

## Mercury Web Vault Instructions

Updated 03/2007

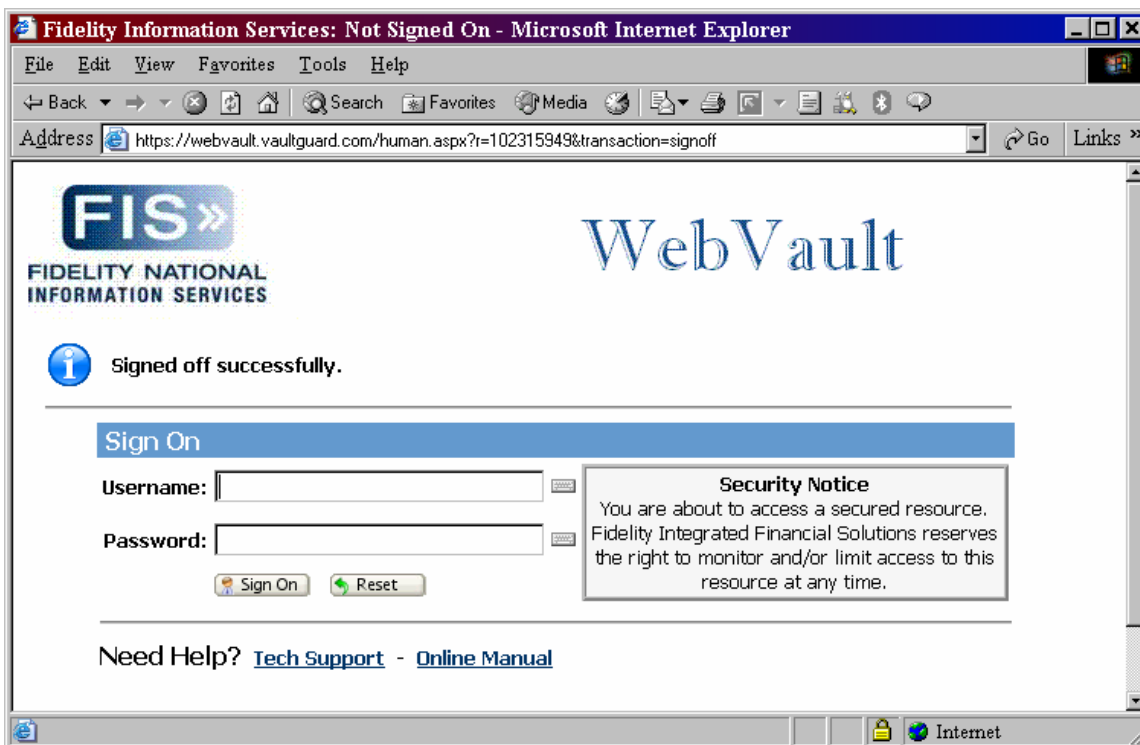
This document includes:

How to connect to Web Vault  
First Time Login Instructions  
Installing the Upload Wizard  
Uploading Files to Fidelity  
Downloading files to the Credit Union

### How to connect to Web Vault

Open your browser windows  
put <https://12.19.55.221/> or <https://webvault.vaultguard.com> in the address line  
This should take you to the Web Vault Login  
Username is - \_\_\_\_\_  
Password is - \_\_\_\_\_

