File Transfer Instructions

1. Click on the **Agency Login** tab.

Commission Recovery	Green Initiatives	Hotel Invoice Information	Agency Login	Commission News Updates	Contact Us

2. Enter your username and password.

Agency Login

Login to Commtrak's FTP server

Username
Password

[Login]

OPTION #1

● To upload an agency file to Commtrak, click on the **Upload Unresolved Data** tab.

Download Quarterly Files	Upload Unresolved Data	Log Off

Transfer Your Unresolved Hotel Files From Your Computer To Commtrak.

● Using your back office system, extract a data file of open records and save it to your computer.

● Click on **Select a file for upload** to choose your file to send to Commtrak.

● Click on the **Upload** button to submit the upload.

Upload - Transfer Your Unresolved Hotel Files From Your Computer To Commtrak.	
Commtrak Export File.PDF	Download

[Select a file for upload]

[Upload]

* The file can not have the same name as a file that is already listed.
* The file size can not be larger than 50MB (~50,000KB)
*The accepted file types are: **XLSX, DAT, XLS, ZIP, TXT, CSV, and DBF.**

OPTION #2

● To download a resolution file, click on the **Download Quarterly Files** tab.

Download Quarterly Files	Upload Unresolved Data	Log Off
Transfer Commtrak's Quarterly Resolution Files To Your Computer.		

● Click on the **Download** button to download your quarterly resolution file.

Download - Transfer Commtrak's Quarterly Resolution Files To Your Computer.	
2018q4_agency.zip	Download
2018q3_agency.zip	Download
2018q2_agency.zip	Download
2018q1_agency.zip	Download
2017q4_agency.zip	Download
2017q3_agency.zip	Download
2017q2_agency.zip	Download