Kimball Electronics File Transfer Portal Users Guide

1. To access the portal go to https://files.kimballelectronics.com/Portal and logon as indicated below.

   a. **Customer user:**
      i. Enter in your email address as the userID and password provided.
      ii. At 1st logon you will want to change the password to something that you will remember.
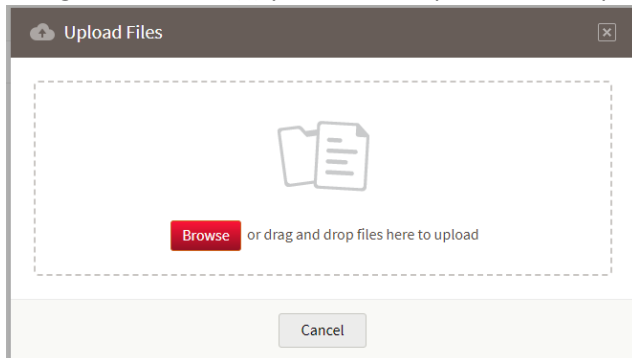   b. **Kimball user:**
   i. Enter in your Kimball network userID and password.

2. You will be logged into your Home directory. If files have been uploaded you will see them displayed and if not you will have a blank screen as shown below.

3. To **upload** a file(s) click the button.

4. Navigate to the file(s) you want to upload and drop them in the window or click the Browse button.
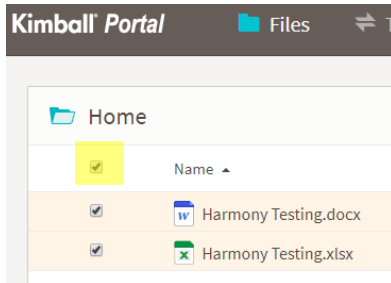
When the upload is completed you will see the files highlighted in green. Click Done.
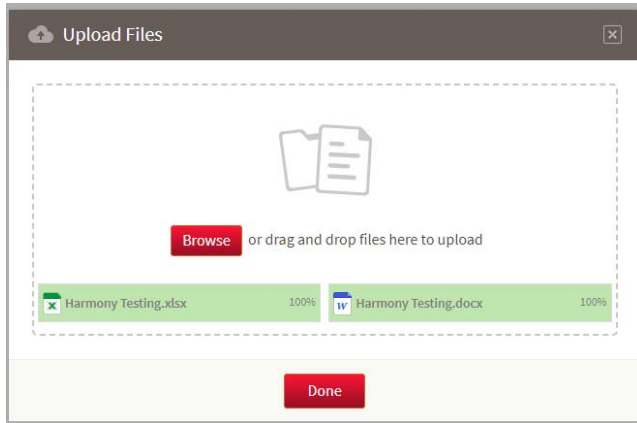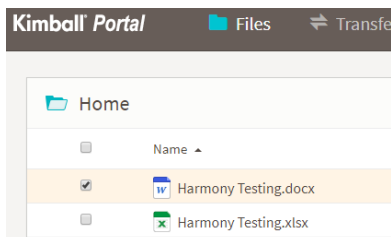

5. The uploaded file will then appear in your Home location.

6. To **download all files**, click the check box indicated by the yellow highlight.
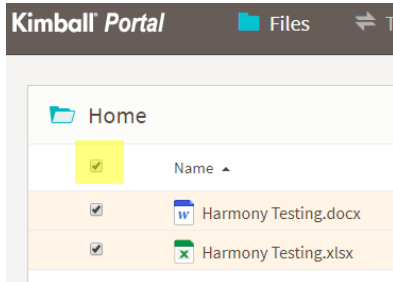

To **download an individual file** click the check box next to the file you are wanting to download.
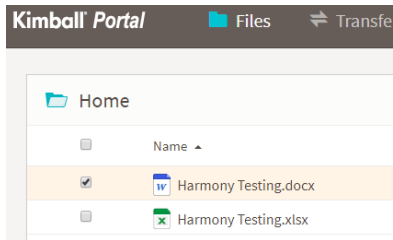