Click on Sign On

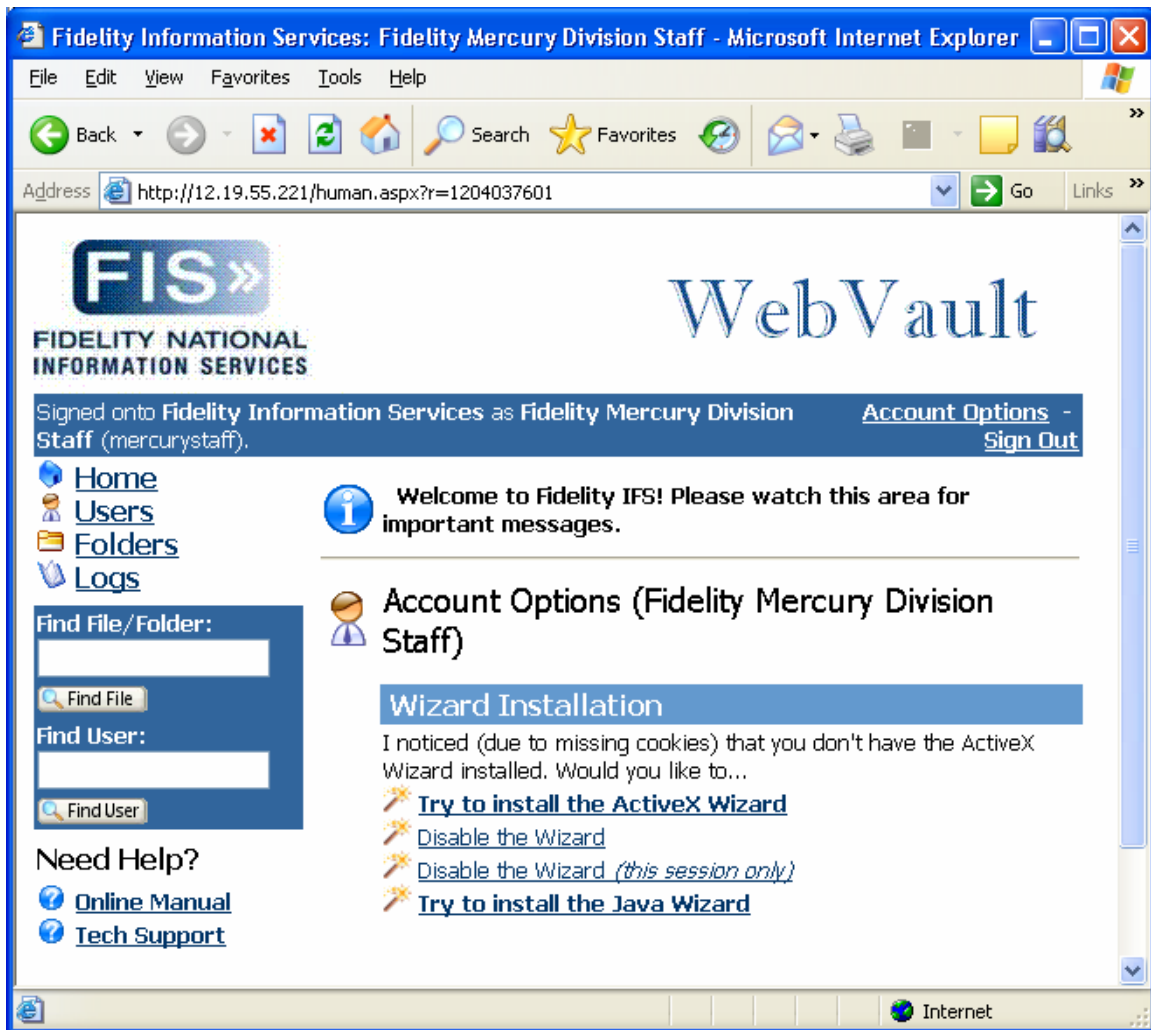


### First Time Login

The first time you use the account you will be prompted to change the password. The new password must be at least 8 characters and include letter and numbers.

