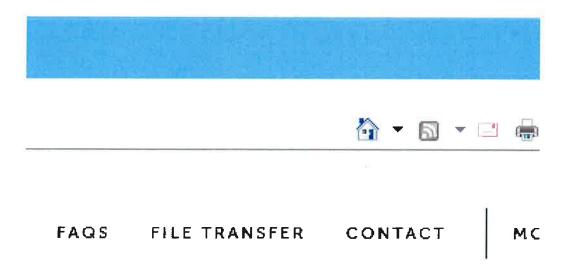
## MOR SECURE FILE TRANSFER

The MOR Accountants secure file transfer system can be found at our website <a href="http://www.mor.net.au/">http://www.mor.net.au/</a>

The Secure File transfer link can be found at the top right hand side of the website.



After clicking on the link it will open on to a new web page with a link to log in to the system, please click on the logon link.



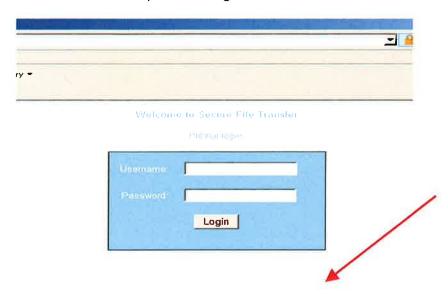
## **Secure File Transfer**

Click Here To Login

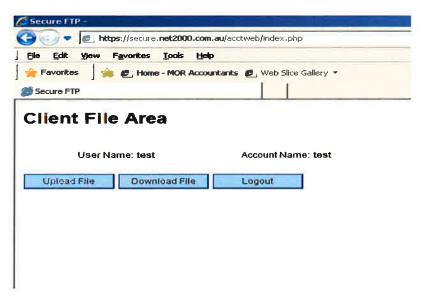
MOR Accountants offer a secure file transfer service for large important files such as MYOB, Quickbooks & Quicken files. Often these types of files are too large to email.

The Secure File Transfer system allows you to upload files via our website. Our office can also upload files for you to directly download onto your own computer.

A new web page will open, which will require you to provide your user name and password. If you do not have a user name or password or have forgotten your password please contact the MOR office on 03 53333202 so that we can promptly provide you with access details. To continue please enter your access details then press the login button to continue.

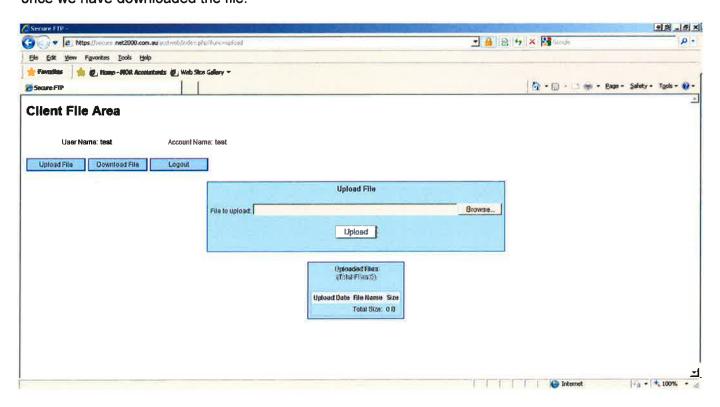


Once logged in there are three buttons available Upload file, Download File and Logout. Uploading files is provided so that you can send your file to MOR Accountants and download file is provided so that you can download a file that MOR has placed on the system for you.



## **UPLOAD FILES**

Upload files allows you to upload a file to MOR this can be done by clicking on the browse button which will allow you to search your system to find the file you wish to upload. Once you have selected your file will need to push the upload button to upload the file to MOR. The speed that file uploads with will depend on your connection speed. Files sizes up to 100mb may take up to 20mins to upload. We will receive instant notification once the file has been uploaded and you will receive a notification by email once we have downloaded the file.



## **DOWNLOAD FILES**

Under download files any files that MOR as upload for you will appear you will need click on the file to download it and save it to your machine.

