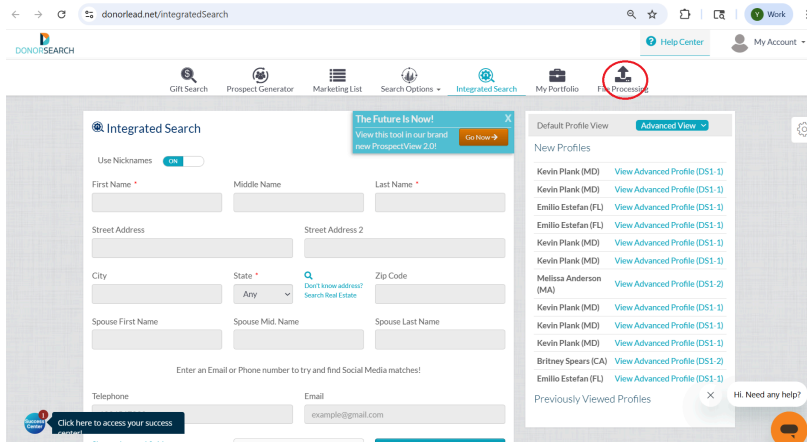


# Where is the file processing tab?

The following steps will walk you through finding the file processing tab

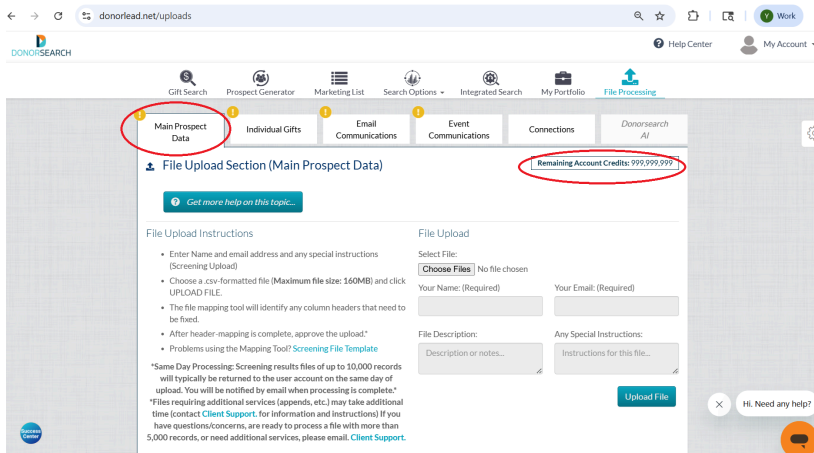
1. Log in to the DonorSearch Tool.
2. Select the “File Processing” icon at the top of the screen.

**\*\* Only the Master Account holder will be able to upload files for screening under the File Processing tab. Sub-Users do not have access to the File Processing tab. If you are logged into the Master Account and do not see this tab, please contact us at [clientsupport@donorsearch.net](mailto:clientsupport@donorsearch.net) \*\***



[Click here](#) to follow our guide on how to upload a screening file.

3. You will upload your screening file to the “Main Prospect Data” tab within File Processing. The remaining account credits are also listed on this page in the top right corner.



Please keep in mind that you won't be able to go over your allotted amount of credits.

If you need more screening credits or would like to inquire about pricing, please reach out to your Dedicated Support Representative or email us at [clientsupport@donorsearch.net](mailto:clientsupport@donorsearch.net)