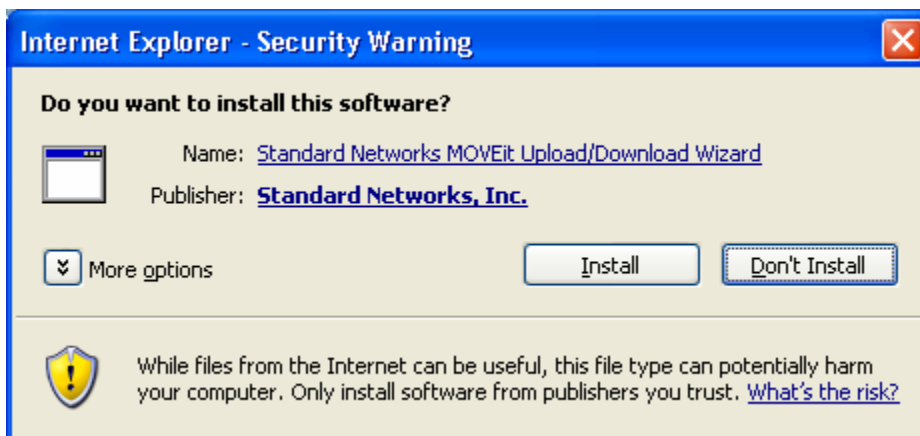
### Installing the Upload Wizard

If it is the first time you are using it on a computer, you will see this screen when you login:



Left click on the item that says **Try to install the ActiveX Wizard**

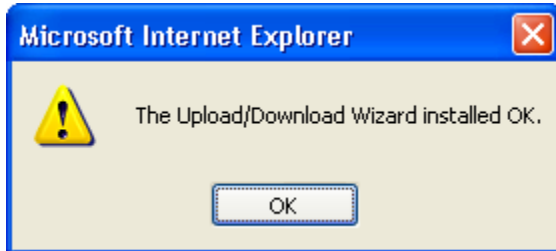
It will take a few seconds and then you will see this screen:



Click Install

(Note: Some people have their internet explorer configured to block ActiveX, you will see a small warning bar at the top of your browser window that will have instructions to click on it to allow the install if you have this option enabled)

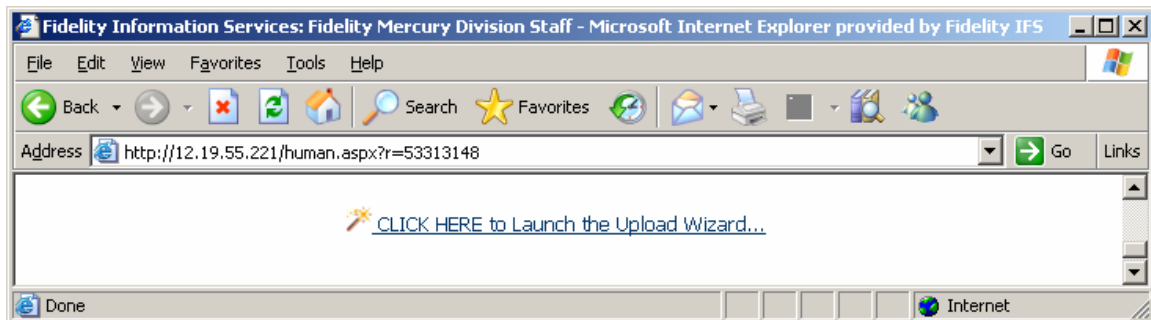
The next window you should see is:



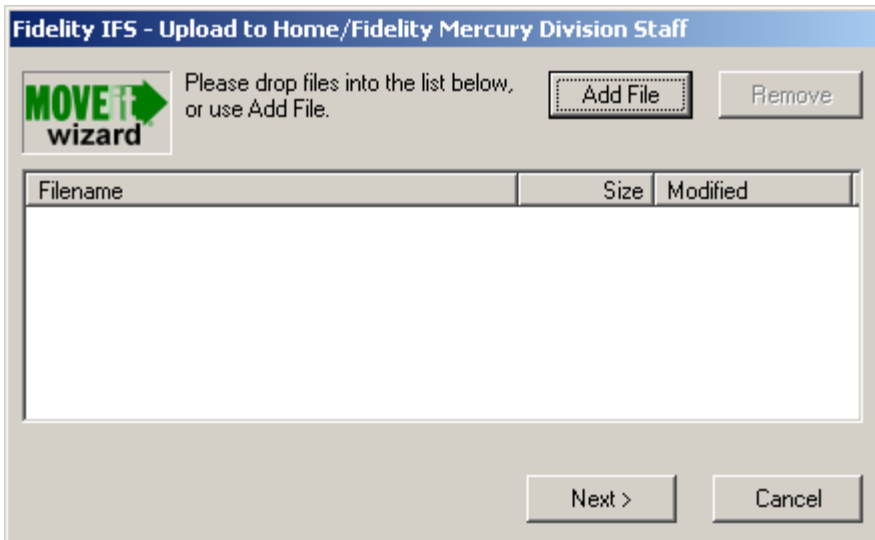
It will now be installed and you will see the screens in the Uploading Files section below.

