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

🚰 Login - Microsoft Internet Explorer	
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	FILE TRACKER
Help	
DISCLAIMER: THIS PROGRAM IS FOR UPLOADIN UNAUTHORIZED ACCESS IS STRICTLY FORBIDD UserName: Password: Login	
Copyright 2006 Galaxie Business Equipment All Rights Reserved 913 Main Street Winfield KS,	67156 USA
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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;

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	FHKAYSING FILE TRACKER
Help	
Co Do Dat	Upload
	e following files are in your company folder:
Copyright 2006 Galaxie Business Equi	oment All Rights Reserved 913 Main Street Winfield KS,67156 USA
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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

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Halp	FHKAYSING FILE TRACKER
Help	
LogOut	following file 'B6 FORM.doc' has been successfully uploaded!
Sele	ct File: Browse
Corr	pany: FHK
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Date	
	Upload
The	following files are in your company folder:
	6 FORM.doc
	ERVER INSTALL NOTES - Galaxie.txt
	ERVER INSTALL NOTES - Galaxie.txt(0001)
	his is a test from outside of FHKaysing.txt his is a test from outside of FHKaγsing.txt(0001)
	his is a test from outside of FHKaysing.txt(0007)
Copyright 2006 Galaxie Business Equipi	ment All Rights Reserved 913 Main Street Winfield KS,67156 USA
E Done	

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

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