

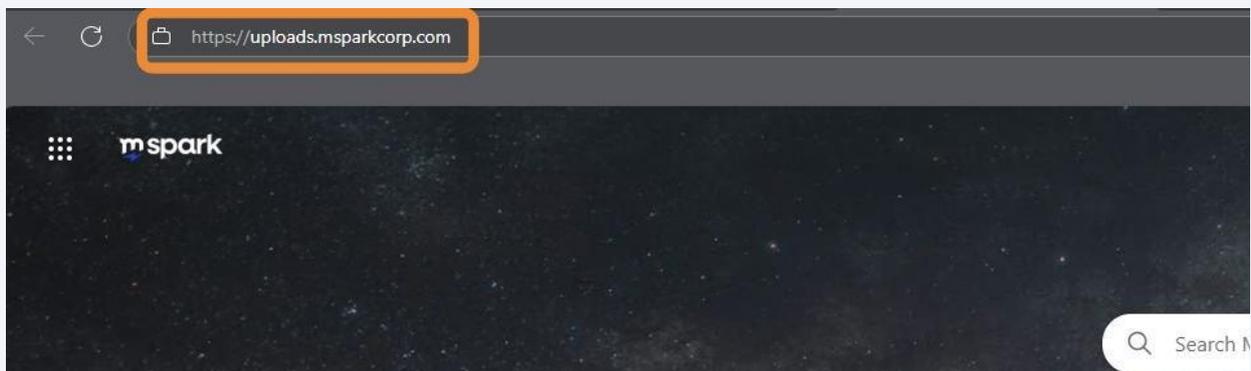
Mspark File Transfer Process



If you haven't already, please fill out the form located here [Instructions - Clients.Mspark.com](#)

1

Open your internet browser and navigate to <https://uploads.msparkcorp.com>.



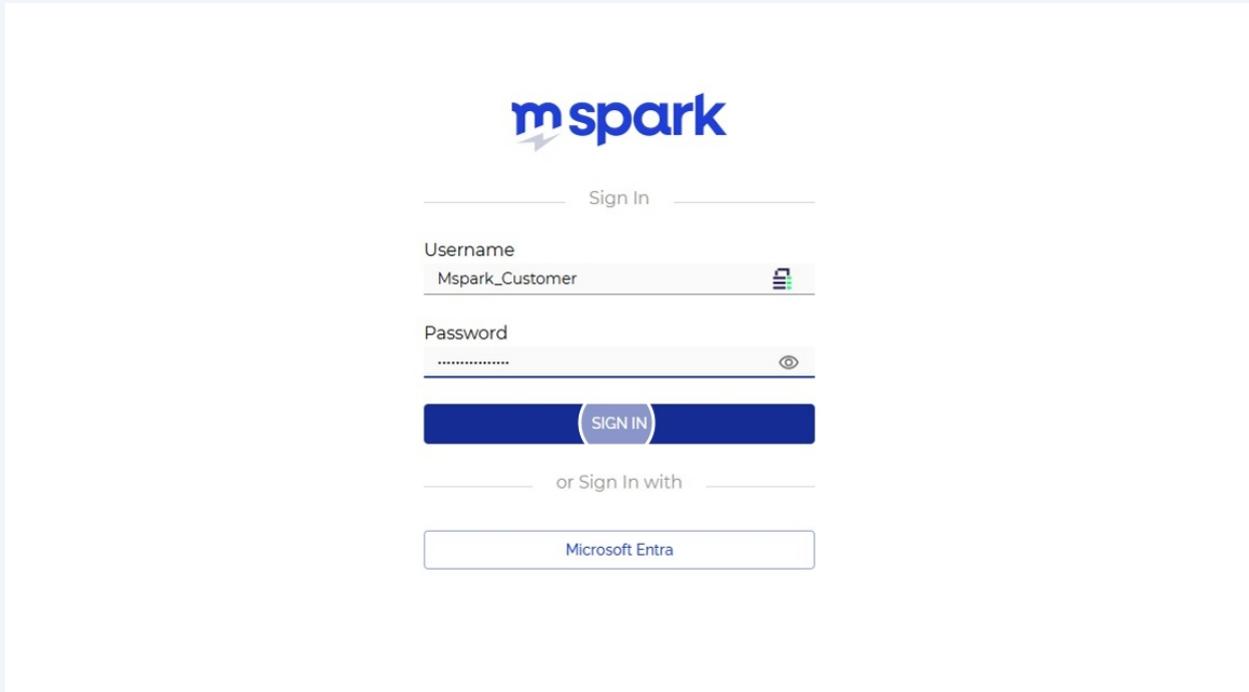
If you're unable to load the [uploads.mspark.com](https://uploads.msparkcorp.com) webpage, this means that the Public IP provided is either:

