

## Valassis File Upload

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### Valassis-MassTransit

**I do not have a MassTransit account**  
 You are not required to have a MassTransit account to upload files, select the button below to go directly to the file upload window.

Without an Account  
Login to MassTransit

I have an existing MassTransit account

Username\*

Password\*

With an Account  
Login to MassTransit

\* Required

Click on the 'Without an Account' button.

Provide some information to ensure your files are easily identified.

**Welcome to the Valassis upload website**

- This upload site is intended to be used for graphic files only. You may upload stat files (lo-res PDF's) as well as print production files within the same upload window. All other business documents should be delivered via the instructions provided by your Valassis representative.
- By completing the information on this page, you will help ensure your files are directed to the appropriate representative to quickly begin the production process. If you do not know or do not wish to provide this information, it will be your responsibility to contact your Valassis representative and provide them with the name of the files that you have uploaded in order to ensure your files are properly identified for the production process.

Client Name

Your Name

Your Email

Valassis Rep Email

File Comments

Proceed

Your company name helps identify your files.

Provides Valassis a contact person if needed

Must be a valid email format. XXX@company.com

Should be the program coordinator assigned to your account. Must be a valid Valassis email. XXX@valassis.com Multiple e-mail must be separated with a semi colon ;

Any comments or instructions you want to convey

Click on the 'Proceed' button.

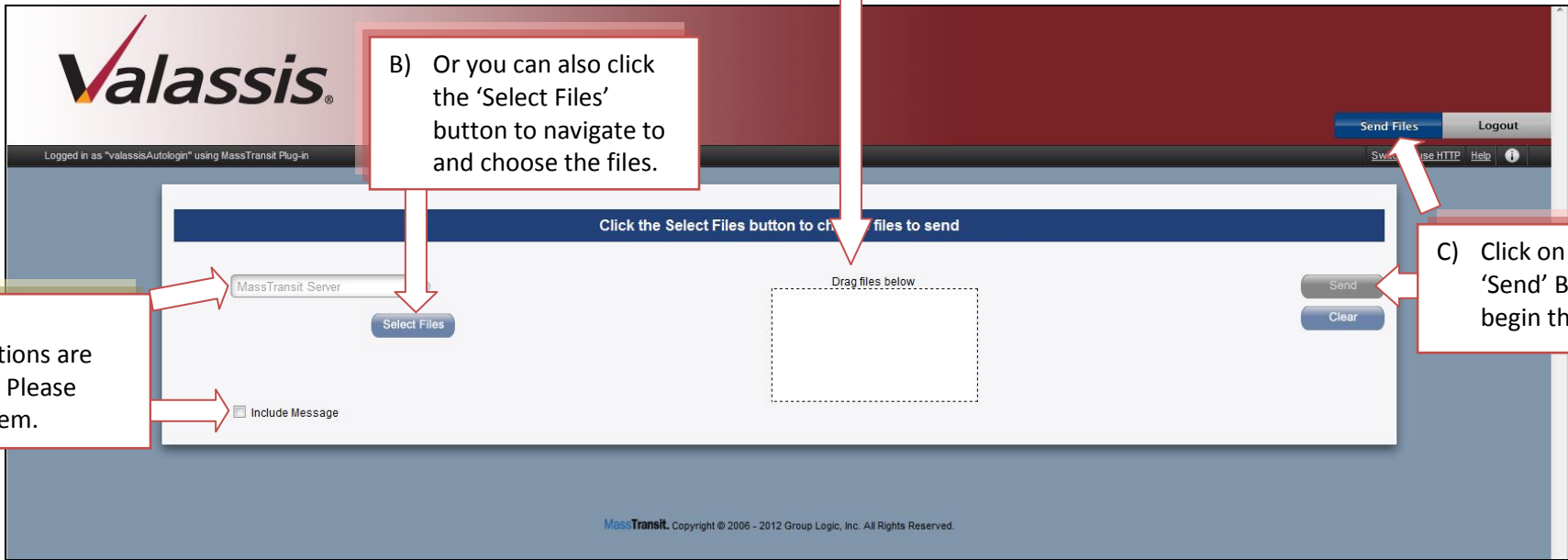
**NOTE:** If you do not know or do not enter a Valassis e-mail address – You will need to contact a Valassis representative and notify them that you have uploaded files along with the names of the files uploaded.

A) The Mass Transit Plugin allows you to drag and drop files.

B) Or you can also click the 'Select Files' button to navigate to and choose the files.

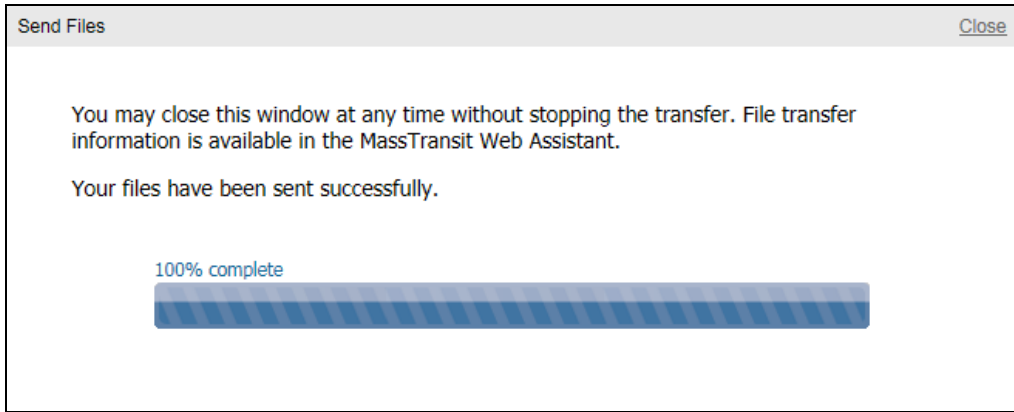
C) Click on either 'Send' Button to begin the upload.

