

User guide

Managed File Transfer - MFT



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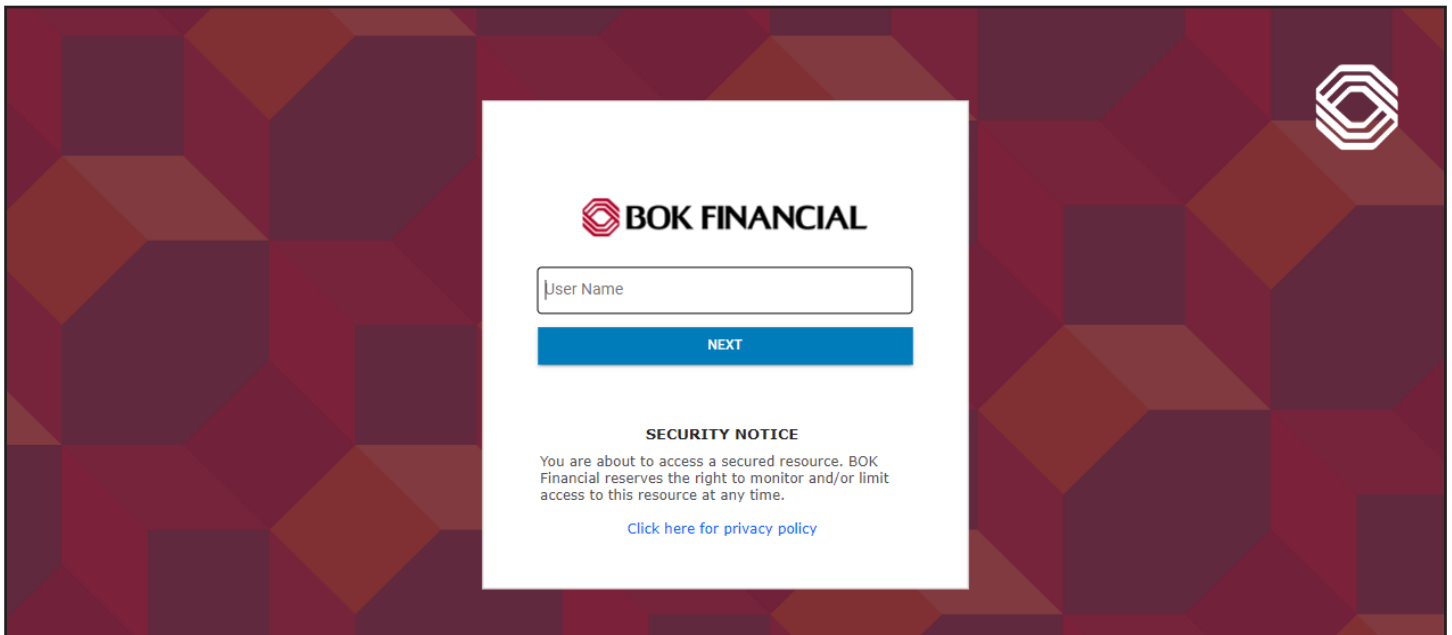


