How To

...send us a file using CUAdvantage.com

Uploading a file to us at CUAdvantage.com is a relatively quick and easy procedure. If you are new to the site, have never uploaded a file to us before or would like a refresher, here are the step-by-step instructions!

>> Visitors and New Clients

Welcome to CUAdvantage.com! Take a moment to look over our homepage. You'll notice three icons near the top and a column of links along the right hand side. If you would like to receive special promotions and our newsletter in your inbox, fill out the four fields at the right and click on the submit button.

STEP 1: Click on the "Send A File" icon at the top, it is the one to the right with the red arrow pointing down. This will open up the Send A File form in the Visitors Lounge.

STEP 2: Complete the form. Please note that you MUST COMPLETE THE RED FIELDS in order to submit your file for upload!

FIELDS

- You must fill in your name and the name of the credit union where you work.
- You must provide a contact number where you can be reached with any questions in regards to the file(s) you upload.
- You must provide an e-mail address, as we will provide you an electronic proof of your file to view and approve before printing.
- You must provide a project or file description. Make sure you enter an accurate description. "Picture of Tim" is OK, but "Tim, grill winner article, July 2008 newsletter" is much better! It is very important to be specific, especially if you have multiple projects with us at the same time.
- Please complete as many fields as you know the information for. You may not know the quantity, but you might know that the size is letter (8.5 x 11) or that you want blue and black ink. The more information you provide us, the quicker we will be able to begin your project.
- Date needed/drop date is very important, especially if you need your project quickly. We prioritize our workload by these dates to ensure that we meet all of our clients' deadlines.
- Anything else you want to communicate to us can be included in the "Additional Details" box. If, for instance, you are uploading multiple pictures for your project but are aware that you only have space for two, use this space to say "please pick two of these for use in the project", or something along those lines.
- File type: PC or Macintosh and application type. If you are submitting multiple files and/or file types please, consider using compression software before uploading them. This will make the process quicker for you and will also help prevent your files from becoming corrupted in the transfer process.

Credit Union marketing: A recipe for success

Just enter your information in the spa received it. It's that easy.

Your Name:

Credit Union:

Address:

City, State, Zip:

Please Note the MAXIMUM TOTAL SIZE to upload is 1GB! Your file(s) cannot exceed 1GB or the upload will fail.

STEP 3: Click the "Send File" button. You're done!

>> Current Clients

Thank you for your patronage. Follow these simple steps to send your file(s) to us online at **cuadvantage.com**.

STEP 1: Click on the blue "VIP Section" link in the right column.

STEP 2: Log in using your individual **user id** and **password**.

STEP 3: Click on the gray "Send A File" link listed below the "VIP Section" in the right column.

STEP 4: Complete the form. Please note that you MUST COMPLETE THE FIELDS MARKED WITH AN ASTERISK in order to submit your file for upload!

FIELDS

- You must provide your name and the name of the credit union where you work, a contact number where you can be reached with any questions, and an e-mail address for electronic proofing.

- You must provide a project or file description. Make sure you enter an accurate description. "Picture of Tim" is OK, but "Tim, grill winner article, July 2008 newsletter" is much better! It is very important to be specific, especially if you have multiple projects with us at the same time. (Information may also be entered in the "Additional Details" box near the bottom of the form.)

- Please complete as many fields as you know the information for. You may not know the quantity, but you might know that the size is letter (8.5 x 11) or that you want blue and black ink. The more information you provide us, the quicker we will be able to begin your project.

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