NOTE:  
These options are not used. Please ignore them.



You will receive a confirmation pop up window that the files successfully transferred.

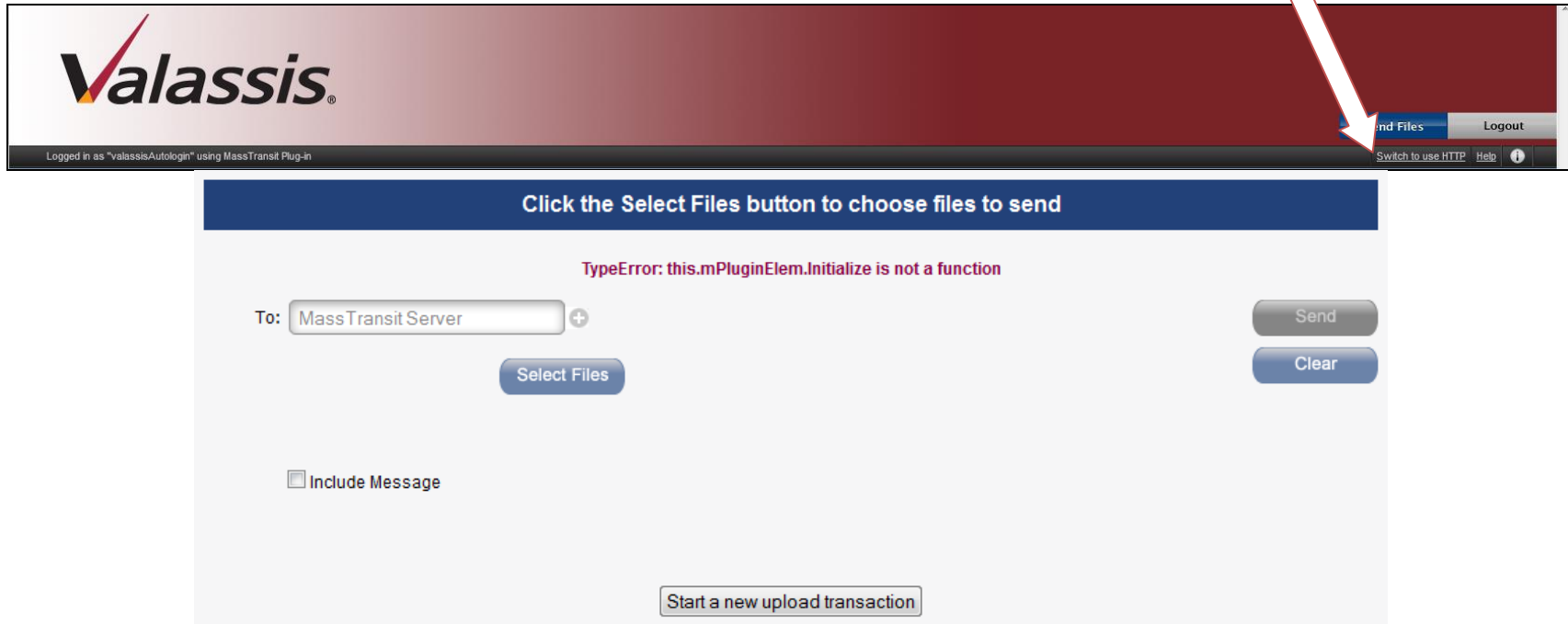
Click the 'Close' link and Logout button to complete the process.



Issues or errors? Go to next page.

If you experience any issues or receive an error message, try the following options:

1. Try to install or re-install the Mass Transit Plug-in  
Or
2. Click on the 'Switch to use HTTP' link



The screenshot shows the Valassis web interface. At the top left is the Valassis logo. Below it, a dark bar contains the text "Logged in as 'ValassisAutologin' using MassTransit Plug-in". On the right side of this bar are links for "Send Files", "Logout", "Switch to use HTTP", "Help", and an information icon. A red-bordered box with a white arrow points from the instructions above to the "Switch to use HTTP" link. Below the dark bar is a blue header with the text "Click the Select Files button to choose files to send". The main content area is white and contains a red error message: "TypeError: this.mPluginElem.Initialize is not a function". Below the error message is a form with a "To:" field containing "Mass Transit Server" and a "+" icon. To the right of the "To:" field are "Send" and "Clear" buttons. Below the "To:" field is a "Select Files" button. At the bottom left of the form is a checkbox labeled "Include Message". At the bottom center is a button labeled "Start a new upload transaction".

If you continue to have issues with the site: Please contact your Valassis Production Representative and they will assist you.