



## Fineline Printing Group Secure File Transfer Service (SFTP) Customer Documentation

### Customer Quick-fire Access:

- 1) Click this link: <https://sftp.finelineprintinggroup.com>
- 2) Login using your SFTP credentials
- 3) Test and become familiar with the environment!

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## Fineline Printing Group - Secure File Transfer Service

### System Requirements

- Modern Web Browser, like Internet Explorer 10/11, Google Chrome, Mozilla Firefox 46.00 or Safari 9.X
- Optional, SFTP Client software, like FileZilla, if you prefer (Visit last page for more info.)

### Site URL

Site URL Address: <https://sftp.finelineprintinggroup.com>

### Web Interface Instructions

1. Open web browser and enter site address into the address bar.

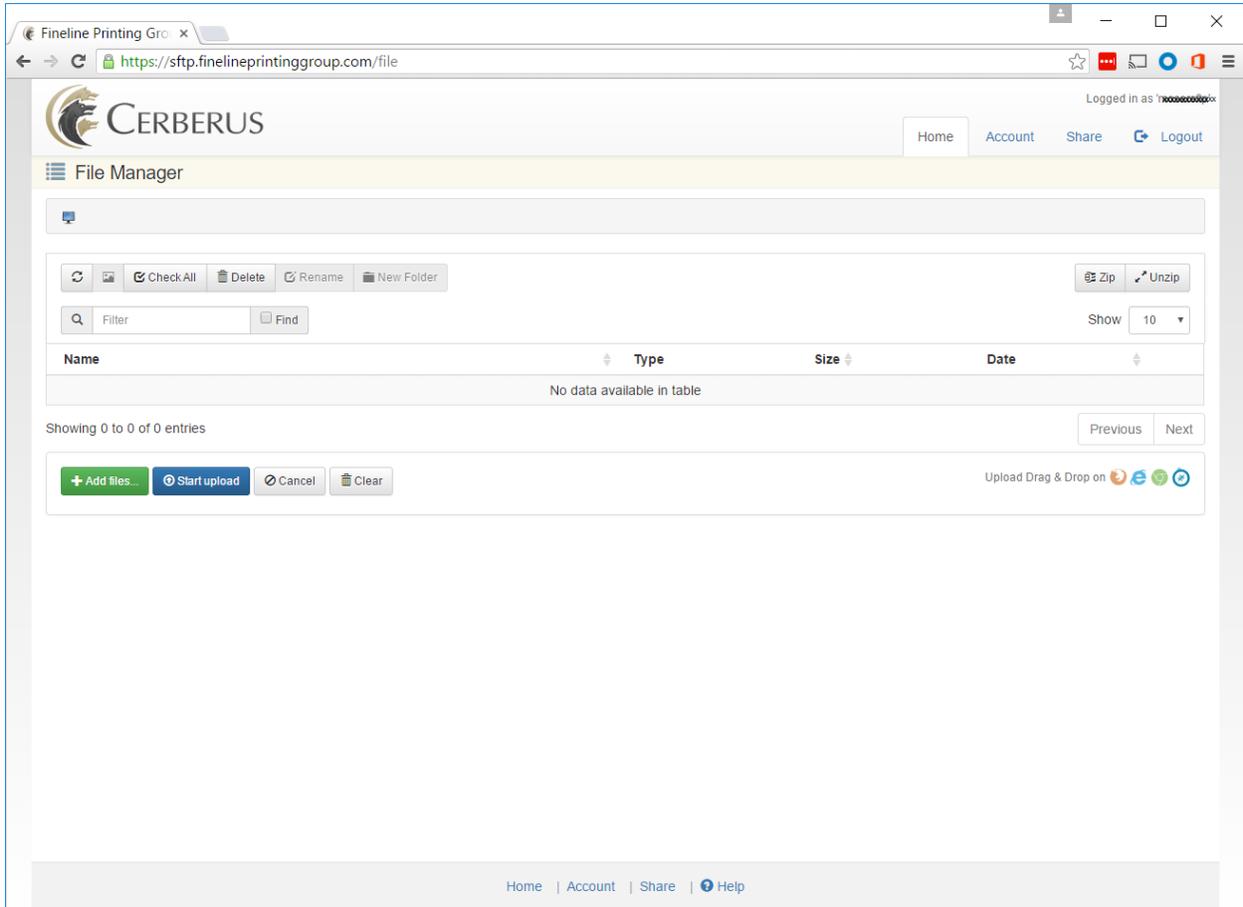
Site address is <https://sftp.finelineprintinggroup.com>

