MYOB IMS Payroll

File Transfer Instructions

May 2021

# IMS Payroll File Transfer Instructions

MYOB IMS Payroll subscribes to Hightail, a file transfer site. This allows IMS and you, as a valued client, to transfer files quickly, securely and efficiently.

How to Send a File to IMS

Before using this facility, ensure that an IMS staff member is aware of your intention to send the file.

The following link provides access to the Hightail Dropbox from where you can select and send files to IMS:

https://spaces.hightail.com/uplink/IMSPAYROLL
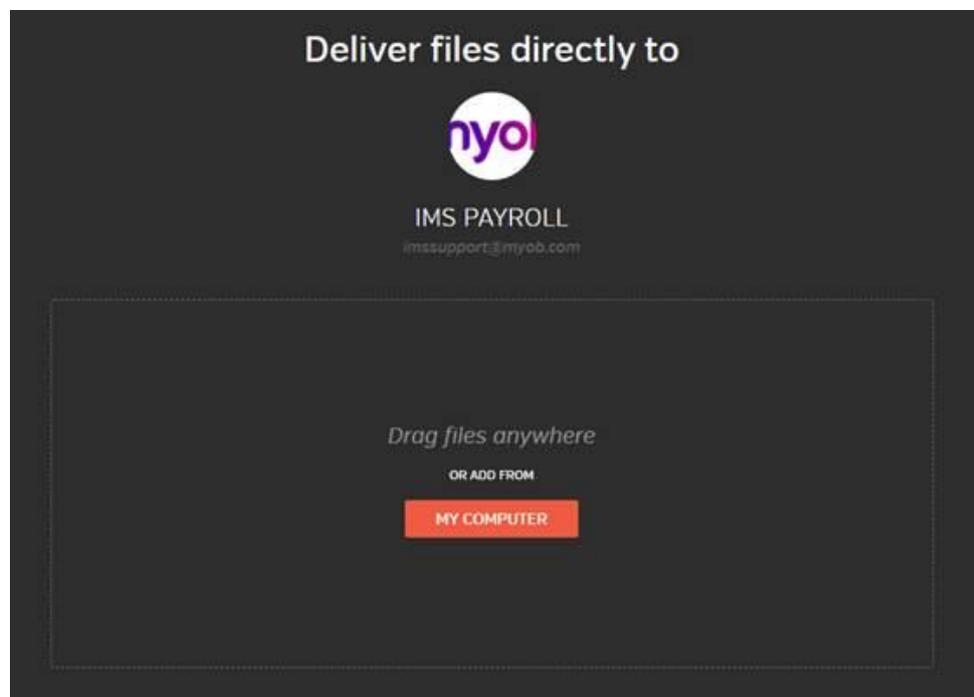
Either click on the **MY COMPUTER** link and browse to the file you want to upload, or drag the file onto the screen.