When you have the file(s) identified click the button to start the download process. If downloading an individual file that file will be download. If downloading multiple files, Harmony creates a .ZIP and downloads that file. Those files then can be extracted.
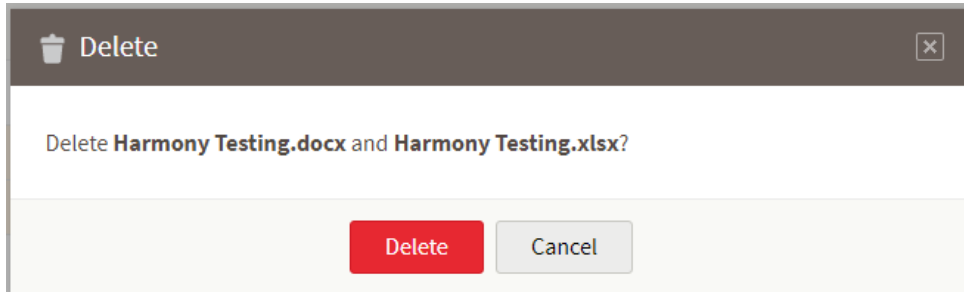
7. To **deleted ALL files or folders**, click the check box indicated by the yellow highlight.
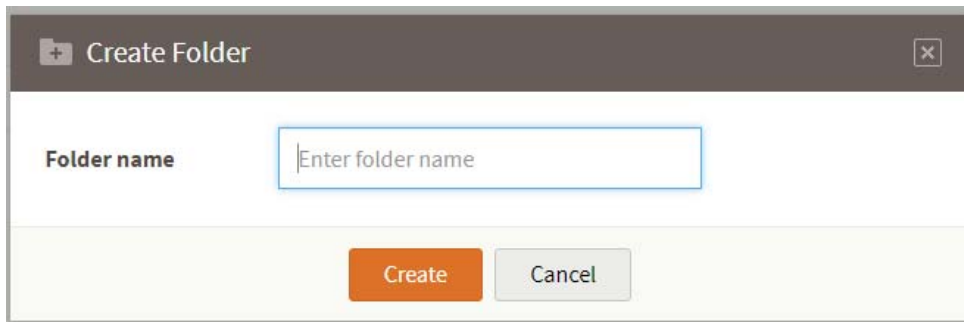

To **delete an individual file** click the check box next to the file you are wanting to delete.
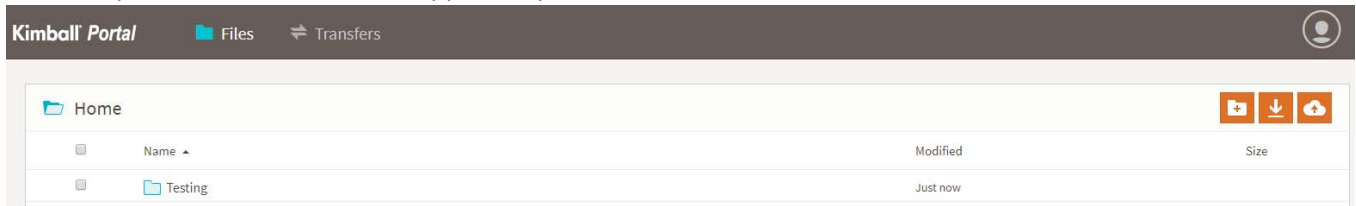

When you have the file(s) identified click the button to start the deletion process. Click Delete.
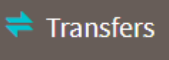
8. To **create a folder** click button. Enter in the foler name and click Create.
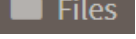
The newly created folder will now appear in your Home location.

9. To view your portal activity click on the **Transfers** Transfer link. To return to the upload/download area click on the Files link
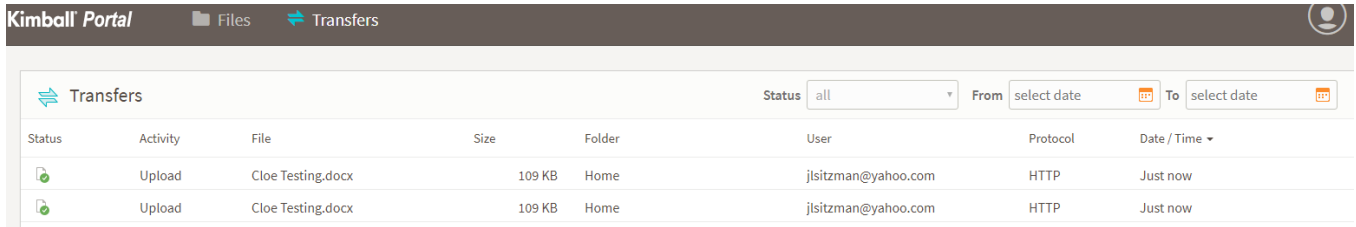
To return to the upload/download area click on the **Files** Files link.

10. ***Note: This item DOES NOT apply to Kimball employees.*** Your password will expired every 120 days. To **create a new password** click Password as shown in the image below.
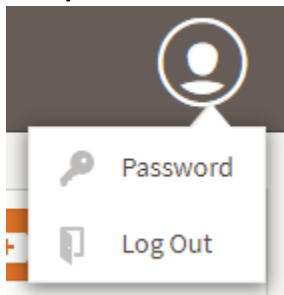
Enter in your curent, and then enter in a new password based on the criteria identified. Click Save.

Passwords must meet the following criteria:

- 8 or more characters
- Cannot include user ID
- 1 number (0-9)

Current password	Enter current password
New password	Enter new password 👁
	Re-enter new password

[**Save**]   [Cancel]

11. To Log Out click Log Out as shown in the image below.

🔑 Password

🚪 Log Out

12. If you **forgot your password,** click Forgot your password? as shown below in the yellow highlighted area.

Kimball®
Electronics
FILE TRANSFER PORTAL

👤 ID

🔑 Password

[**Log In**]

Forgot your password?

    a. Customer user:
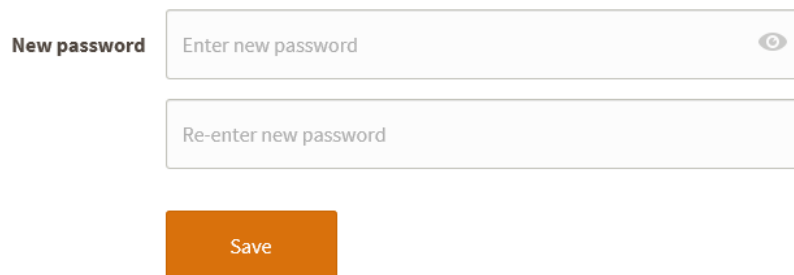
i. Enter in your email address as the userID and password provided. Click Send

Forgot Password ☒

We will send you info to reset your password. We just need your User ID.

