
MYOB IMS Payroll

File Transfer Instructions

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myob

IMS Payroll File Transfer Instructions

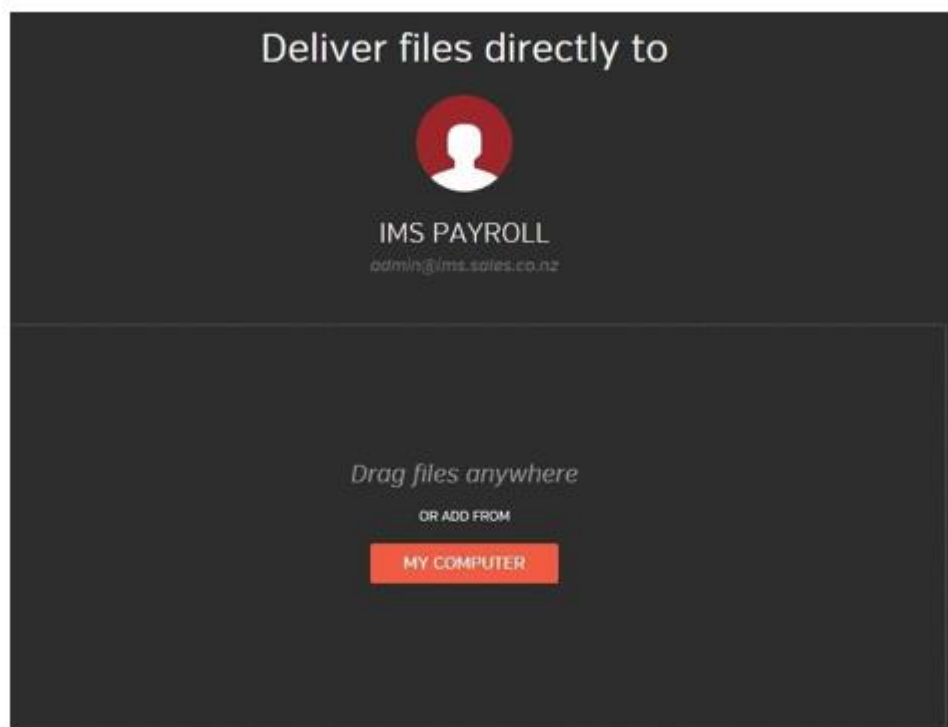
MYOB IMS Payroll subscribes to Hightail, a file transfer site. This allows IMS and you, as a valued client, to transfer files quickly, securely and efficiently.

How to Send a File to IMS

Before using this facility, ensure that an IMS staff member is aware of your intention to send the file.

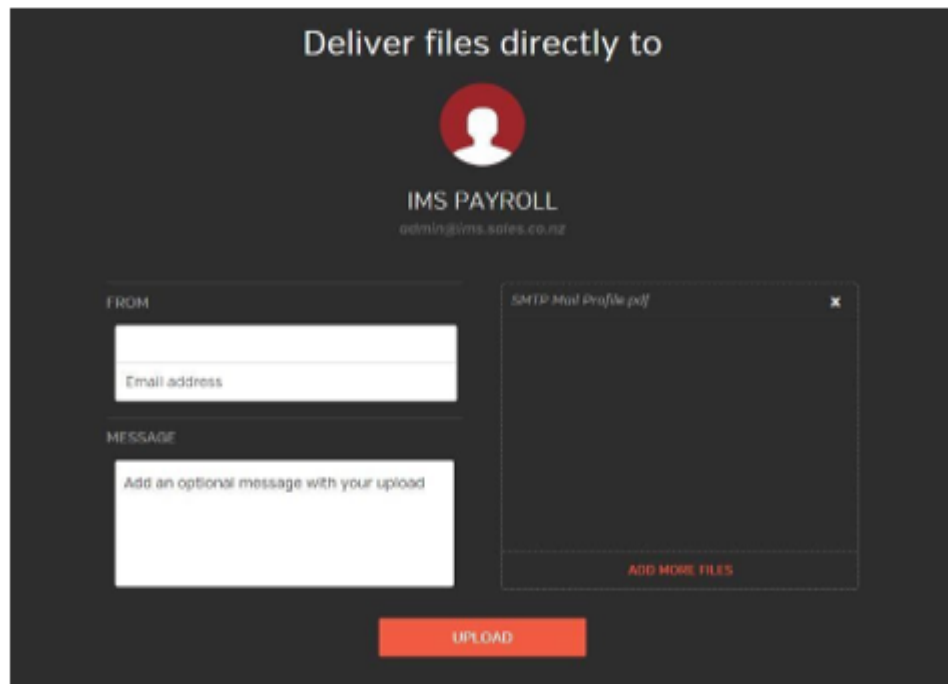
The following link provides access to the Hightail Dropbox from where you can select and send files to IMS:

<https://spaces.hightail.com/uplink/IMSPAYROLL>



Either click on the **MY COMPUTER** link and browse to the file you want to upload, or drag the file onto the screen.

Enter your Full Name and/or Company Name, Email address, Subject and/or any message pertaining to the files being sent. Click the **UPLOAD** button to send the file(s).

