

# Reserve Bank Secure Upload Instructions



Access to Secure Upload

<https://securexfr.rbnz.govt.nz/envelope/surveyreturn>

Commencing

1 July 2015.

Help on using Secure Upload

If you require help, please contact the Statistics Unit at [statsunit@rbnz.govt.nz](mailto:statsunit@rbnz.govt.nz).

**Please do not bookmark the login page. Otherwise, future logins will take you to the back-end system.**

## 1 Enter your email address and password.

Forgot password?

Reset by clicking the *Forget Password?* link.

Locked out?

You have three attempts before the account is locked. An email will be sent to you with further instructions.

## 2 Complete your full name and organisation.

## 3 Select:

- the **survey** you are submitting a file for, and
- the **survey period** (tip: click on the calendar icon)

## 4 Click on the **Choose File** button and select the file(s) for upload. Successfully attached files will appear beneath the button.

## 5 Select the radio button most relevant to the submission.

## 6 Click **Send**.

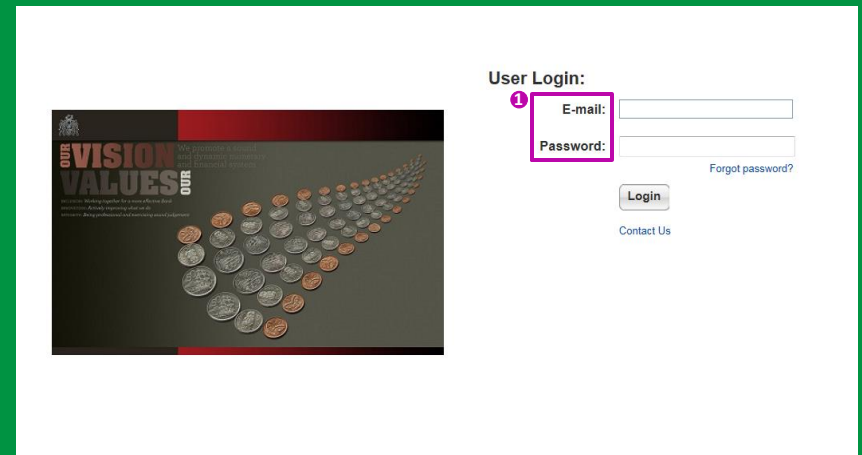
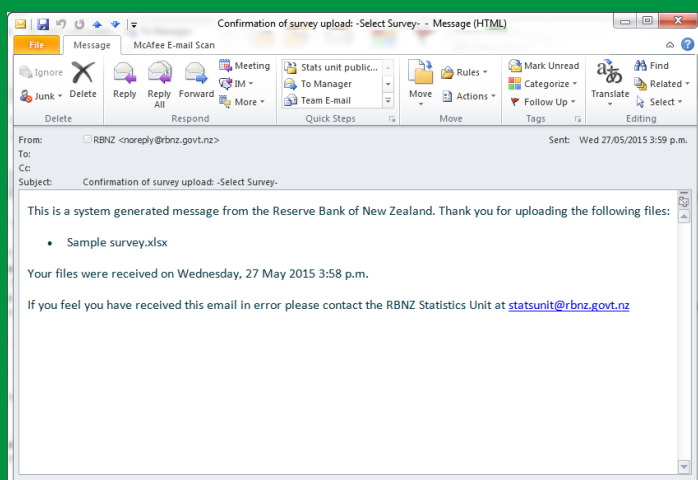
A progress bar will indicate the progress of your upload.

## 7 Click the **Close** button to exit.

Close the browser tab / window. Re-access the facility by using the link above.

## 8 Confirmation email

If the upload was successful a confirmation receipt will be sent to you. Please contact us if a receipt is not received within 5 minutes of sending.



If you see this screen, with the two tabs in the upper left, you have accessed the back-end system.

In the event of this happening:

- Click on the **Sign out** link in the top-right corner
- **Close** your browser tab / window

To avoid this from happening:

- Never bookmark the login page
- Always close your browser tab / window after using the facility