2. Login Screen is shown below:

The screenshot shows a web browser window with the address bar containing 'sftp.finelineprintinggroup.com/login'. The page header includes the Cerberus logo and the text 'Not currently logged in'. Below the header is a yellow bar with a 'Sign in' button. The main content area features a 'Client Login' form with a lock icon, a 'Username:' label, a text input field, a 'Password:' label, another text input field, and a blue 'Sign in' button. The footer contains links for 'Home', 'Account', and 'Help'.

Username and password are provided by Fineline Printing Group IT Department. If you need a username and password, please contact 877-334-7687 extension 334.

3. Enter username and password
4. Click Sign in to login to the environment.
5. Web portal shown below:



## Uploading Files

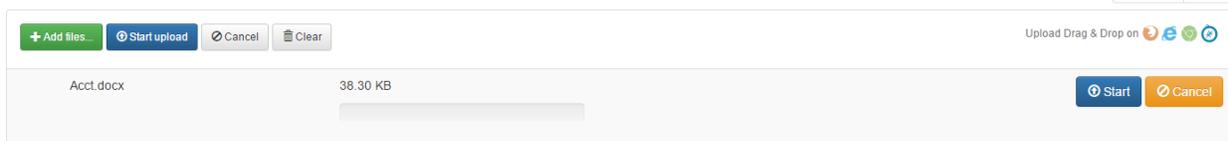
1. Login to environment.
2. SFTP Server provides a familiar Drag & Drop functionality as well as a Windows explorer-like interface. Drag & Drop functionality is support on IE, Chrome, Safari and Firefox.

Drag & Drop support screenshot:

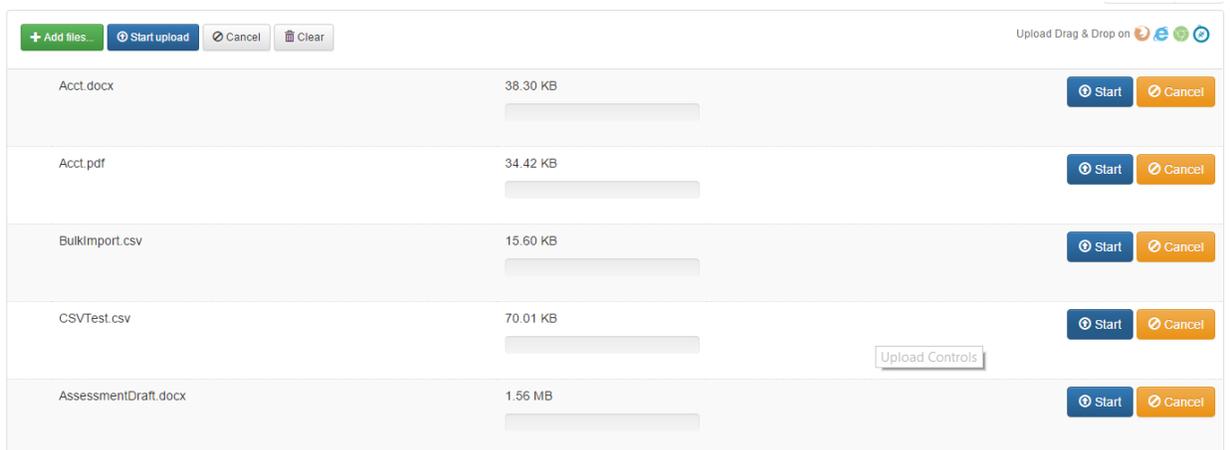


3. To drag and Drop, simply drag and drop files onto the Cerberus portal screen.
4. Files added appear at the bottom of the screen. Multiple files supported.

Single file upload (view):



Multiple file upload (view):



To upload files individually, click **Start** button to the right of each file.

To upload files un bulk, click the **Start Upload** button at the top of the file list.