## Uploading Files

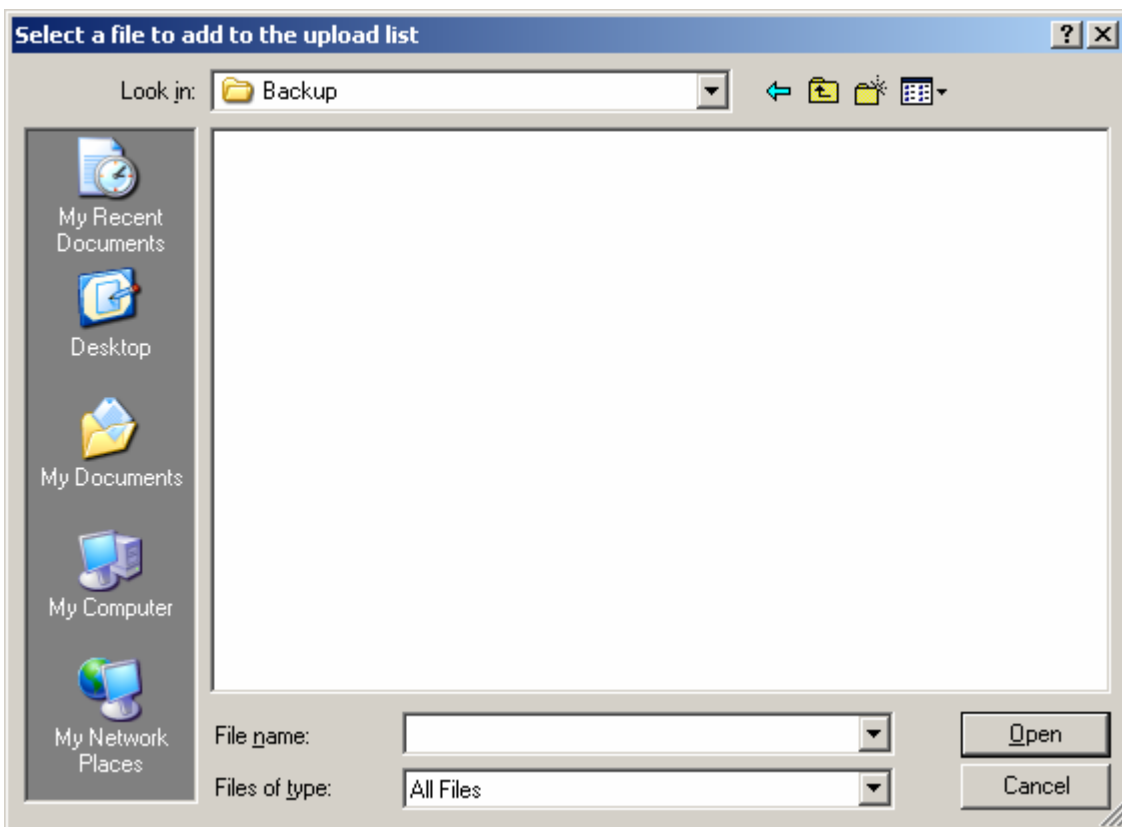
After you login, you can scroll to bottom of page and click on link to launch Upload Wizard



