

# New Automobile Systems: File Transfer via Web Browser Technical Guideline

The purpose of this document is to provide the technical guideline for the transfer of Automobile files to IBC via a web browser. After signing into IBC's secure site, a web page will allow the user to browse their network, select a file and upload it to IBC. This is a manual process for transferring Automobile files.

The other two methods for transferring Automobile files to IBC, secured FTP using site-to-site IPsec VPN and Web Services (application-to-application), are described in separate material.

## STEP ONE (1) – SIGN ON TO IBC'S SECURE SITE

IBC's secure site can be accessed via a web browser at:

<https://portal.ibc.ca>

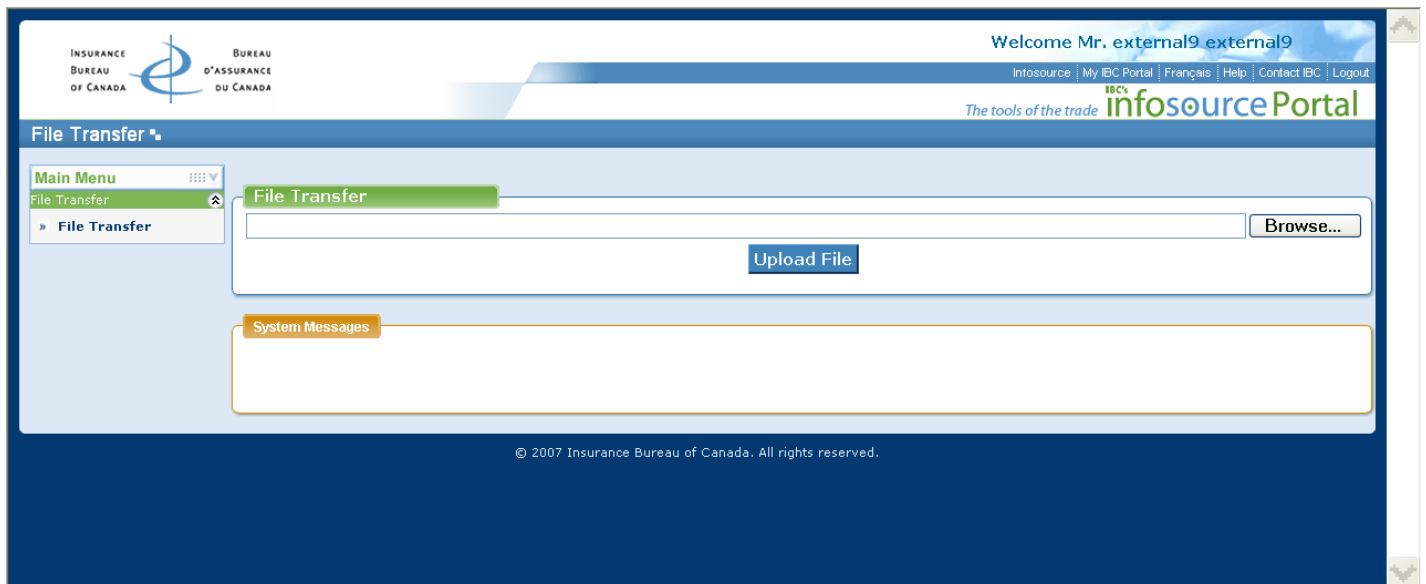
Using the assigned production FTP User-id and Password, the user signs in to the File Transfer application.

**Note:** *User-Id's provided for the All-Industry-Test period are not applicable.*

## STEP TWO (2) – SELECT FILE TO TRANSFER

Select a file to transfer by:

- 1) Typing the file name (full path) in the *File Transfer* textbox or by
- 2) Selecting the *Browse* button to browse the network and select the desired file to transfer



### **STEP THREE (3) – UPLOAD FILE TO IBC**

Select and Enter or Click the *Upload File* button to upload the file to IBC.

*Note: This facility only allows the transfer of one file at a time.*

### **OBTAINING TECHNICAL SUPPORT**

If you require additional support in using this facility please forward a request to [ASP2008@IBC.ca](mailto:ASP2008@IBC.ca) indicating you require technical connectivity assistance. Please provide your name, phone number, company name and reporting company number and a member of the IBC Support team will contact you.