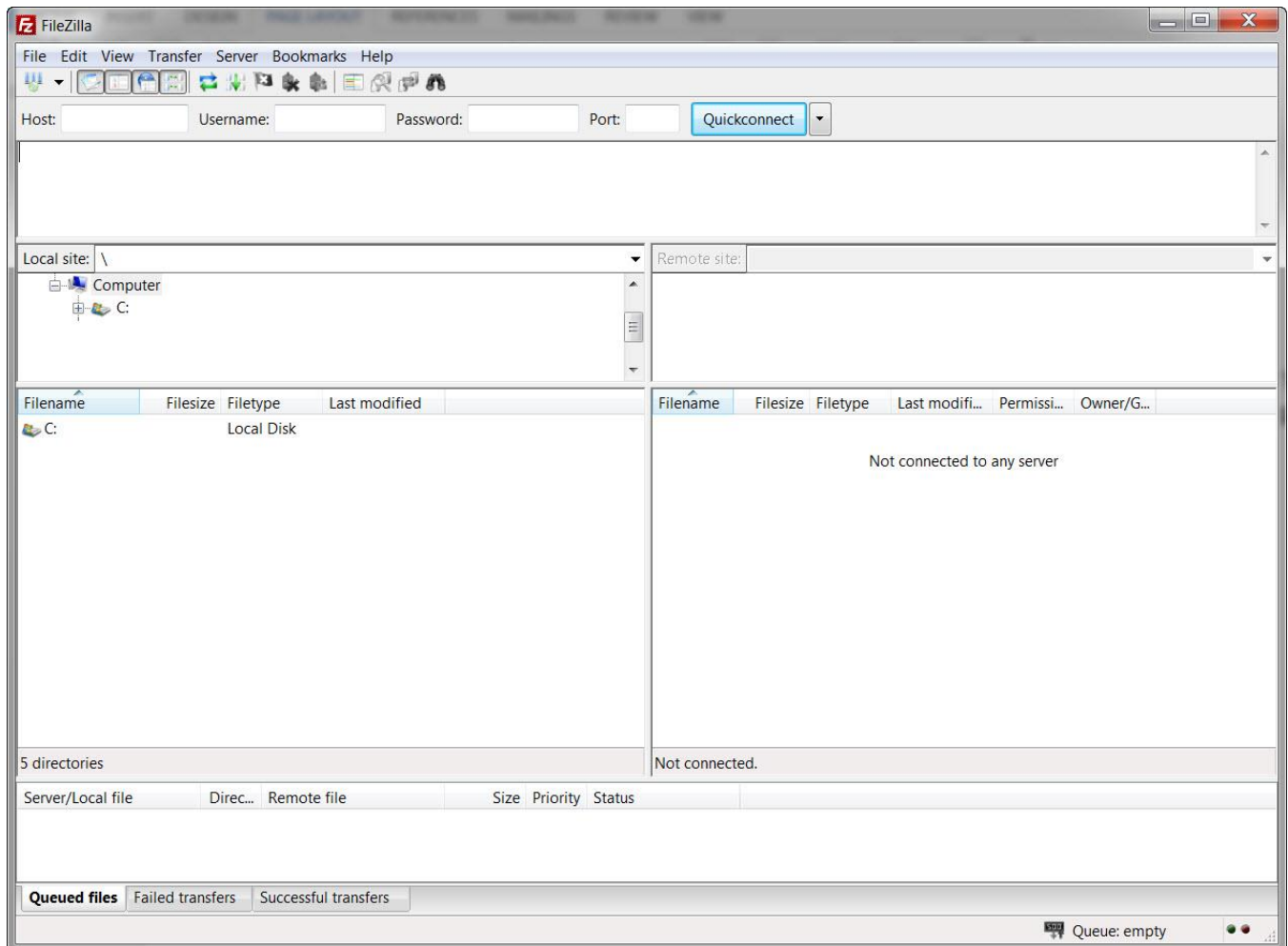


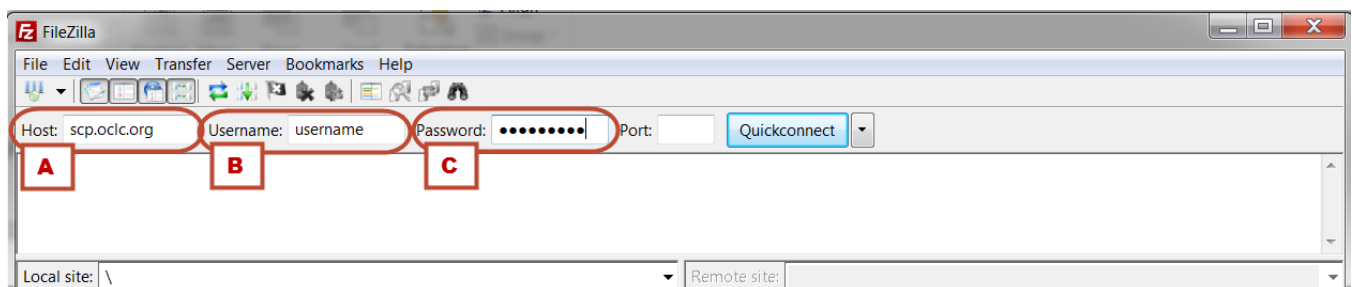
## Using SFTP to Upload Patron Files for Text File Authentication

To use SFTP to upload patron files, you will need to have a file transfer program installed on your computer. The screen shots