

HOW TO SEND FILES LARGER THAN 50MB

We recommend sharing large documents via a shared drive if there is the option to do so.

Need help? Contact Help Desk at HelpDesk@ArrowheadGrp.com

Go to: https://transfer.arrowheadgrp.com and login with your network credentials.

ARROW General Insurance	HEAD Agency, Inc.	GROW [*] with us
Sign On		
Username: Password:		Security Notice You are about to access a secured resource. Arrowhead reserves the right to monitor and/or limit access to this resource at any time.
Need Help?	Tech Support - Online Manual	

On initial login you will need to install the Upload/Download Wizard (ActiveX)

Install the Upload/Download Wizard



Select "Install" when the IE –Security Warning pops up.

nternet	Explorer - Security Warning
Do you	want to install this software? Name: <u>MOVEIt DMZ Upload/Download Wizard</u> Publisher: <u>Ipswitch, Inc.</u> re options Install Don't Install
1	While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. <u>What's the risk?</u>

Select OK



Next you will select "Send a new package"



Fill out the email template to send documents larger than 50 MB to internal users OR external clients.Use the "Upload/Download Wizard" to attach your documents to the email, and "Send".

Send 🔎	Preview		eck Recip	oients	XCan	cel 🔚	Save	as Dra	ft 🕞	Save a	s Tem	plate			
To															
Subject:	how Co	:/Bcc													
Note:	b	ίu	(Font)	~	(Size)	. =	≣	1		•		8	B	As	AB
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Files: (Optional)		Total: 0	В												
		To uploa	ad an atta	chme	nt: 🗡 <u>CL</u>	ICK HEF	RE to L	aunch	the Up	oload/D	ownlo	ad Wi	zard.		
Options:		Del	ivery Rec	eipt(s)											
		Pre	vent "Rer	olv All'											

Internal users will receive the following notification email stating they've received a new package. They can click on the link within the email, or login to

https://transfer.arrowheadgrp.com/ with their network credentials to retrieve the package.



External users will receive two notification emails, one stating their login credentials and a second that they've received a new package. The first email they receive will be a welcome email that gives them a temporary login. When they login, they will be prompted to reset their password.



They will also receive a second email stating they've received a new package. They should already be logged into the system so they can disregard this email.



Regards, Arrowhead Notification Service