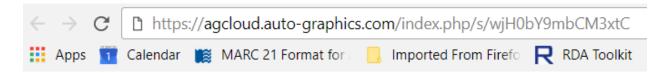## Access PA SHAREit: Transferring Records to Auto-Graphics
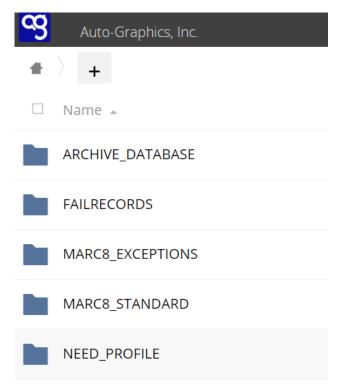
To transfer your Access PA file to the Auto-Graphics server:

1 – Enter the following URL in the address bar of your browser: https://agcloud.auto-graphics.com/index.php/s/wjH0bY9mbCM3xtC

You will be prompted to enter a password (Please contact HSLC at support@hslc.org for password.)

Click **Enter** and you will be logged onto the Auto-Graphics server. There is no longer a username required.

2 – Copy your file to the server

- Click on the + (plus sign) at the top of the A-G server window, choose Upload from the dropdown menu to open a File Explorer window.

- Navigate to the location where you have locally saved the file to be transferred. (Remember: The filename must begin with your library's 5-character Access PA code as entered on your Library Profile.)

- Select the file and click Open.

- Your file will upload to the server.

3 – When the file finishes copying you are done!

Need help? Contact support@hslc.org