accompanying this documentation were taken using FileZilla, but you can use any FTP client of your choice. The steps should be basically the same for all programs.

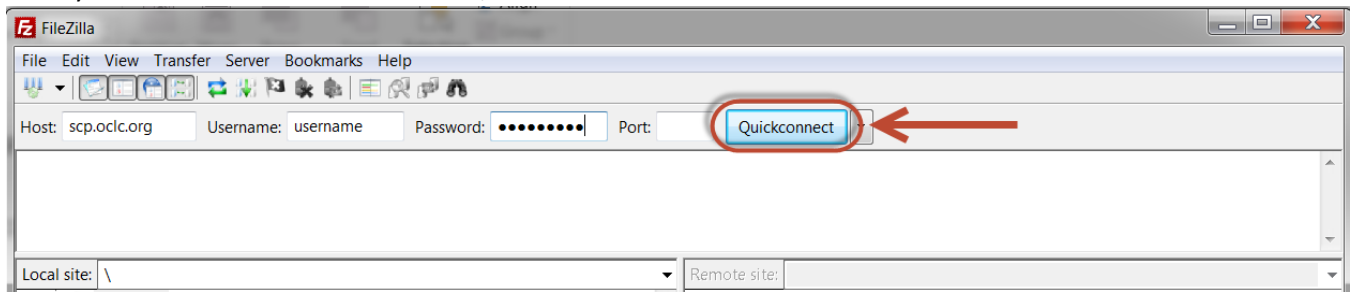
1. Open your FTP client. It should look similar to the following screenshot:



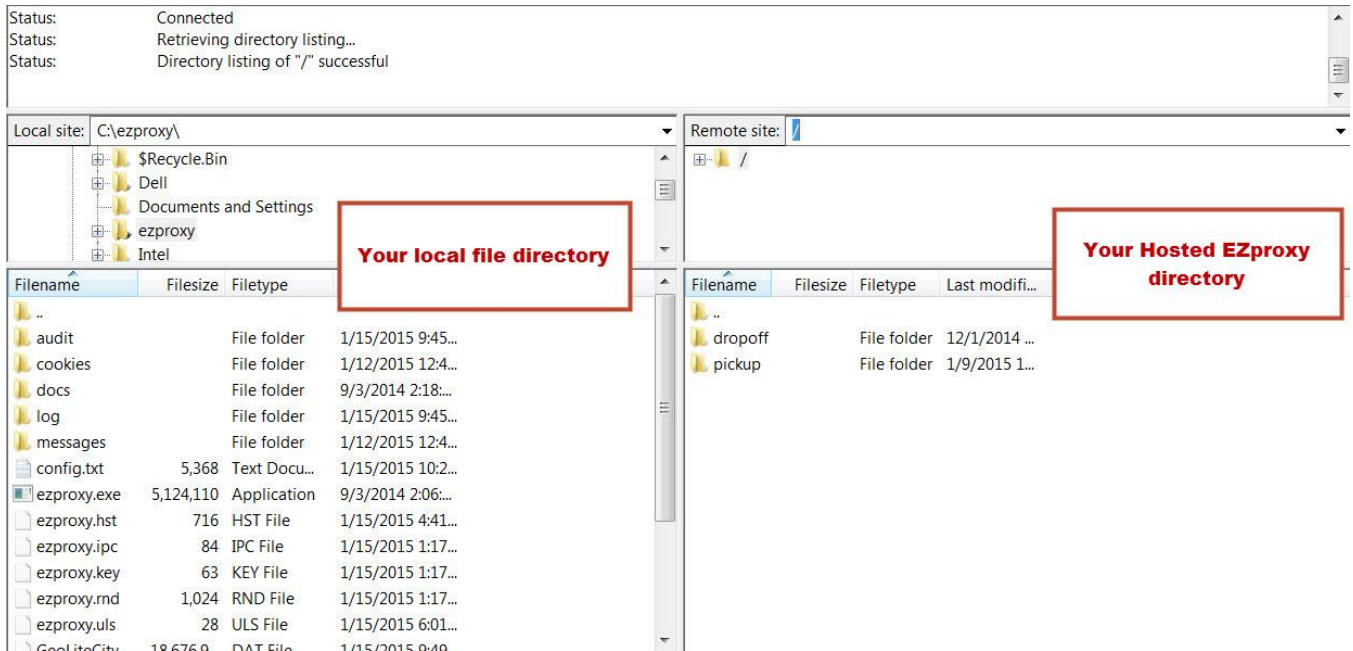
2. Once you have the FTP client open, you will need to connect to the OCLC SFTP server entering the following credentials:
  - A. The OCLC host: scp.oclc.org
  - B. Your username
  - C. Your password



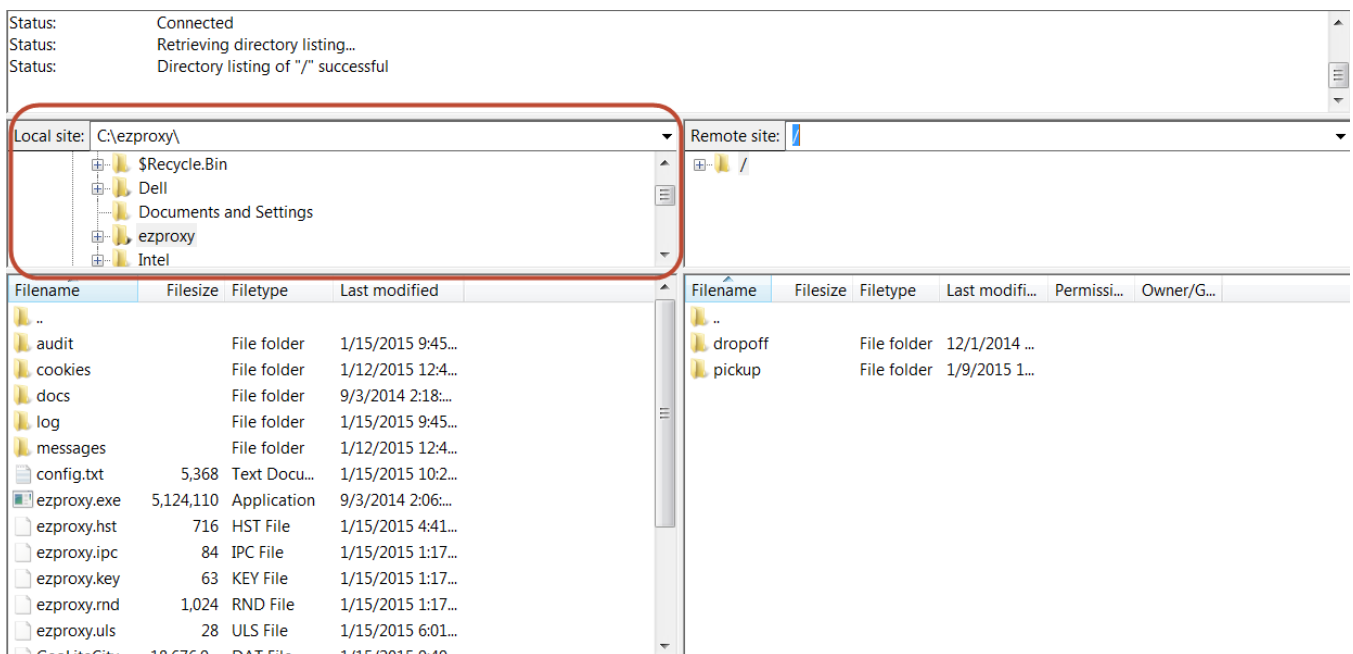
3. After you have entered this information, click **Quickconnect** to connect to the OCLC SFTP server.



