



## How to use the Contributor File Exchange Website

The Contributor File Exchange (CFE) Website provides NIC customers an efficient, secure way to exchange data with NIC. This document will provide instruction on the following:

- Getting Started
- Uploading a File
- Downloading a File
- Deleting a File

### Getting Started

Contact NIC for access to the website by sending an email message to [CFESupport@nic.org](mailto:CFESupport@nic.org). After you receive a confirmation email message, click the link to create your password and log in to the website.

### About the Upload Files Tab

This tab displays the Contributor Files table, which lists files that have been uploaded by you and other users from your company. From this tab, you can download, delete, and upload files.

Home Contact Us Welcome Amanda Logout

Upload Files Available Files

Contributor Files

Upload...

File Name	File Type	Description	Notes	Time Frame	Date Uploaded	Uploaded By
PropListJan2014.xlsx	Property List	Jan 2014 Property List	12 new properties added. Please verify.	01/2014	11/04/2015 at 2:20PM	asadeghin@hotmail.com
RentRollJan2014.xlsx	Rent Roll	Jan 2014 RR		01/2014	11/04/2015 at 2:19PM	asadeghin@hotmail.com

First Previous 1 Next Last

2 Items. Page: 1 / 1

## About the Available Files Tab

This tab displays the Available Files to Download table, which lists files that have been shared by NIC with you. From this tab, you can download files.

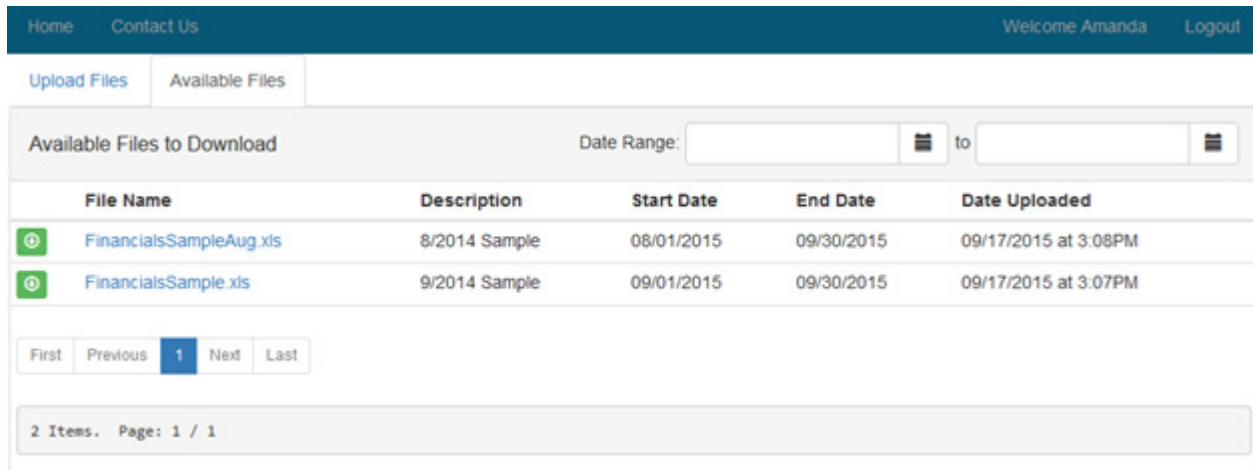
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You will receive email notifications when files have been shared with you.

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The screenshot shows a web application interface. At the top, there is a navigation bar with "Home" and "Contact Us" on the left, and "Welcome Amanda" and "Logout" on the right. Below the navigation bar, there are two tabs: "Upload Files" and "Available Files". The "Available Files" tab is active. Below the tabs, there is a section titled "Available Files to Download" with a "Date Range:" field and a "to" field. Below this, there is a table with the following columns: "File Name", "Description", "Start Date", "End Date", and "Date Uploaded". The table contains two rows of data:

File Name	Description	Start Date	End Date	Date Uploaded
 FinancialsSampleAug.xls	8/2014 Sample	08/01/2015	09/30/2015	09/17/2015 at 3:08PM
 FinancialsSample.xls	9/2014 Sample	09/01/2015	09/30/2015	09/17/2015 at 3:07PM

Below the table, there are navigation buttons: "First", "Previous", "1", "Next", and "Last". At the bottom, there is a summary bar that says "2 Items. Page: 1 / 1".

## Uploading a File

You can upload different types of files to the Website. Depending on the file type selected during the upload process, different options may display.

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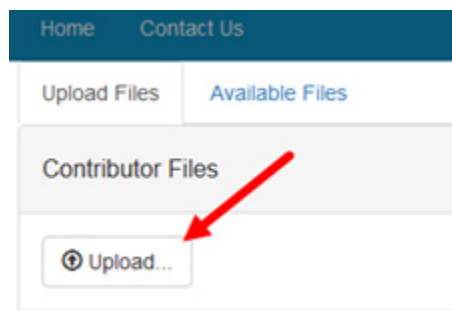
For Rent Roll file types, you must designate the Primary Property ID column from the file you are uploading.

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To upload a file, follow these steps:

1. Click **Upload** on the Upload Files tab.



2. Drag and drop the file to upload in the File Upload Wizard.
3. Select the file type in the **File Type** drop-down list.
4. Select the time frame for the file in the **Time Frame** fields that display.

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Different time frame fields display depending on the File Type selected.

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5. Click **Next**.

**File Upload Wizard: Upload**  
Browse to and select your file below. Please note that only Excel and CSV files with a maximum file size of **15MB** can be uploaded.

Drag and Drop File Here

**File**  RentRollJan2014.xlsx

**File Type**

**Time Frame**

6. For Rent Roll files, select the **Primary Property ID** and click **Next**.
7. Enter a file description in the **Description** field (optional). This displays in the Contributor Files table.
8. Enter a comment in the **Note** field (optional). his displays in the Contributor Files table.
9. Click **Finish** to upload the file and display it in the Contributor Files table.

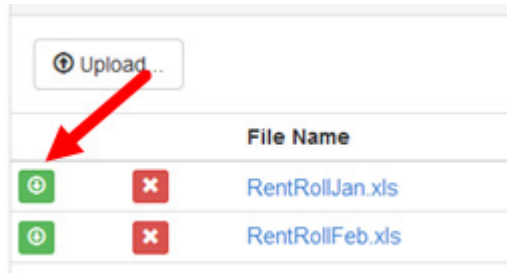
**File Upload Wizard: Upload**  
If needed, enter a brief description or additional comments in the Notes field and click **Finish** to complete the upload process.

**Description**

**Notes**

## Downloading a File

You can also download files you have uploaded or that have been shared with you by clicking the **Download** button in the Contributor Files table and the Available Files to Download table.



## Deleting a File

You can delete files you have uploaded by clicking the **Delete** button in the Contributor Files table, entering a reason for deleting the file, and clicking **OK**.

### Delete File

**Warning** You are about to delete file 'testing\_assignments.xlsx'.

Enter a reason for deleting the file and click OK:

