

## **Creating FTP Mailbox through PaySpan**

To create a PaySpan Mailbox follow the steps below:

1. Log in to your PaySpan Account and navigate to the Your Payments Application.
2. Select Manage Accounts.
3. Select your account name.
4. Click Mailbox Settings.
5. Select Create Mailbox.
6. The Mailbox will be created, and you will have access to create a username & password.