Click on Add File

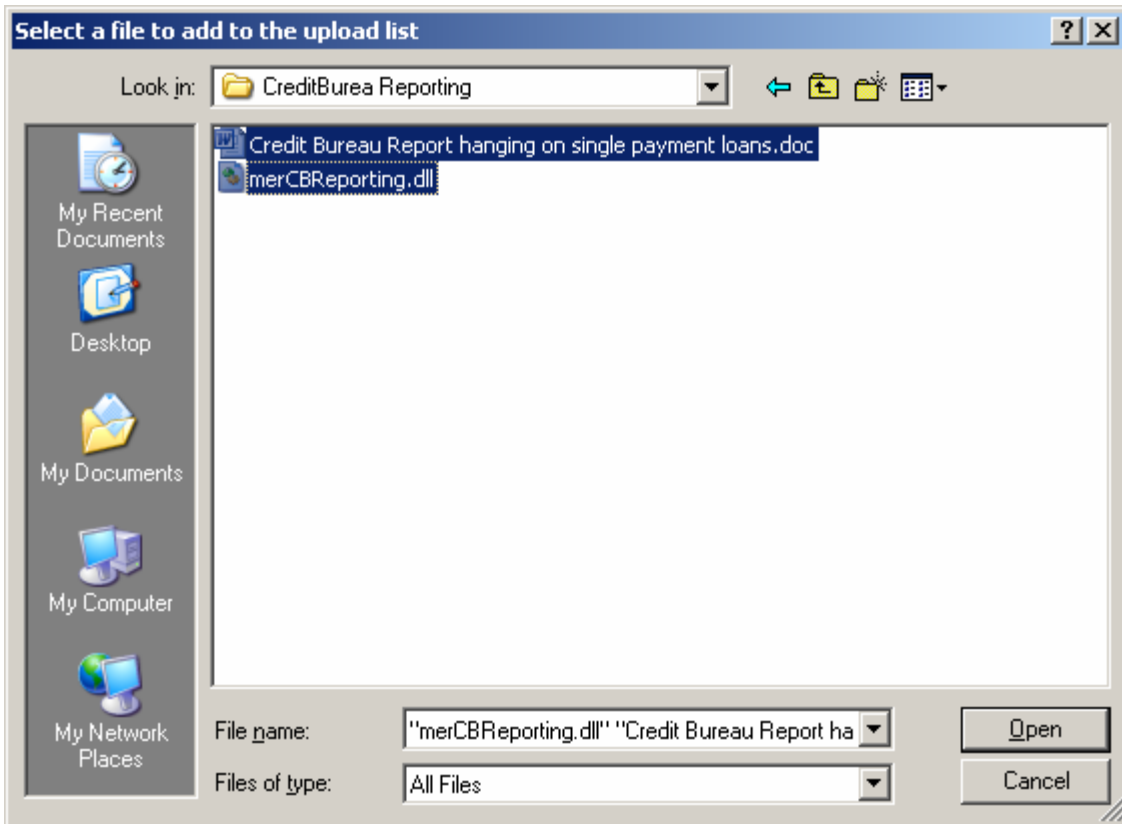


Browse to Folder where backup is located

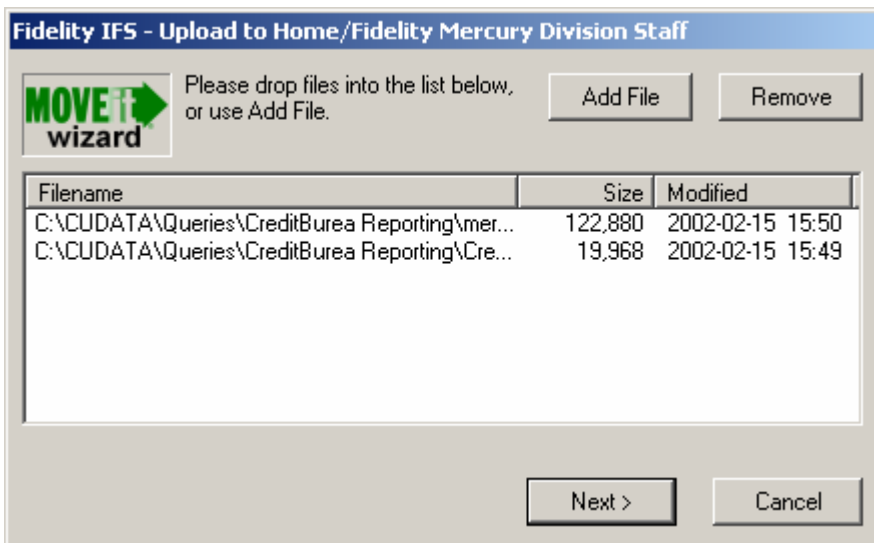


You can repeat the ADD FILE for each file you want to send or you can hold down the CTRL button on your keyboard and left click on all the files you want to upload.