1. Not entered into the allow list on the Mspark side
2. Not the same as the originally provided Public IP address.

Next steps here would be to:

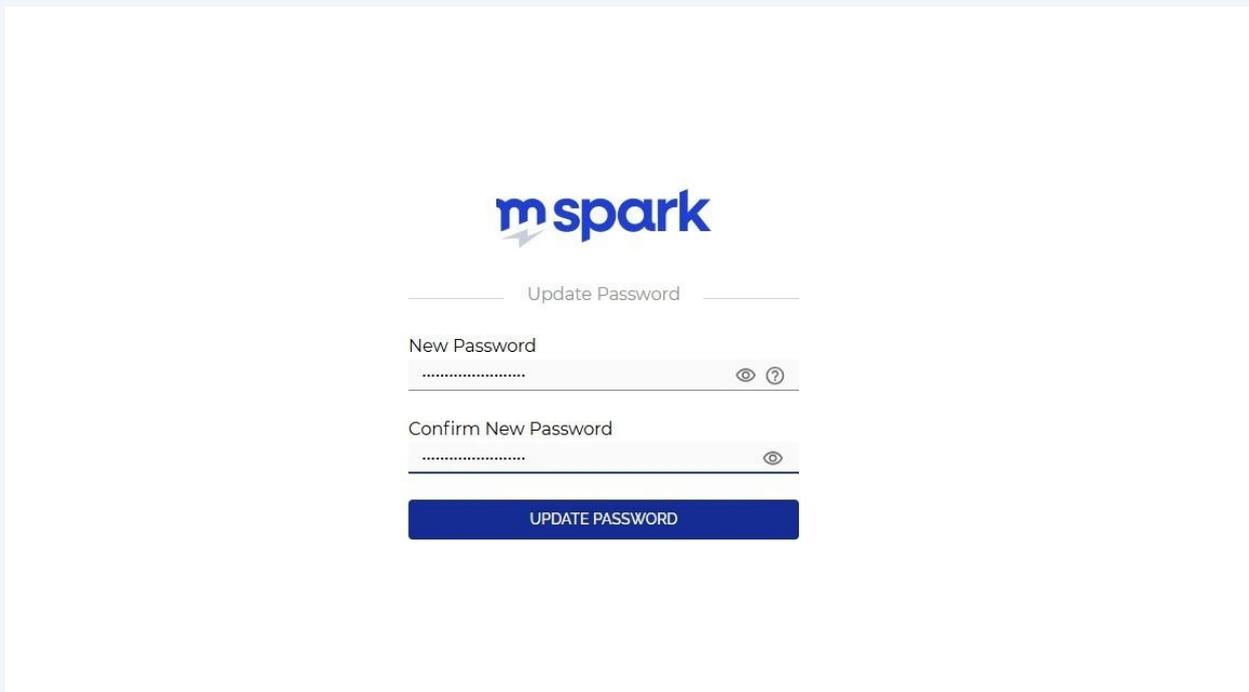
1. Confirm your Public IP by visiting whatismyip.com
2. If it's different from the originally provided Public IP, send it to ithelpdesk@mspark.com so that we can update it.
3. If it's the same, respond to your original account creation ticket to confirm the Public IP has been added to the allow list.

- 2 Sign in with your Mspark assigned username and password.