Enter your Full Name and/or Company Name, Email address, Subject and/or any message pertaining to the files being sent. Click the **UPLOAD** button to send the file(s).
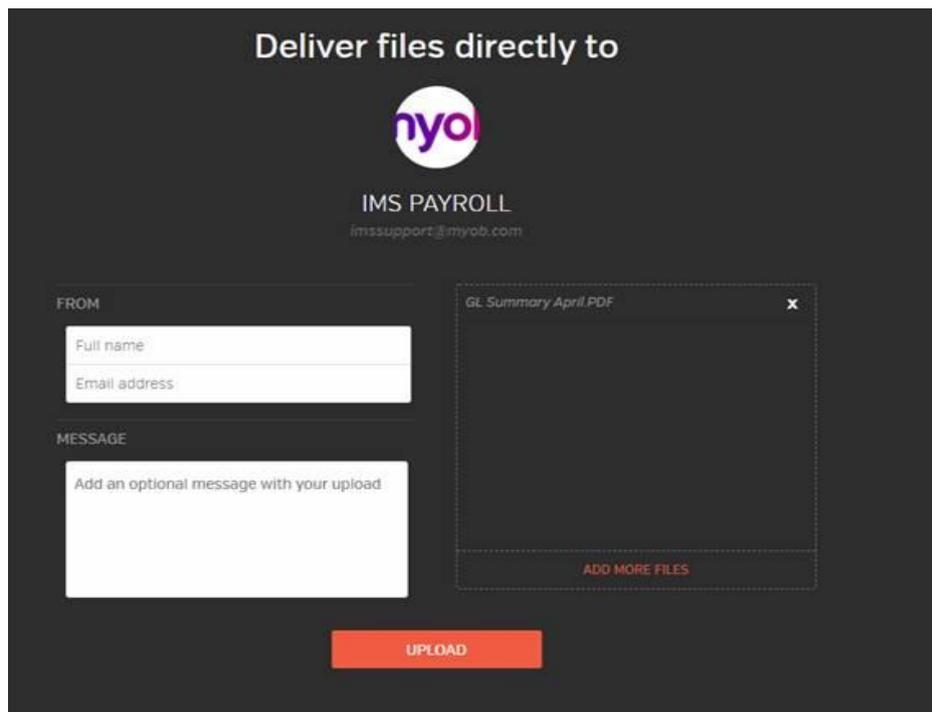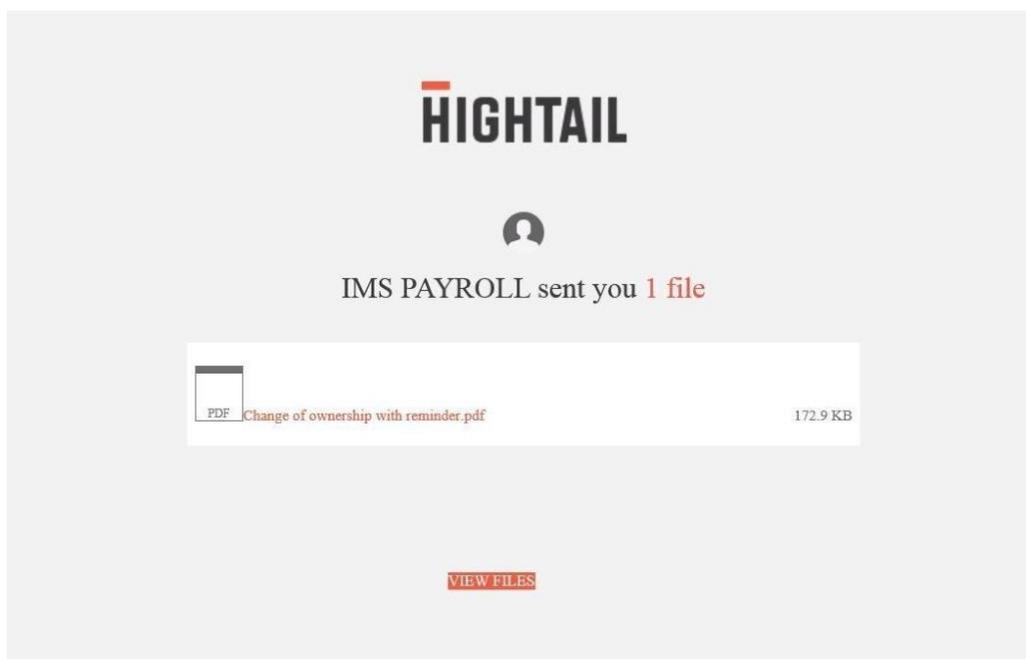

IMS will be automatically notified by email when the file(s) sent are available for them to download.
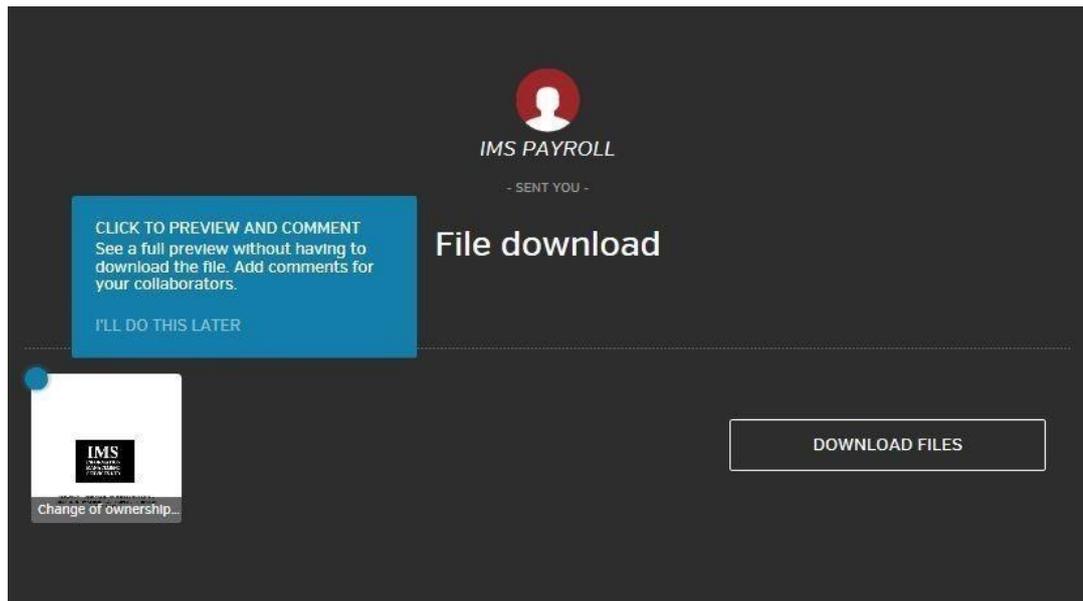
How to Download a File Sent from IMS

If MYOB IMS Payroll sends you one or more files, you will receive an email advising you that the file(s) are now available for downloading.

Click **VIEW FILES** to be directed to the Hightail website.

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Click **DOWNLOAD FILES** to display a standard Save window. Click **Save** and the file(s) will automatically save to your Downloads folder.

Note: It is advisable to download each file sent separately as multiple files downloaded together will appear as a Zip file.