Left click on OPEN



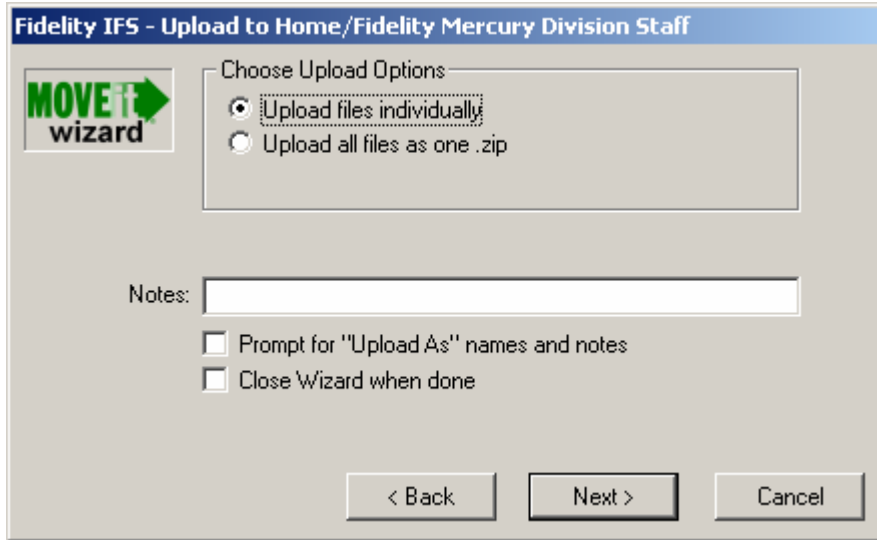
Click Next



Select Upload all files as one zip if you want to, this is not a requirement.

In NOTES, indicate why you are sending the file, such as Support, Datamatch, Credit Bureau, etc.

Now Left click on NEXT



The screenshot shows a software window titled "Fidelity IFS - Upload to Home/Fidelity Mercury Division Staff". On the left side, there is a logo for "MOVE IT wizard" featuring a green arrow pointing right. The main area of the window is titled "Choose Upload Options" and contains two radio button options: "Upload files individually" (which is selected) and "Upload all files as one .zip". Below this section is a text input field labeled "Notes:". Underneath the notes field are two checkboxes: "Prompt for 'Upload As' names and notes" and "Close Wizard when done", both of which are currently unchecked. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

File should begin uploading and you should receive an email once the file has been transmitted.

