

Connect to <https://hqsecure.aft.org/tools>

Logon with your username and password

Select the File Upload Application

Welcome Sandra Schroeder. What do you want to do today?

Choose an Application

Select	Compliance Scorecard 2.6.1
Select	Affiliate Maintenance System (2.9.3)
Select	File Upload Application
Select	Volunteer Tracking Tool
Select	Frozen Membership Report

Log out of AFT Systems

Log Out
 Choose an Application
 Change Email Address
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The following window will open:

File Upload Application
Local Number: 01560

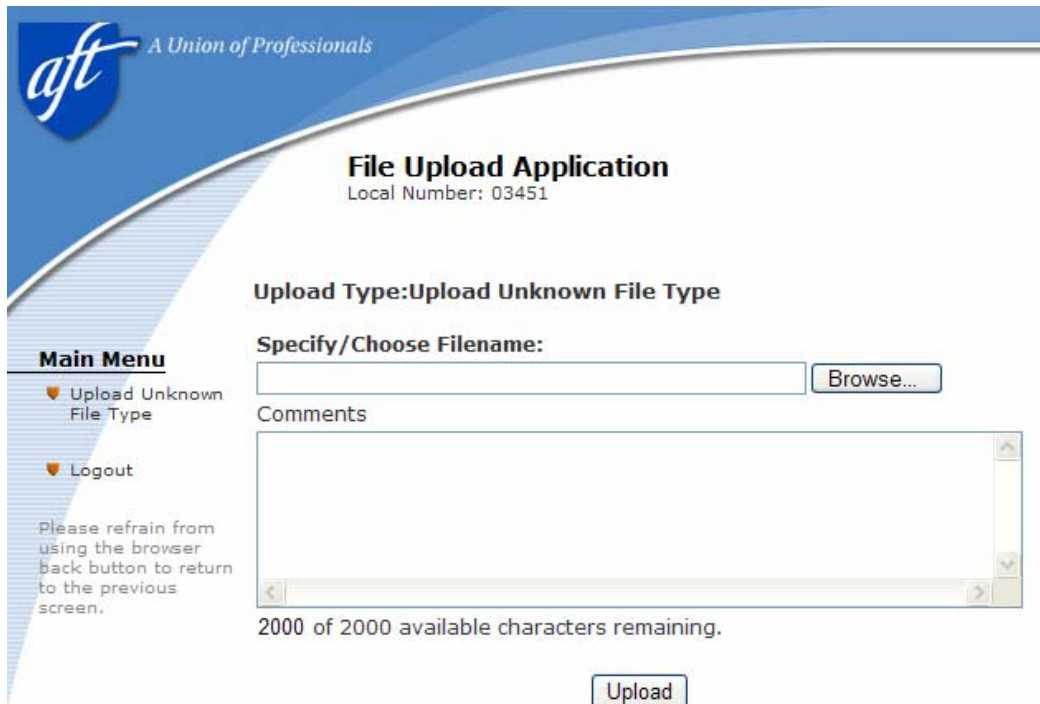
Please select the type of file you would like to upload from the menu at the left.

Main Menu

- Upload Unknown File Type
- Logout

Please refrain from using the browser back button to return to the previous screen.

Under Main Menu, Select Upload Unknown File Type. The following window will open:



File Upload Application
Local Number: 03451

Upload Type: Upload Unknown File Type

Main Menu

- Upload Unknown File Type
- Logout

Please refrain from using the browser back button to return to the previous screen.

Specify/Choose Filename:

Comments

2000 of 2000 available characters remaining.

Step 1:

Click “Browse” to select your file from its location on your computer (as you would an e-mail attachment).

Note: If the Browse button is not available, please enter the local path where your file is stored on your computer (i.e.: c:\uploads\membership.txt).

Note: currently, we only accept files up to 10 MB in size for upload. If your file is larger than 10MB, please contact AFT’s SASDesk at 800/238-1133, ext 4504 or SASDesk@aft.org for assistance.

Step 2:

Add your comments, if desired (This step is optional). Please use this field to add information about your file if this is the first time you are sending us a file, or if this is a repeat file that has a new field or value for one of the fields that uses codes. This will ensure that we are able to process the file correctly.

Step 3:

Click the “Upload” button to upload you file to AFT server.

Note: Please do not close or navigate away from this screen until you receive confirmation your file has been uploaded successfully. The time the upload takes depends on the speed of your internet connection and size of your file. The slower the connection and/or the larger the file, the longer it will take.