Introduction

Welcome to the BOK Financial Managed File Transfer System

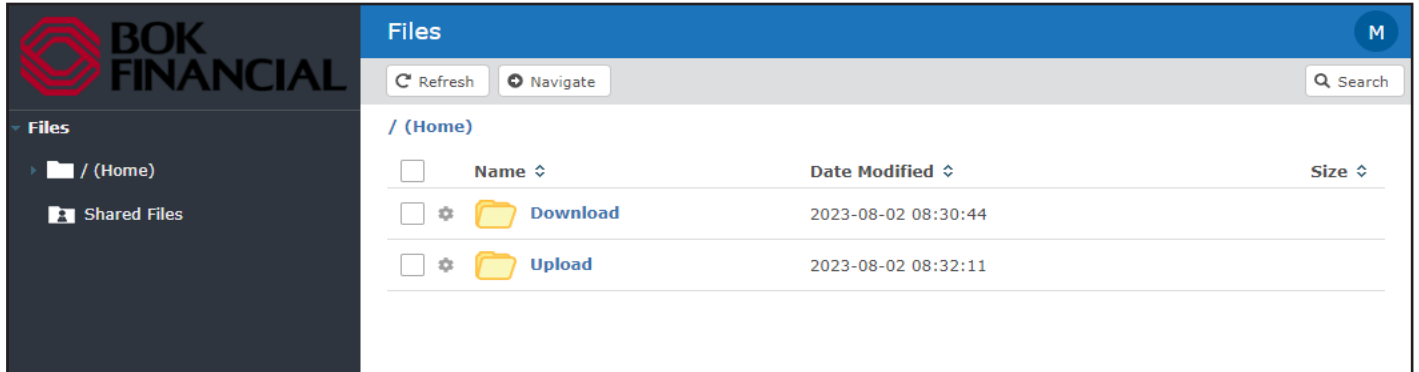
Welcome to the **BOK Financial Managed File Transfer (MFT) System**, located at <https://mft.bokf.com>. This system will allow you to simply and securely upload and download Lockbox, ACH, Recon, and other types of files to and from the Bank.

This document will provide the instructions in using the upload and download file functionality and navigating the system. Visit the Logging In & Authentication guide for information and instructions for the login process.



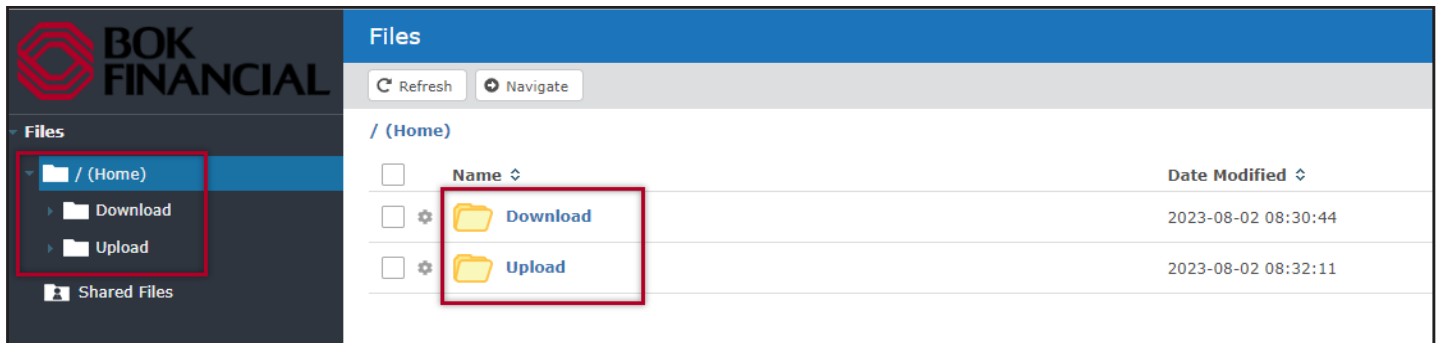
Navigation

Once you've logged in, your screen should look similar to the image below.

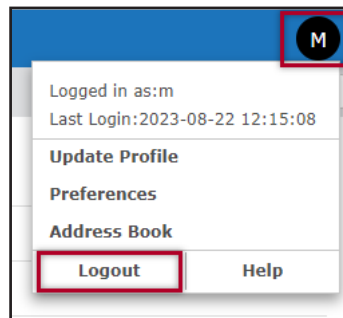


In the grey section on the left is your "(Home)" folder. Click it to expand showing both "Download" and "Upload" folders. Although you may navigate to folders using the left navigation, it can also be done on the main portion of the screen which is where all other actions are performed.

- Upload folder is where you may upload files to MFT to be sent to the Bank.
- Download folder contains files that are delivered by the Bank and available for download.



To log out of Manged File Transfer, click your "Initial" from the top right corner of the screen and click "Logout".