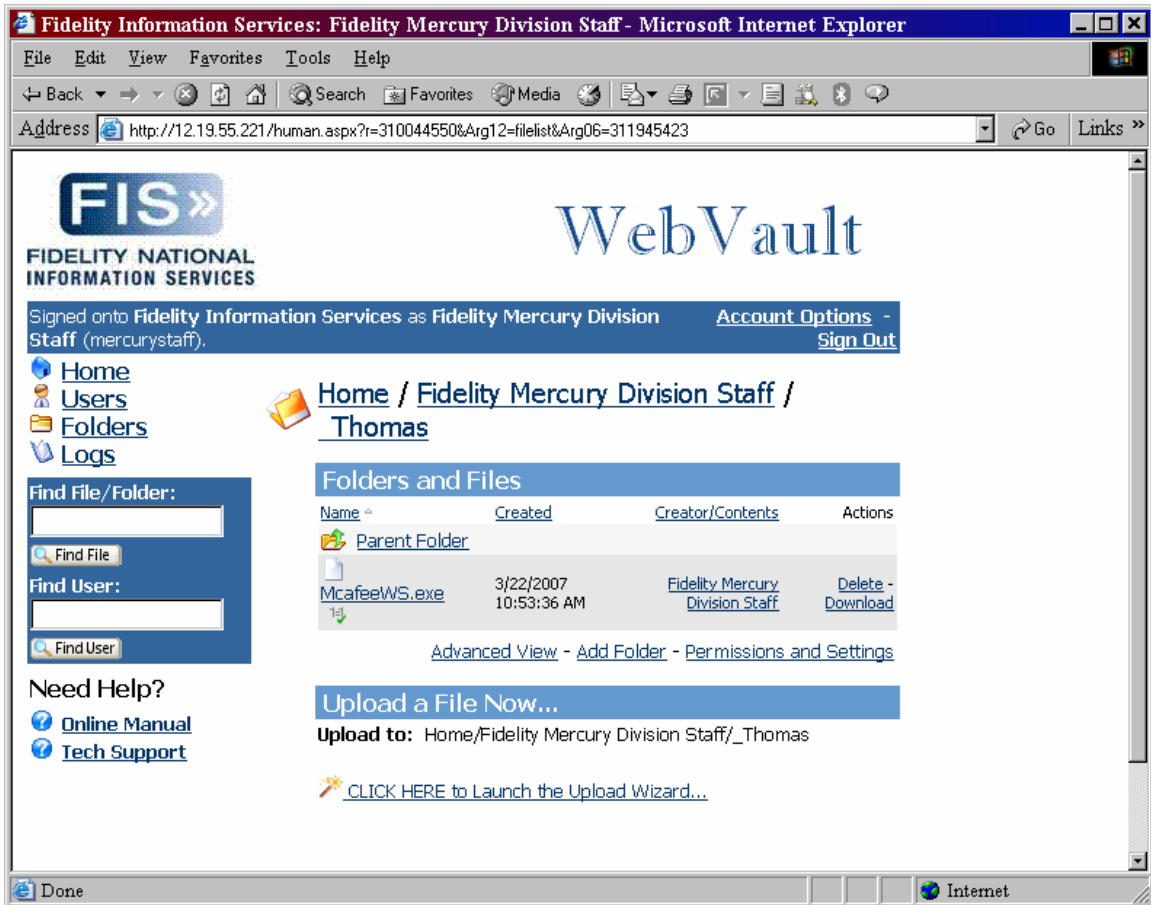
Click on Sign Out at the top right when you are done or just close your browser window.

Downloading Files to the Credit Union

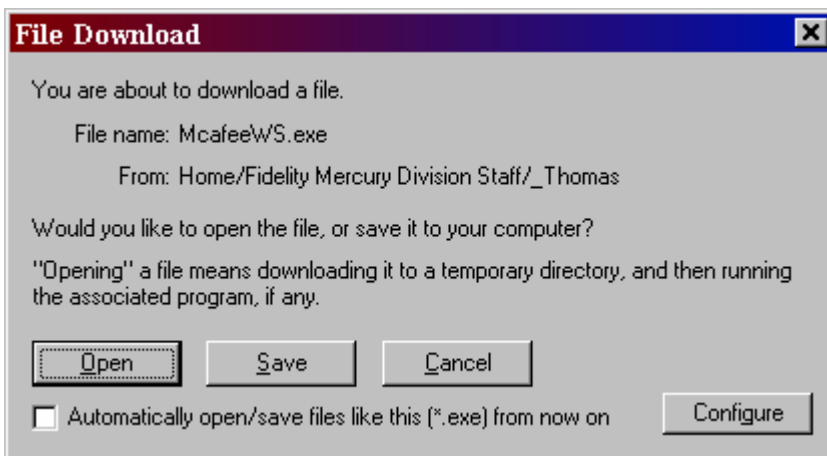
Login to Mercury Vault

You will see a list of files in your "vault"

To the right of the file name you will see the word DELETE - DOWNLOAD



Left click on DOWNLOAD and you will see:



Left click on SAVE

Just browse to where you want it saved on your computer and left click on SAVE.

You now have your file!