

WinStabs Backup Data File Upload Instructions

Part 1 – Using Windows Explorer

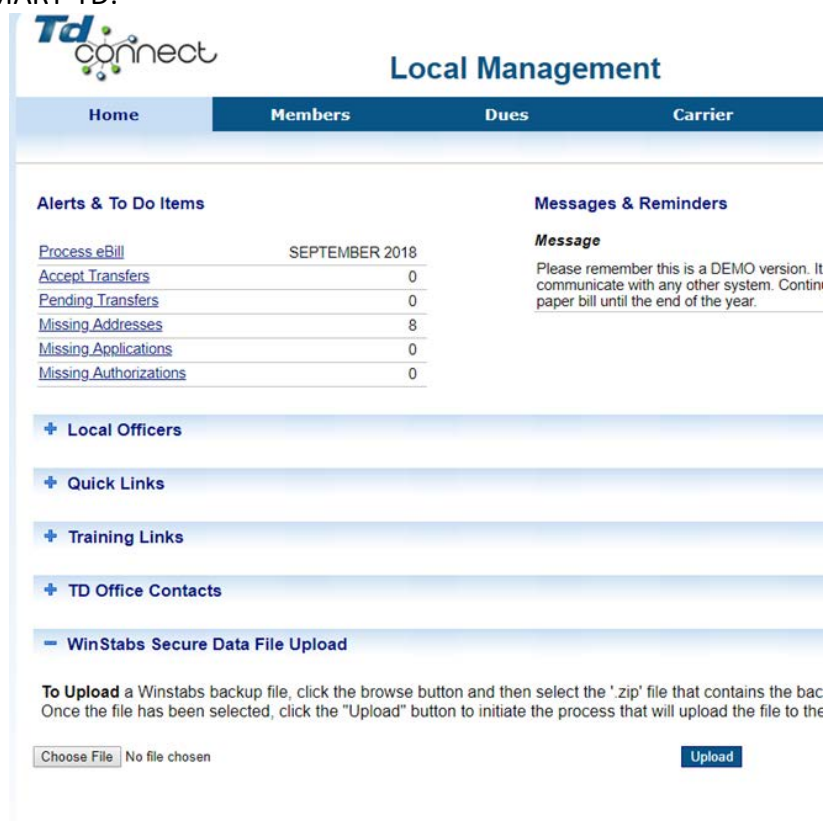
After completing the data backup process from WinStabs:

1. Open Windows Explorer
2. Navigate to the folder that contains your WinStabs backup data
3. Hold the cursor over the yellow folder and click your **Right** mouse button
4. Move your mouse to the **Send To** menu choice and hold
5. Another drop down menu will appear – click on **Compressed (zipped) folder**
6. A new file will be created with the **same name as the folder you compressed** – this new file will have a **.ZIP** extension. This is the file that needs to be uploaded to SMART-TD.

IMPORTANT: Do not rename the .ZIP file!!! Upload the .ZIP file with the same name as the folder you compressed.

Part 2 – Upload your WinStabs back up file to TD Connect.

1. Log into your Td Connect account
2. On the Home Screen Click **on** the + WinStabs Secure Data File Upload
3. Click **Choose File** button and locate your Zip file you created in Part 1 and click on it to highlight the file.
4. Verify you selected the correct file, then click the **Upload** button. Your file will be securely transmitted to a server at SMART-TD.



The screenshot shows the TD Connect Local Management interface. At the top, there is a navigation bar with 'Home', 'Members', 'Dues', and 'Carrier'. Below this, there are sections for 'Alerts & To Do Items' and 'Messages & Reminders'. The 'Alerts & To Do Items' section contains a table with the following data:

	SEPTEMBER 2018
Process eBill	
Accept Transfers	0
Pending Transfers	0
Missing Addresses	8
Missing Applications	0
Missing Authorizations	0

Below the table, there are several expandable sections: '+ Local Officers', '+ Quick Links', '+ Training Links', and '+ TD Office Contacts'. The 'WinStabs Secure Data File Upload' section is expanded, showing instructions: 'To Upload a Winstabs backup file, click the browse button and then select the '.zip' file that contains the bac. Once the file has been selected, click the "Upload" button to initiate the process that will upload the file to the'. At the bottom of this section, there is a 'Choose File' button (which says 'No file chosen') and an 'Upload' button.