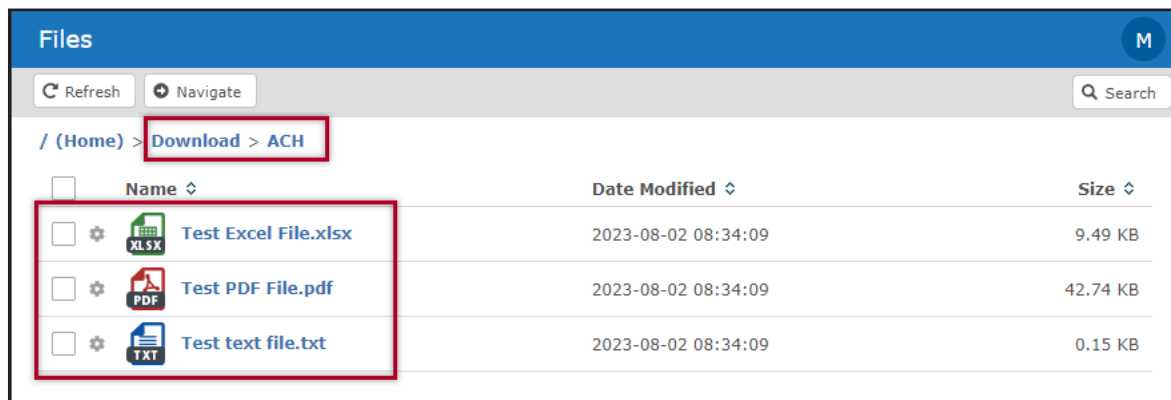
Downloading Files

To “Download” files sent from the Bank, click the “Download” folder to reveal product folders you have available for download. In this example, clicking “Download” reveals the ACH and BAI folders.

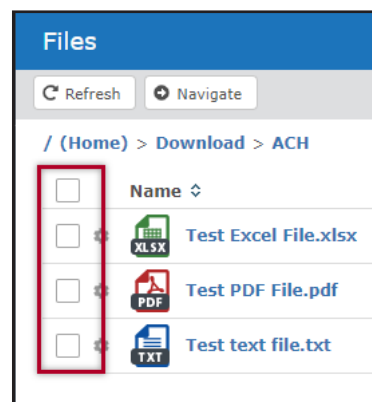


To download a file:

- Click the Product folder you wish to download reports.
 - You should then see a list of all files in that folder which are available to download.



Click the checkbox next to each file that you'd like to download or click the top checkbox to select all files in this folder.

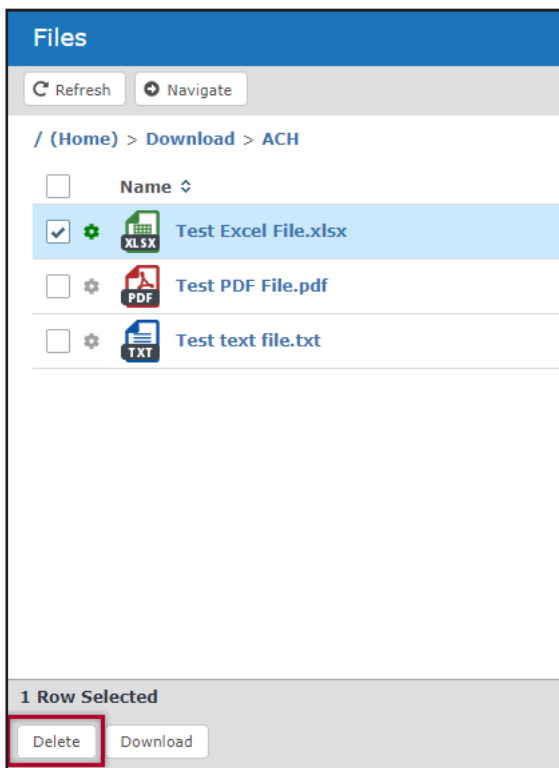
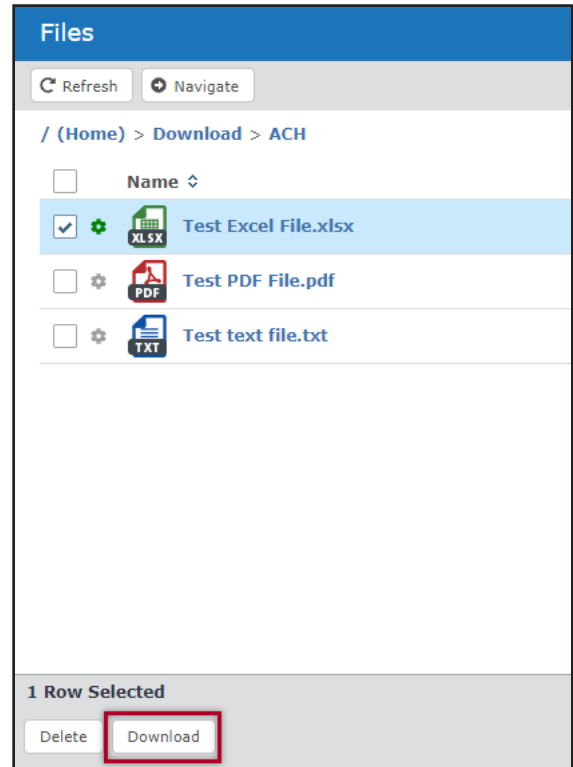


