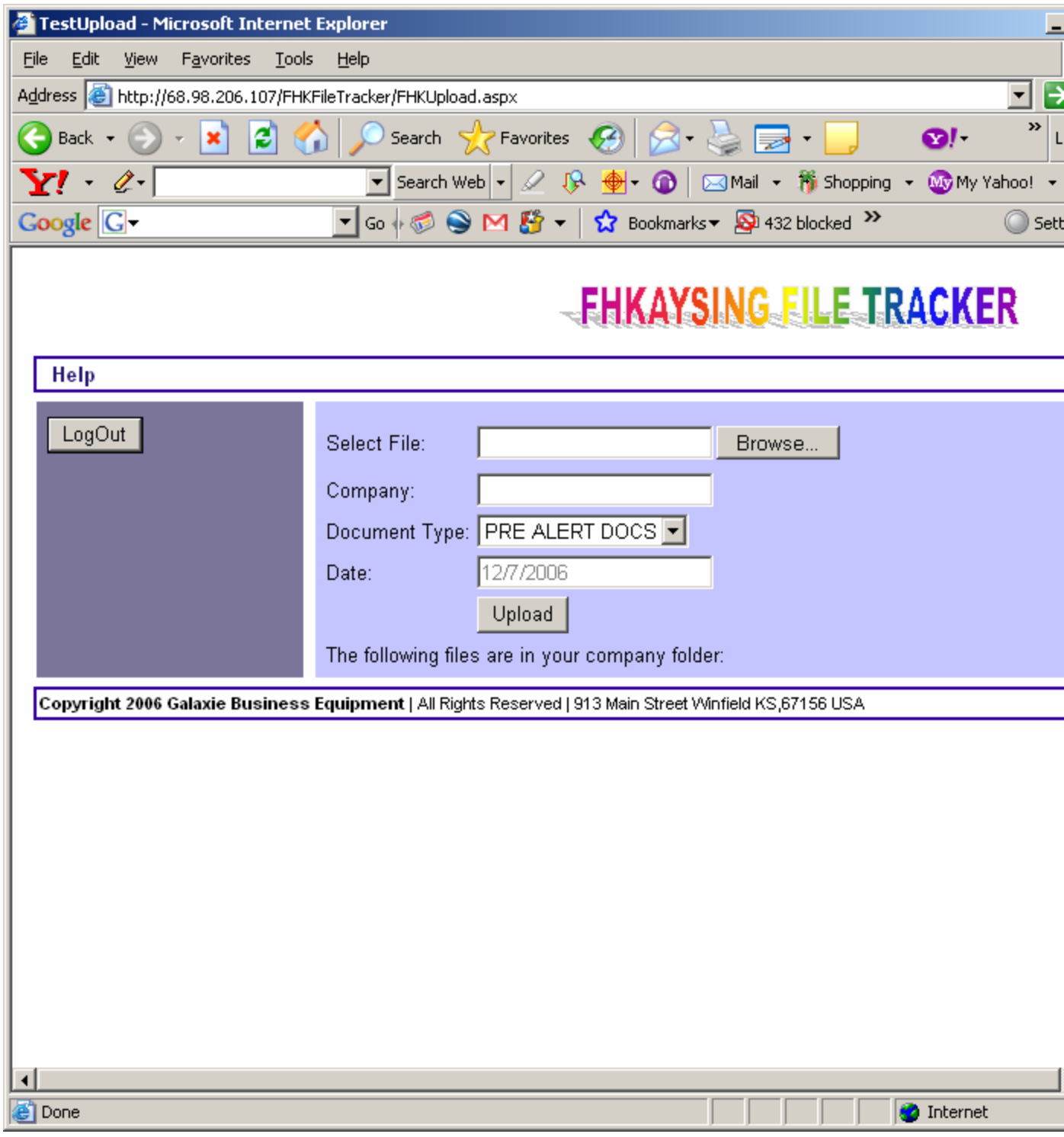
1. Go to the official website http://www.fhkaysing.com

2. Click on the link 'Carrier Uploads' the following screen will be seen



3. Enter your assigned username and password, click 'Login' .For a username and password please call Nancy Luttrell or Jan Albertin at FHKaysing (Tel 1(316)-721-8980). Or send an email to *prealerts@fhkaysing.com*.