## Deleting Files

1. Login to environment.
2. File Manager displays all files uploaded into the system.

### File Manager

✔ File 'PC Order2.pdf' successfully uploaded



↻
📁
☑ Check All
🗑 Delete
🏷 Rename
📁 New Folder

Name	Type
 PC Order.pdf	file
 PC Order2.pdf	file

Showing 1 to 2 of 2 entries

+ Add files...
➦ Start upload
⌛ Cancel
🗑 Clear

3. Select the file(s) you plan to delete.

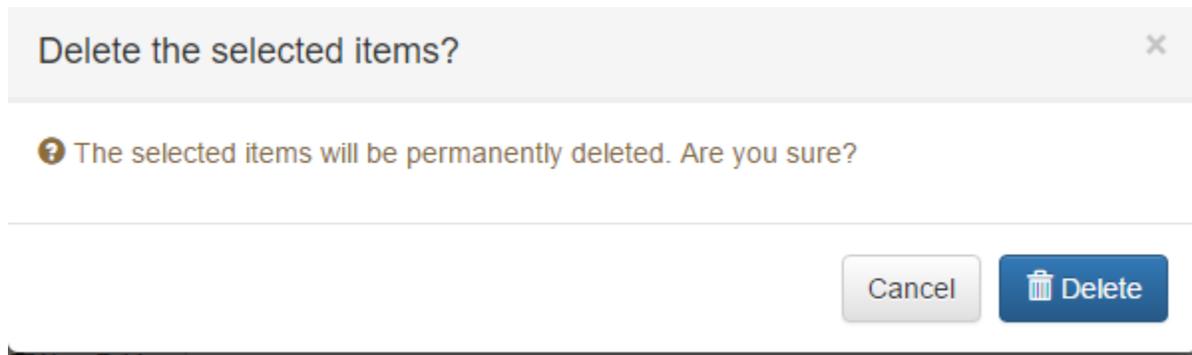
### Single File Selection

 PC Order.pdf	file
 PC Order2.pdf	file

### Multiple File Selection



4. Click the Delete button.
5. When the confirmation box appears, click delete to remove the files from the environment permanently.



**Note: If the Delete button is gray, you do not have permissions to delete files. Please contact 877-334-7687 extension 334 to request this permission.**

### Logout

1. To logout, click Logout in the upper right corner.
2. Please logout of the web portal once your file activities complete.

### Setting Security Questions

Consider creating security questions and answers to allow the option of resetting your password, just in case you forget.

1. Login to environment.
2. Click Account
3. Select Security Question #1.

Security Question #1

Question #1	<input type="text"/>
Answer #1	<input type="text" value="Enter a new answer here (old answer not shown)"/>

4. Click Drop-down and select an existing questions and type the answer
5. Repeat process for Security Question #2.
6. Scroll to the bottom of the screen and select Update.

## Password Policy

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Fineline Printing Group SFTP password policy is highlighted below:

- Minimum Password Length: 10 Characters
- Require at least 2 letters
- Require at least 2 numbers
- Require at least 1 special character (#@\$%?\*&)
- System remembers the last 2 passwords
- Password change is required every 180 days.

Need assistance creating passwords? Try these web sites:

1. <https://lastpass.com/generatepassword.php>
2. <http://passwordsgenerator.net/>

## SFTP Client and Command Line Settings

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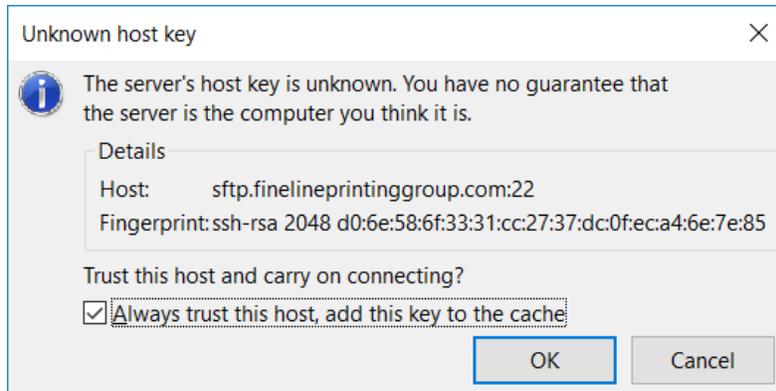
Hostname: sftp.finelineprintinggroup.com

Port: 22

Username and password are provided by Fineline Printing Group IT Department.

Note: If prompted for a host key, please select always trust this host, add this key to the cache and click ok.

Example provided:



Username and password are provided by Finline Printing Group IT Department. If you need a username and password, please contact 877-334-7687 extension 334.