Downloading Files

Then, click the “Download” button that appears at the bottom of the screen.

The selected file(s) will then start to download. No matter if you click checkboxes for one or many files, selection(s) will download to a single zip file.

If you would prefer to download the files as unzipped, individual files, click on the individual “file name links”, one at a time. As you click each file name, the files are downloaded in their original file formats.

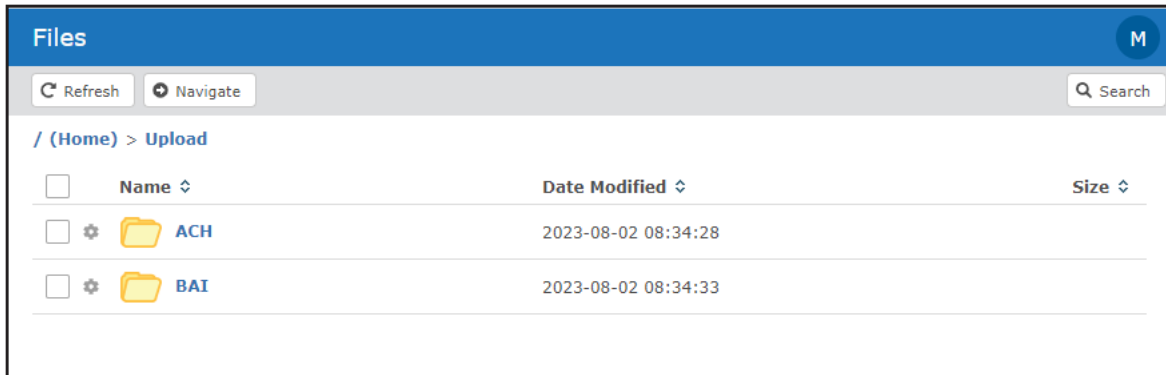


Files are automatically deleted after ten days, but you can delete files at any time by selecting the file and clicking the “Delete” button. If deleted in error, you will need to contact the Bank to have the file reloaded.

Uploading Files

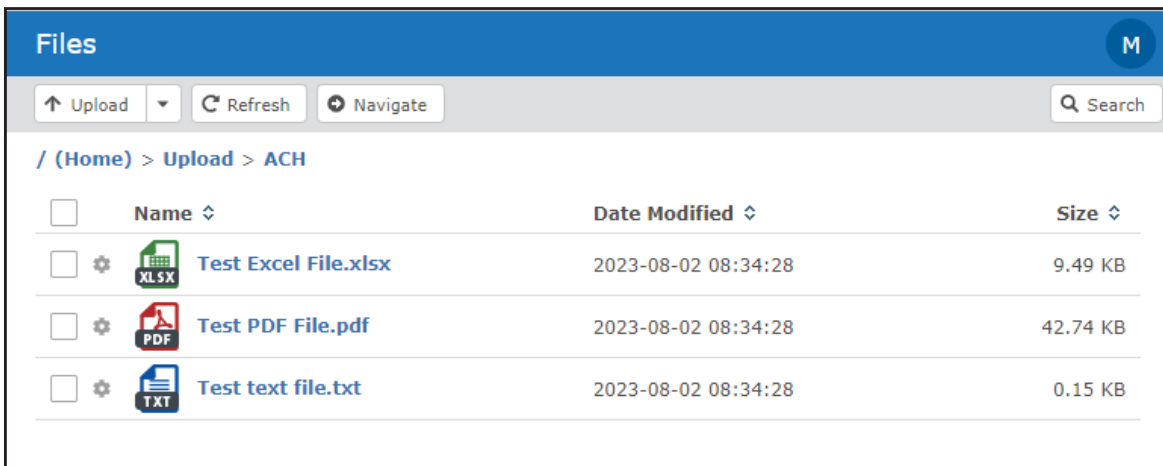
When Uploading files, note that Product folders are type-specific... so for example; ACH files should only be uploaded to the ACH folder and Lockbox files should only be uploaded to the Lockbox folder, and so on.

To “Upload” a file to send to the Bank, click the “Upload” folder to reveal product folders you have available for upload. In this example, clicking “Upload” reveals the ACH and BAI folders.

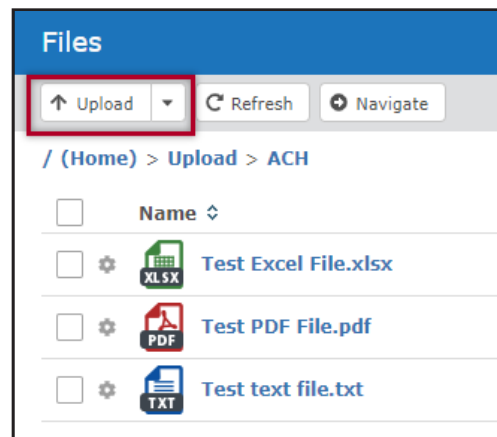


To upload a file:

- Click the Product folder you wish to upload a file to.
 - In this example, there are files in the ACH Upload folder from prior uploads.