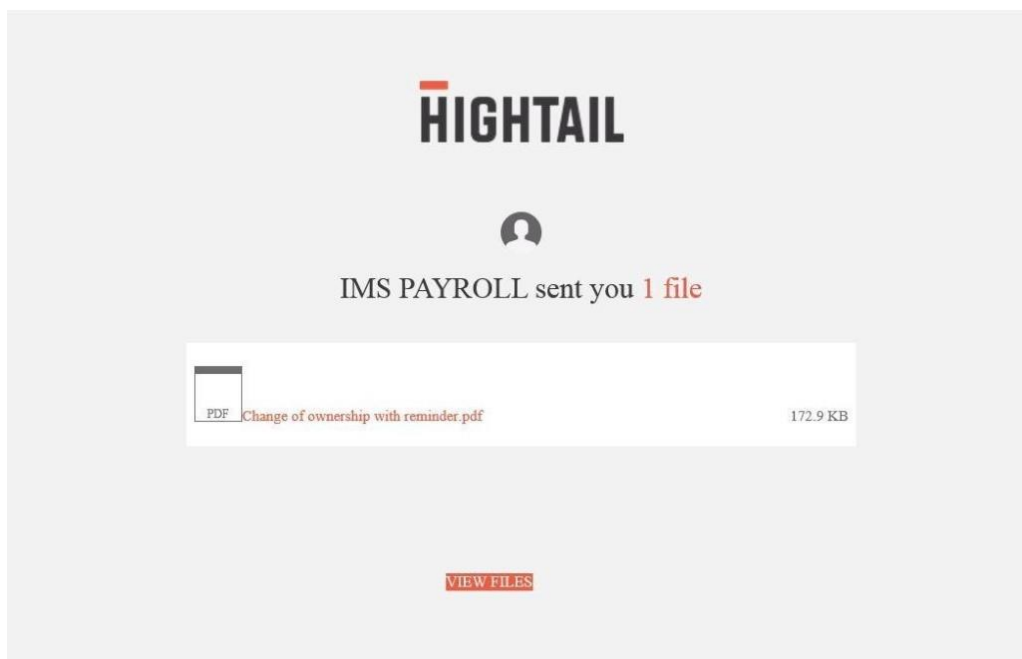


The screenshot shows a dark-themed web form titled "Deliver files directly to". At the top center is a red circular profile icon with a white silhouette, followed by the text "IMS PAYROLL" and the email address "admin@ims.sales.co.nz". Below this, there are two main sections: "FROM" and "MESSAGE". The "FROM" section contains a white input field with the placeholder text "Email address". The "MESSAGE" section contains a white text area with the placeholder text "Add an optional message with your upload". To the right of these sections is a file upload area showing a preview of a PDF file named "SMTP Mail Profile.pdf" with a close button (X) in the top right corner. Below the file preview is a red button labeled "ADD MORE FILES". At the bottom center of the form is a large red button labeled "UPLOAD".

IMS will be automatically notified by email when the file(s) sent are available for them to download.

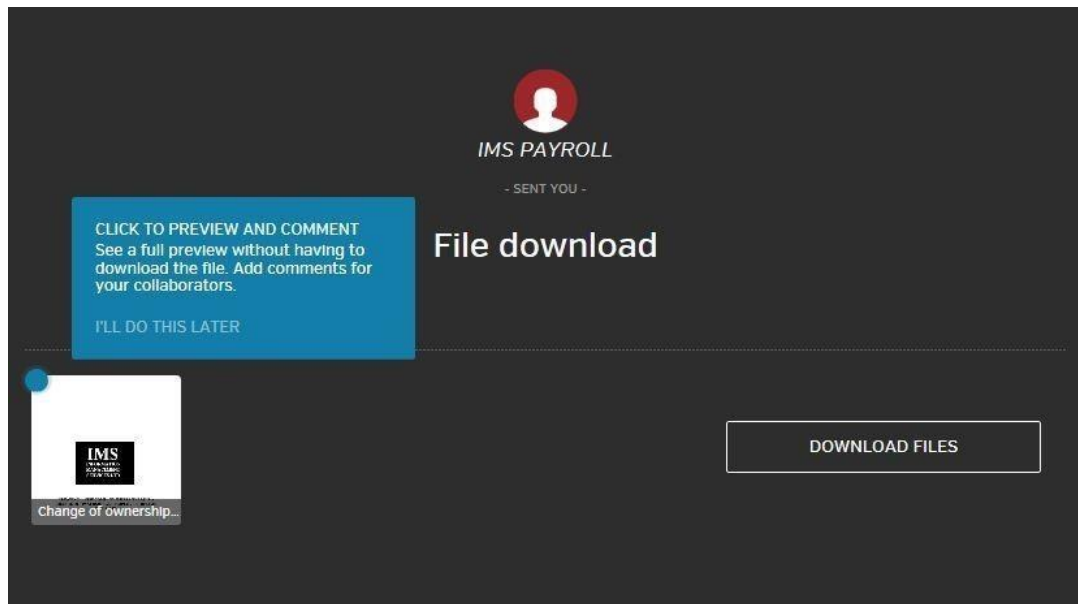
How to Download a File Sent from IMS

If MYOB IMS Payroll sends you one or more files, you will receive an email advising you that the file(s) are now available for downloading.



Click **VIEW FILES** to be directed to the Hightail website.

Click **DOWNLOAD FILES** to display a standard Save window. Click **Save** and the file(s) will automatically save to your Downloads folder.



Note: It is advisable to download each file sent separately as multiple files downloaded together will appear as a Zip file.