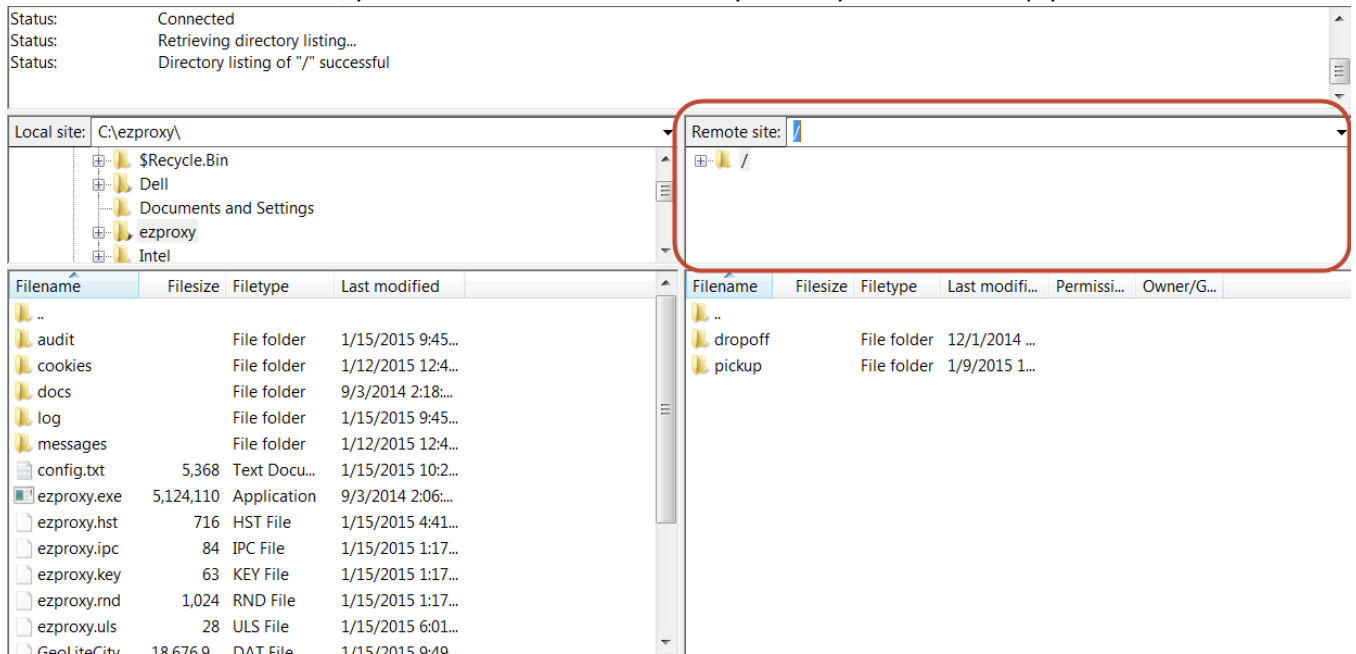
4. After clicking on Quickconnect, you will see your local file directory in the left section of the client and the remote (OCLC) site and files on the right section of the client.