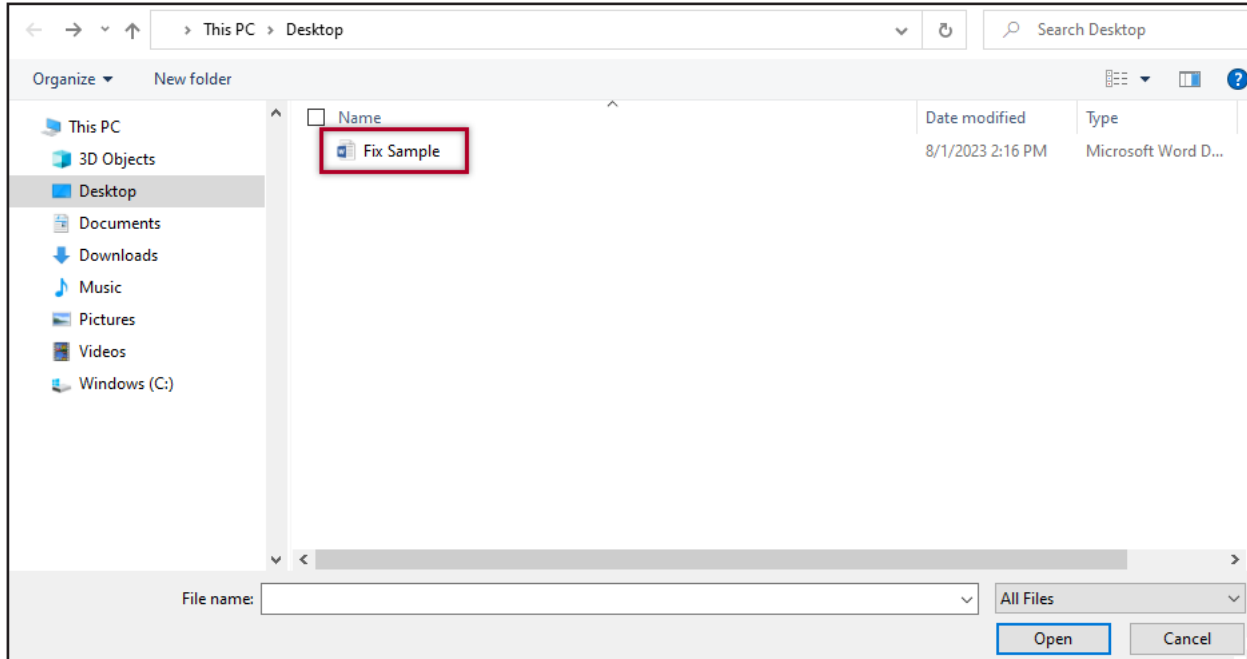


To upload a file, click “Upload”.



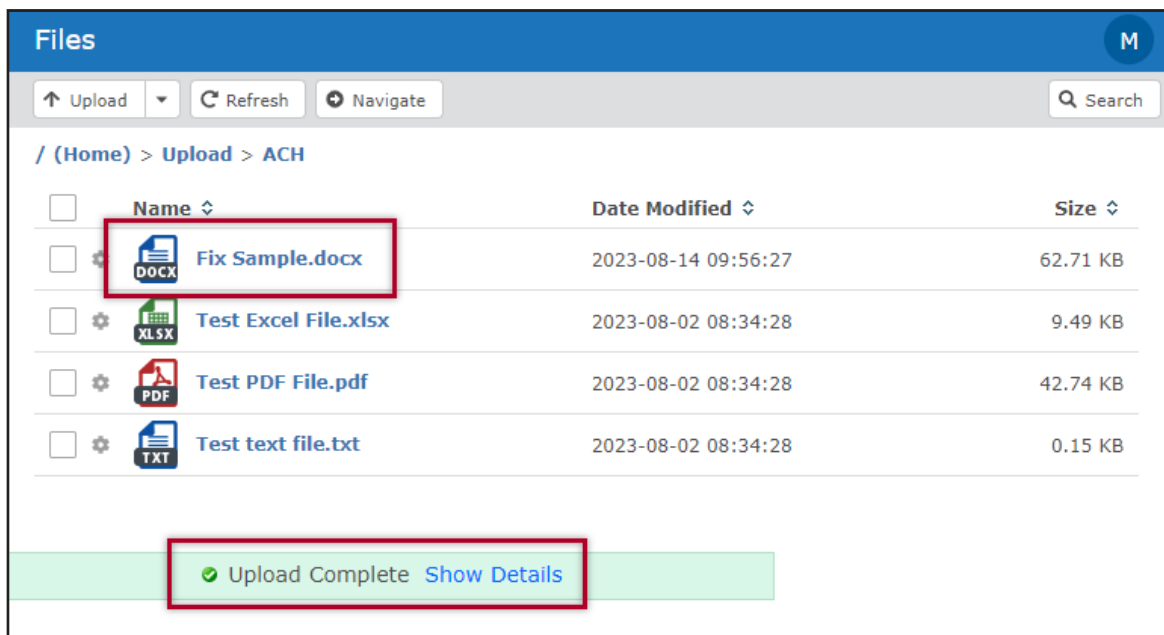
Uploading Files

This will bring up an Open window where you can select the file(s) you wish to upload by double clicking the file or CTRL/click multiple files and click the “Open” button.



You should then see a copy of each selected file has been uploaded into the Product Upload folder. A message is also displayed that the “Upload is Complete”.

Alternatively, you may find it easier to “drag-and-drop” files into the Product Upload folder.



Technical Support

If you experience any issues or have questions about using the site, please reach out to your Client Services Professional. If your Client Services Professional is unavailable, please call 855-505-8600 to open a support case.