

# Secure File Transfer

If you need to send Stannp any address lists, images or other assets you can use our free Secure File Transfer service. Using it is refreshingly simple, just follow the steps below:

## Login

If you do not already have a Stannp login please sign up with us through our website. Signing up is free and there is no obligation to continue with any purchases. The sign up form is found here:

<https://dash.stannp.com/register>

Register for the direct mail dashboard

I am mostly interested in...

Email Address  \*

Password  \* Password again  \*

First name  \* Last name  \*

Company name  \*

Phone number

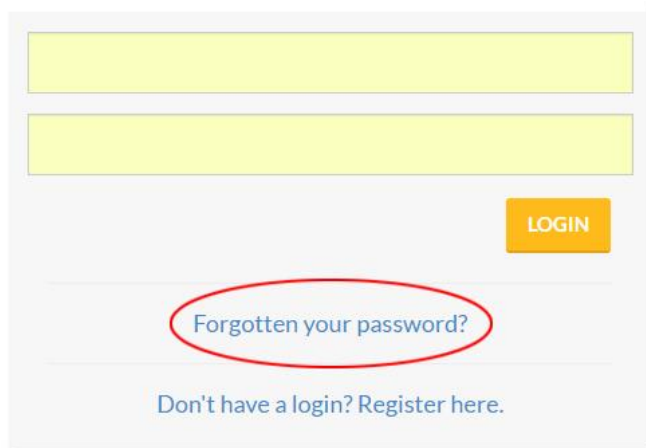
Promotion code

[Already have an account? Login here.](#)

## Forgotten your password?

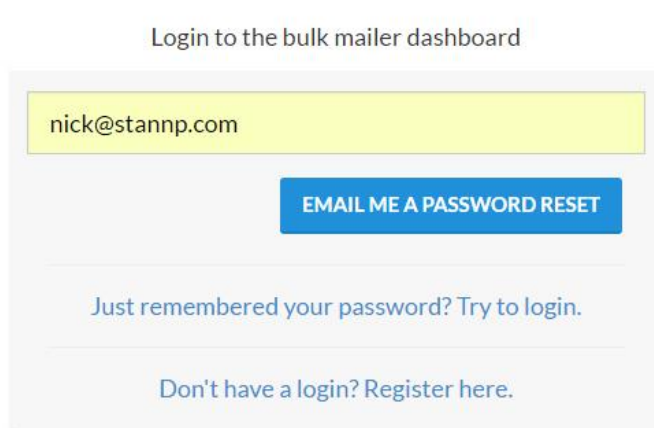
Don't worry if you have forgotten your password. Simply go to the Stannp login page at: <https://dash.stannp.com/>

And click the 'Forgotten your password' link:



The screenshot shows a login form with two yellow input fields for email and password. To the right of the second field is an orange 'LOGIN' button. Below the fields is a blue link 'Forgotten your password?' which is circled in red. At the bottom, there is a blue link 'Don't have a login? Register here.'

Type in your email address and click the 'email me a password reset' button:



The screenshot shows a form titled 'Login to the bulk mailer dashboard'. It has a yellow input field containing the email address 'nick@stannp.com'. Below the field is a blue button labeled 'EMAIL ME A PASSWORD RESET'. At the bottom, there are two blue links: 'Just remembered your password? Try to login.' and 'Don't have a login? Register here.'

In a short while you will receive an email with a secure link that will allow you to change your password:

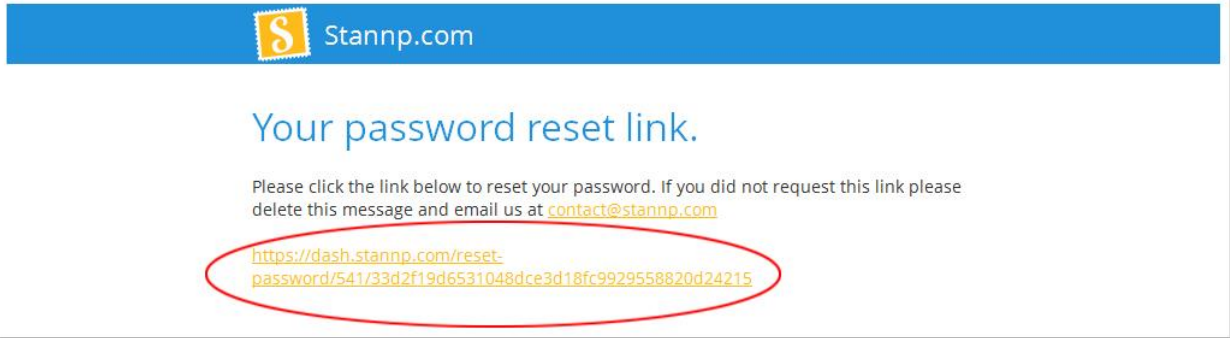
**Stannp password reset**

Stannp.com <hello@stannp.com>

 If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

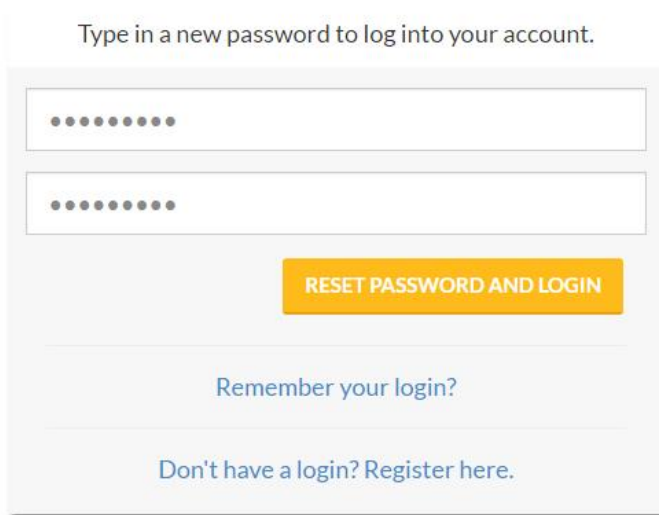
Sent: Thu 19/05/2016 10:54

To: Nick Page



The image shows the body of an email with a blue header bar containing the Stannp.com logo and name. Below the header, the text reads "Your password reset link." followed by instructions to click the link or contact support. A red oval highlights the reset link: <https://dash.stannp.com/reset-password/541/33d2f19d6531048dce3d18fc9929558820d24215>

The link will take you to a page where you can change your password using the dialogue below:



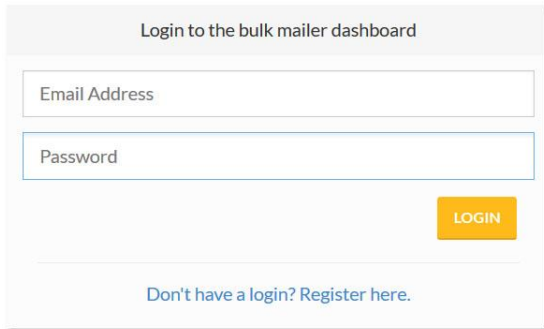
The dialog box has a title "Type in a new password to log into your account." and contains two password input fields with masked characters. Below the fields is a yellow button labeled "RESET PASSWORD AND LOGIN". At the bottom, there are two links: "Remember your login?" and "Don't have a login? Register here."

That's it! Now you can use your new password to login to the Stannp online platform.

# Starting Your File Transfer

Once you have an account please sign in here:

<https://dash.stannp.com/>



Login to the bulk mailer dashboard

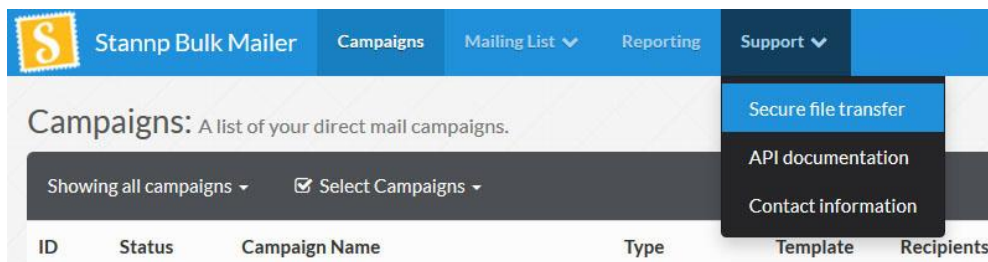
Email Address

Password

LOGIN

Don't have a login? Register here.