User ID   [Enter user ID]

[Send] [Cancel]

KEGELECTRONICSINFO@kimballelectronics.com,

Did you forget your password to Kimball Portal?

These things happen.

Reset your password now.

If you did not request this password reset, you may wish to contact your administrator.

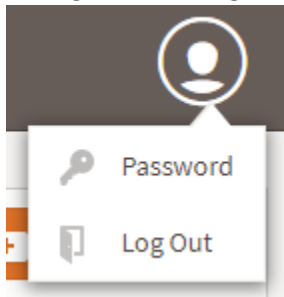Click Reset your password now. Enter in a new password based on the criteria identified. Click Save.

Passwords must meet the following criteria:
- 8 or more characters
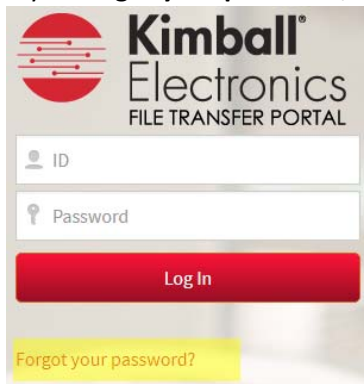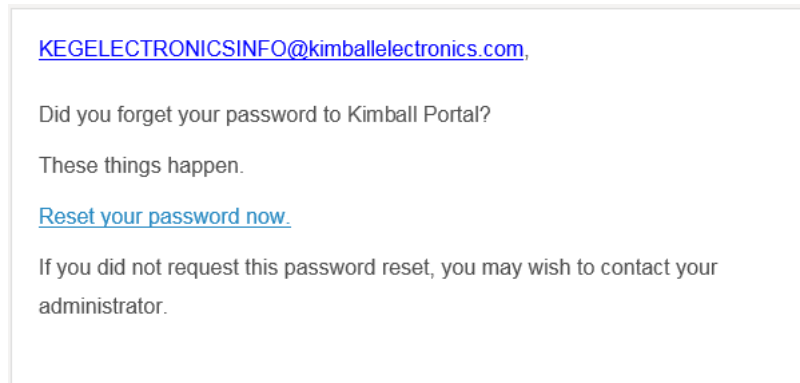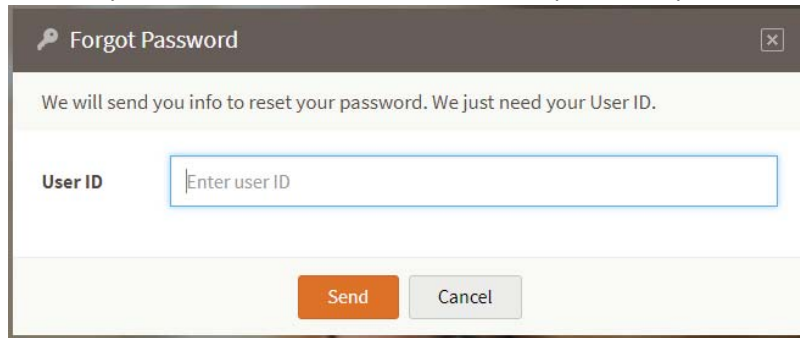- Cannot include user ID
- 1 number (0-9)

New password   [Enter new password]   👁

[Re-enter new password]

[Save]

b. ***Kimball user:***
   i. Kimball users will need to use their password management process. ***DO NOT click*** Forgot your password. You will receive this message if you click that link.

> JSITZMA,
>
> Did you forget your password to Cleo Portal?
>
> Because your account is of a special type, your password cannot be reset via this email.
>
> If you did not request this password reset, you may wish to contact your administrator.

13. User account is Locked out after 3 failed attempts. You will receive an email indicating you have been locked out. You can try again after 15 minutes or click Reset your password now to create a new password.

> KEGELECTRONICSINFO@kimballelectronics.com,
>
> For your security, your account was locked due to repeated unsuccessful login attempts.
>
> You can try again in 15 minutes, or reset your password to regain access immediately.
>
> Reset your password now.
>
> If you haven't attempted to login recently, your account may have been targeted.
>
> If you suspect such activity, you may wish to contact your administrator immediately.

Enter in a new password based on the criteria identified. Click Save.

Passwords must meet the following criteria:
- 8 or more characters
- Cannot include user ID
- 1 number (0-9)

New password [Enter new password]

[Re-enter new password]

[Save]

14. Click here to view the latest revision level of document.