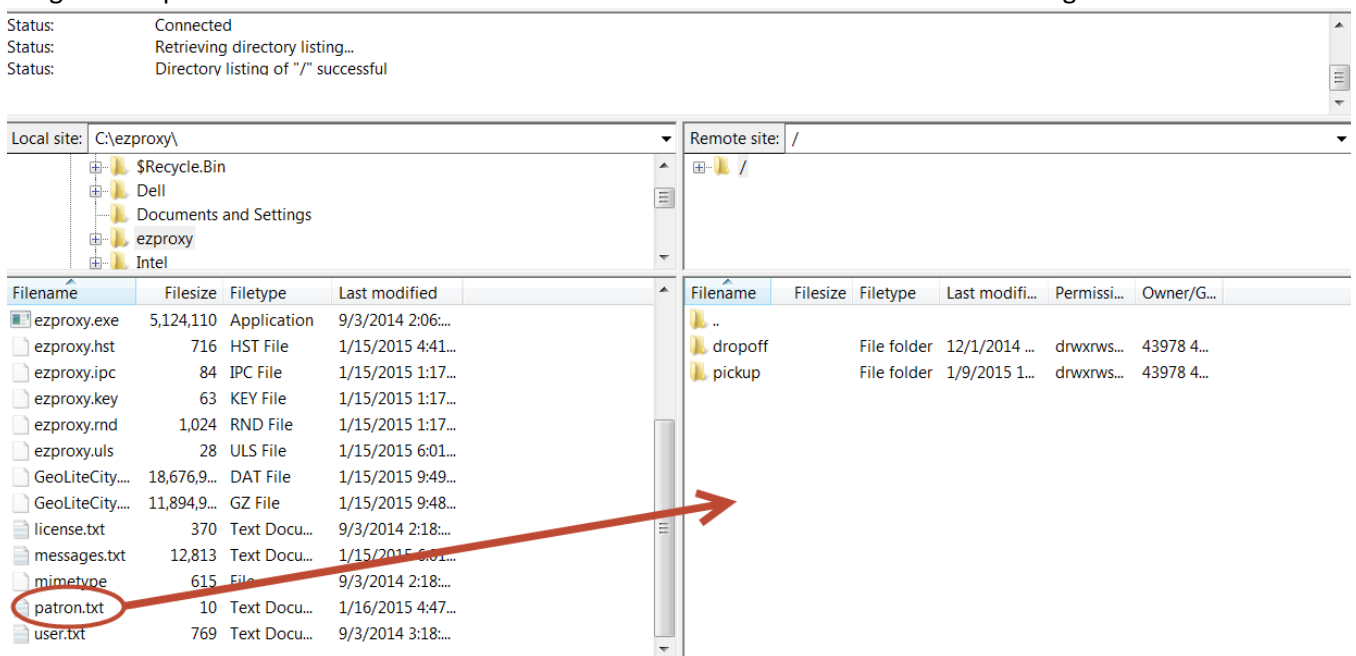
5. In the local side of the client, navigate to the drive and folder where your user text file is located using the panel circled below.



6. In the host side of the client, you will see the correct directory where you need to drop your user file.



7. Drag and drop the user file from the local side of the screen into the host folder on the right side of the screen.



8. Make sure that you see the file in the folder on the right side of the screen. If you see it there, you will know your file has been transferred to the OCLC host server, and you can exit the FTP client server at this time.

9. The server looks for new text files periodically, so your file may not appear immediately. If you do not see it right away, check back and it should appear shortly after your upload.