The image shows the Mspark Sign In page. At the top center is the Mspark logo. Below it is a horizontal line with the text "Sign In" in the center. Underneath are two input fields: "Username" with the value "Mspark_Customer" and a copy icon, and "Password" with a masked password and a toggle icon. A blue "SIGN IN" button is positioned below the password field. Below the button is another horizontal line with the text "or Sign In with" in the center. At the bottom is a button labeled "Microsoft Entra".

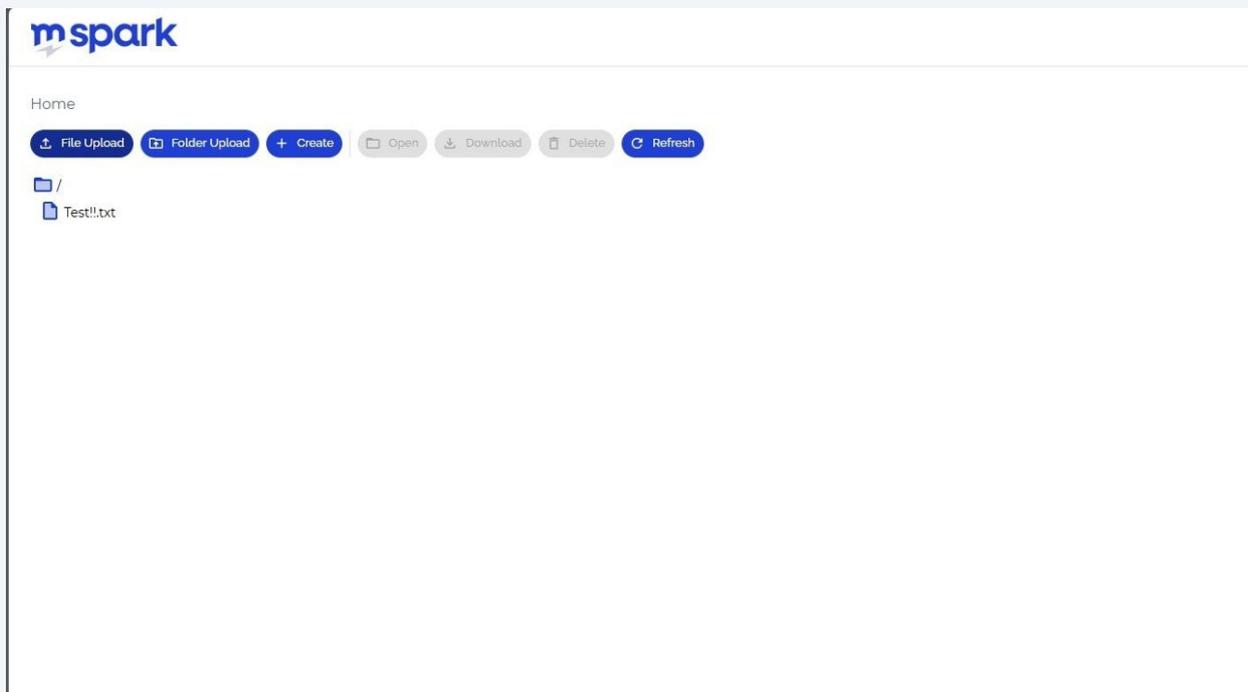
- 3 Upon logging in for the first time, you will be asked to update your password.



The image shows the Mspark Update Password page. At the top center is the Mspark logo. Below it is a horizontal line with the text "Update Password" in the center. Underneath are two input fields: "New Password" with a masked password, a toggle icon, and a help icon, and "Confirm New Password" with a masked password and a toggle icon. A blue "UPDATE PASSWORD" button is positioned below the second input field.

