CSO File Transfer Procedures

Central States Family of Companies (CSO) has created a secure website to allow users to transfer files to us. This website uses secure file transfer technology through the utilization of Secure Socket Layer (SSL) encryption. SSL is a widely used website technology that establishes an encrypted link between the sending and receiving parties.

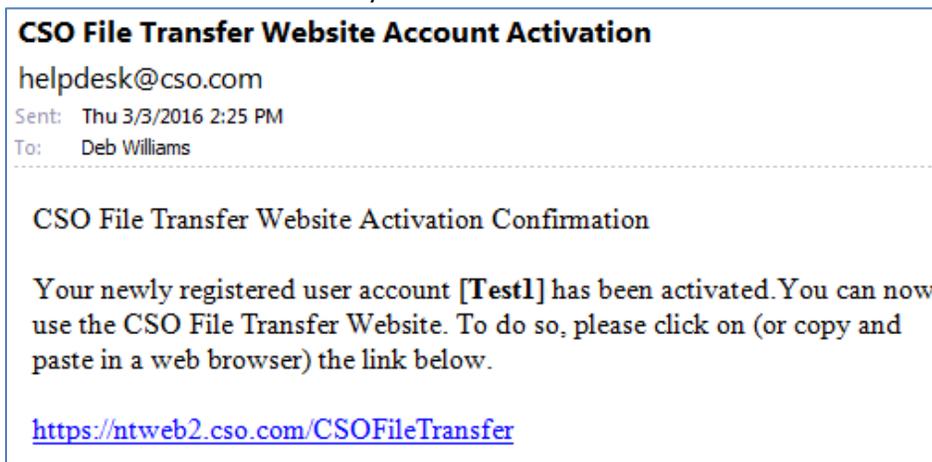To access the secure file transfer website, enter www.cso.com/filetransfer in your browser.

First Time Users Need to Register
- Click on Register
- Enter the information on the registration screen. All fields are required. If one is left blank, a message will indicate that the field is required.
- Once the screen is completed, click on Save.

- You will receive an email once your account has been activated.

- Click on the link in the email to open the CSO file transfer website.

- Select Log In in the upper right hand corner of the screen.

- Enter your user name and password then select Log in.

- On the File Upload screen, enter the following:
  - **CSO Recipient(s)** – The first time you upload a file, you will be required to enter the email address of the CSO employee that is to receive the file. If more than one person should be notified, enter each email address separated by a semi-colon (;). The list of recipients will not appear on any future uploads but will automatically default to the same email addresses entered on the initial upload.
  - **Message** – Enter a message for the recipients.
  - **Click on Select File(s)** – This will open a new window.
    - Locate the file(s) you want to upload.
    - Click on the file and the name will appear in the File Name box, and then click Open.
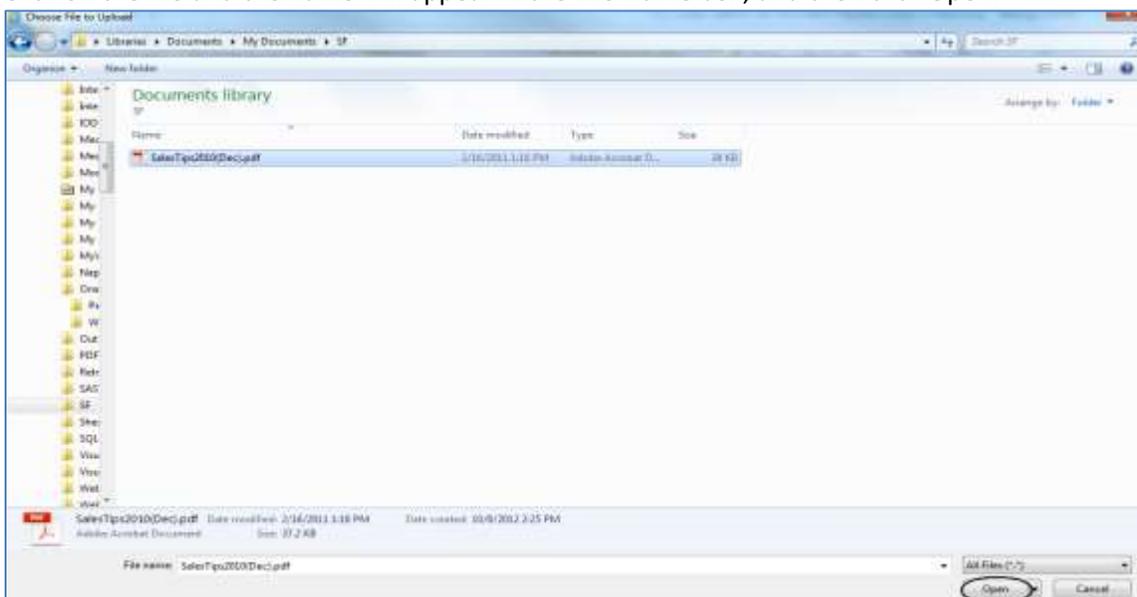
- If you want to attach additional files, click on Select File(s) again and follow the same process.
- Once all files have been selected, click on upload files.

- Once the upload is done, the status will change to Complete.

Filename	Progress	Status
QuikCalcInstructions.pdf	100%	Complete
SalesTips2010(Dec).pdf	100%	Complete

- Once the file uploads are complete, select Log Out to exit the CSO File Transfer website.