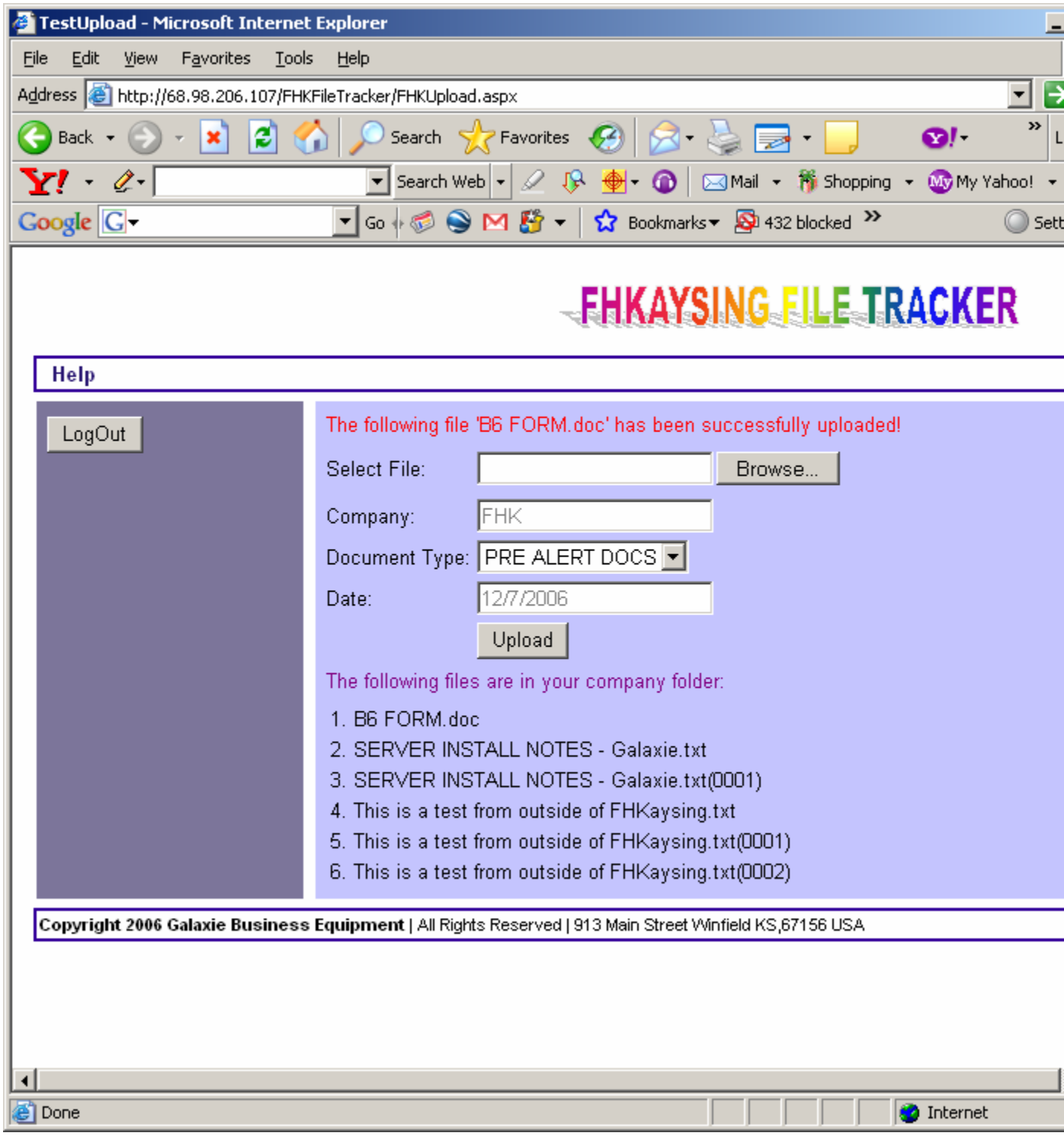
4. The upload page next appears as below;



5. Click on the 'Browse' button and select the file that you want to upload. Then click on 'Upload' to send the file to Fhkaysing.

6. If the Upload is successful, you will get a message in red telling you that the file has been successfully uploaded. Also you will see the contents of your

company folder in the FHKaysing system. This is just a listing.



7. Once you are finished, click on 'Logout button'