Once signed in, go to: **Support > Secure File Transfer**



Stannp Bulk Mailer Campaigns Mailing List Reporting Support

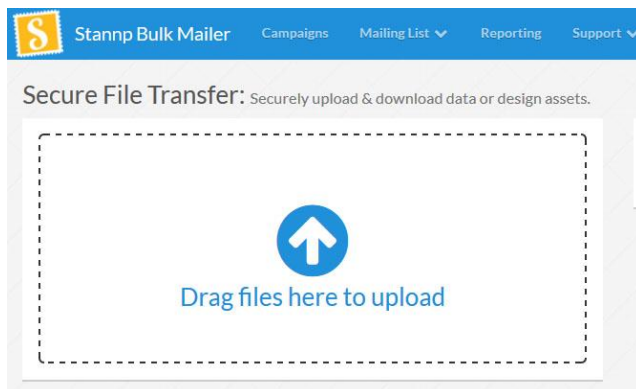
Campaigns: A list of your direct mail campaigns.

Showing all campaigns Select Campaigns

| ID | Status | Campaign Name | Type | Template | Recipients |
|----|--------|---------------|------|----------|------------|
|----|--------|---------------|------|----------|------------|

Secure file transfer  
API documentation  
Contact information

You will be presented with the following screen:

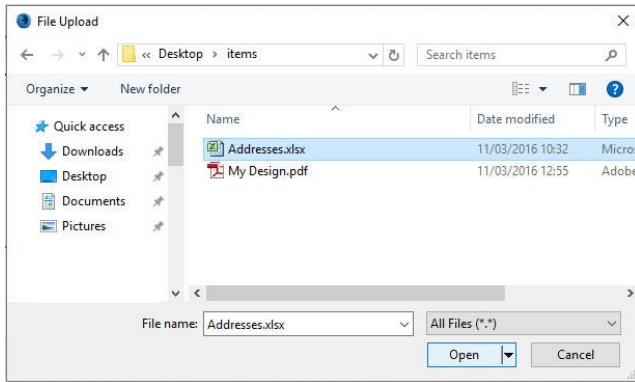


Stannp Bulk Mailer Campaigns Mailing List Reporting Support

Secure File Transfer: Securely upload & download data or design assets.

Drag files here to upload

Either click on the arrow to browse for your files or drag them into the boxed area.



Upload can take anything from a few seconds to a couple of minutes depending on the size of the file. A green progress bar will show how long it has left.

## Download

Once your items are uploaded you will see them displayed in a list like below. To delete them click the bin icon or, if you need them again yourself, click on the download button.

| Name   | Uploaded            | Actions  |
|--|---------------------|--|
|  My Design.pdf  | 2016-03-11 13:27:59 | <a href="#">DOWNLOAD</a>  |
|  Addresses.xlsx | 2016-03-11 13:27:02 | <a href="#">DOWNLOAD</a>  |

Notice that when you click on the name of one of your uploaded items it will bring up an access log. This tells you which users have uploaded or downloaded files and can be very useful if you are working as part of a team sharing different assets for the same project.



## My Design.pdf

DOWNLOAD

DELETE

### Access Log

| Action     | User            | Timestamp           |
|------------|-----------------|---------------------|
| DOWNLOADED | nick@stannp.com | 2016-03-11 13:44:04 |
| UPLOADED   | nick@stannp.com | 2016-03-11 13:27:59 |

## Security

We consider your file security of utmost importance. With this in mind we have made sure that all files are transferred through our secure gateway where only you or the Stannp team have access. Needless to say your data is for your own personal use and we would never use it for marketing or any other purpose except to fulfil your immediate mailing requests.