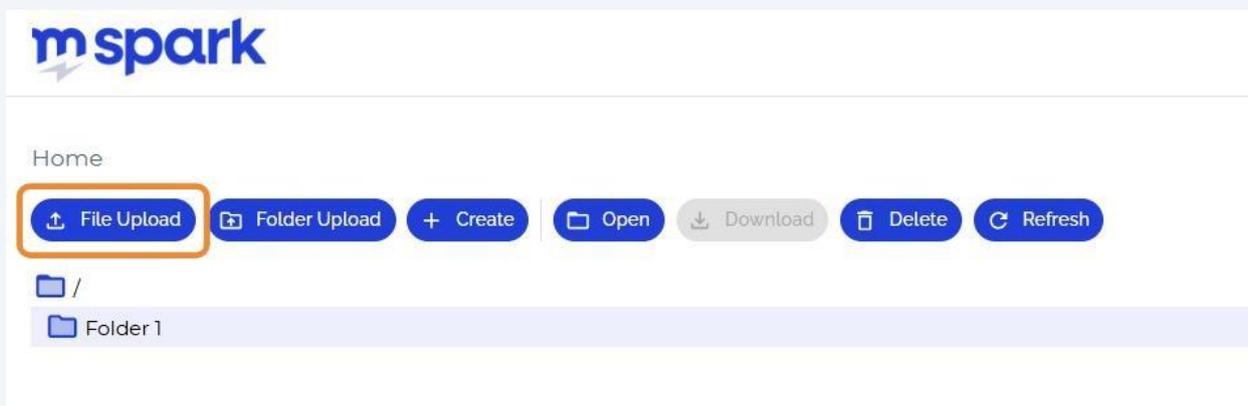
4

After updating your password, you'll be brought to the home page. Here you can upload new files and download files Mspark has provided.



5

To upload a new file, simply click File Upload on the Home bar and choose the file you'd like to upload.



6 You can also upload an entire folder by using the Folder Upload option.

mspark

Home

[File Upload](#) [Folder Upload](#) [+ Create](#) [Open](#) [Download](#) [Delete](#) [Refresh](#)

/
Test!!.txt
logo_new2.jpg

7 When uploading a folder, you may see a confirmation window depending on your browser's security settings.

Upload 5 files to this site?

This will upload all files from "Mspark Artwork". Do this only if you trust the site.

Upload

Cancel

[Open](#) [Download](#) [Delete](#) [Refresh](#)

folder
Plain text file
JPEG image

8 Successful folder upload.

The screenshot shows the mspark file management interface. The breadcrumb path is 'Home > Mspark Artwork'. The top navigation bar includes buttons for 'File Upload', 'Folder Upload', 'Create', 'Open', 'Download', 'Delete', and 'Refresh'. The left sidebar shows a tree view with 'Mspark Artwork' selected and highlighted with an orange box. The main content area displays a table of files and folders:

Name	Type	Size	Modified
Mspark Artwork	Folder		Jan 29, 2025 11:55:07 AM
Custom Artwork 2.png	PNG image	0 B	Feb 13, 2025 12:31:21 PM
Custom Artwork.jpeg	JPEG image	0 B	Feb 13, 2025 12:31:21 PM
Image1.bmp	Bitmap image	0 B	Feb 13, 2025 12:31:21 PM
Image2.bmp	Bitmap image	0 B	Feb 13, 2025 12:31:21 PM
Image3.bmp	Bitmap image	0 B	Feb 13, 2025 12:31:21 PM

An 'Upload succeeded' notification box is shown in the bottom right corner, listing the uploaded files:

- Mspark Artwork/Custom Artwork 2.png
- Mspark Artwork/Custom Artwork.jpeg
- Mspark Artwork/Image1.bmp
- Mspark Artwork/Image2.bmp
- Mspark Artwork/Image3.bmp

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9 To download a file, simply click the file on the page and choose download.

The screenshot shows the mspark file management interface. The breadcrumb path is 'Home'. The top navigation bar includes buttons for 'File Upload', 'Folder Upload', 'Create', 'Open', 'Download', 'Delete', and 'Refresh'. The 'Download' button is highlighted with an orange box. The left sidebar shows a tree view with 'Folder 1', 'Mspark Artwork', 'Test!!!.txt', and 'logo_new2.jpg'. The 'Test!!!.txt' file is selected and highlighted with a blue background.

10

Log out of the portal using the Log Out button located in the top right corner.

