# Uploading a Bulk Load File

## Common Buttons & Icons

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|  | **Upload** button |
|  | **Open** button |

## Uploading a Bulk Load File

From the promisepoint.files.com login screen:

1. Enter your username and password in the appropriate fields.
2. Click **Log in**.
3. Click the **ppprodsupport** folder.
4. Click the **user\_bulk\_load** folder.
5. Click **Upload**. A window opens.
6. Navigate to where you saved the bulk load file on your computer.
7. Click the bulk load file.
8. Click **Open**. The file now displays in the folder.

**Note:**  Files automatically process at 10AM, 2PM, and midnight MT.