



# Pro Print File Transfer: A Comprehensive User Guide

Welcome to our Secure Client File Transfer Portal! Our platform ensures seamless, secure file transfers with advanced encryption and robust security. Follow the instructions below to get started.

## 1 [Go to proprintus.com/file-share-portal](https://proprintus.com/file-share-portal)

The screenshot shows the Pro Print File Transfer Portal registration form. The form includes fields for Email, First Name, Last Name, Company, Job Name, Sales Rep., and Comments. There is an 'Upload' button at the bottom right of the form. Below the form, there is a link for 'Having problems uploading files?' and contact information: 'Email us at [prepress@proprintus.com](mailto:prepress@proprintus.com) or call us at 218.722.9805'.

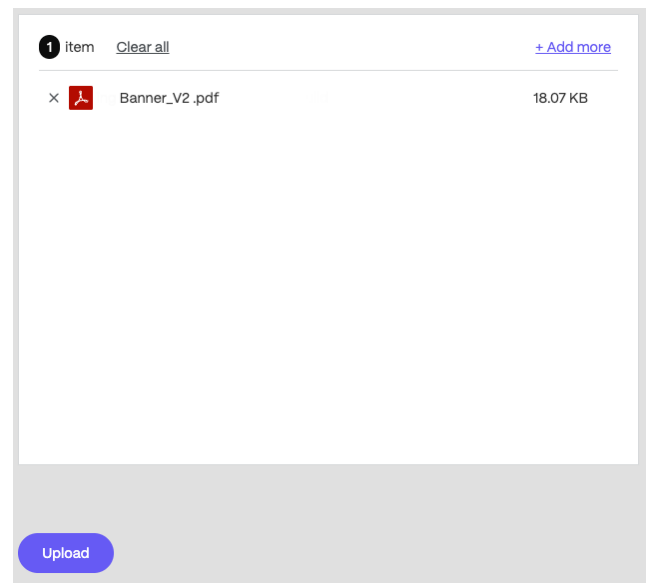
## 2 Complete the form fields

## 3 Browse for files or effortlessly drag them to the 'Drag Files Here' icon.

Please note that depending on your browser, the drag-and-drop feature may not be supported. In such cases, utilize the '**Browse Files**' option instead.

## 4 Click the upload button to add files, or simply add more files.

You can upload multiple files simultaneously or even a zipped file for added convenience.



## 5 The files being uploaded will be shown in a progress bar.

If you don't see the progress bar, try scrolling down using the scroll bars. **It's important to wait until you see the 'Upload Complete' message before closing the file transfer window.** Please note that upload speed may vary depending on your internet provider's upload speed.

