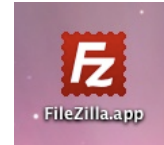
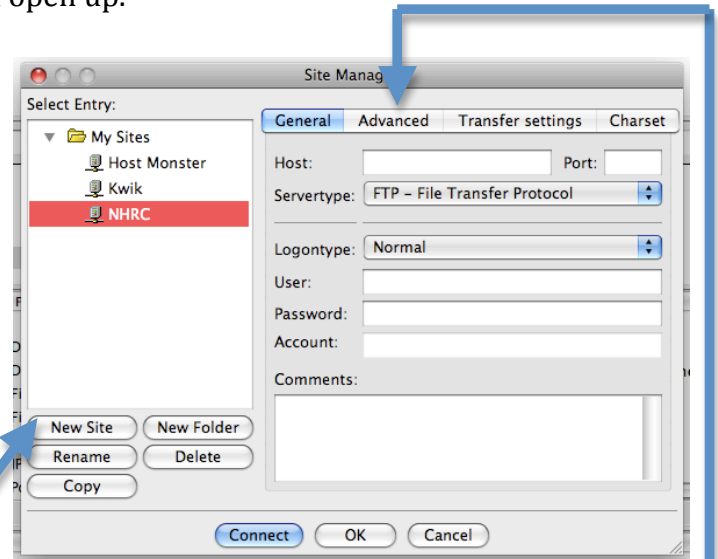


Step-by-Step Instructions to download and setup Filezilla

1. Download the program from the website listed on our site.
2. Open Up the program, the icon will look like this.
3. Once open go to this button.



4. Click on it and a dialogue box will open up.



5. Click on the New Site Button
6. You then can enter any name you would like for the site.
7. You must call our office for the next step. We will give you the host name, username, and password to get access.

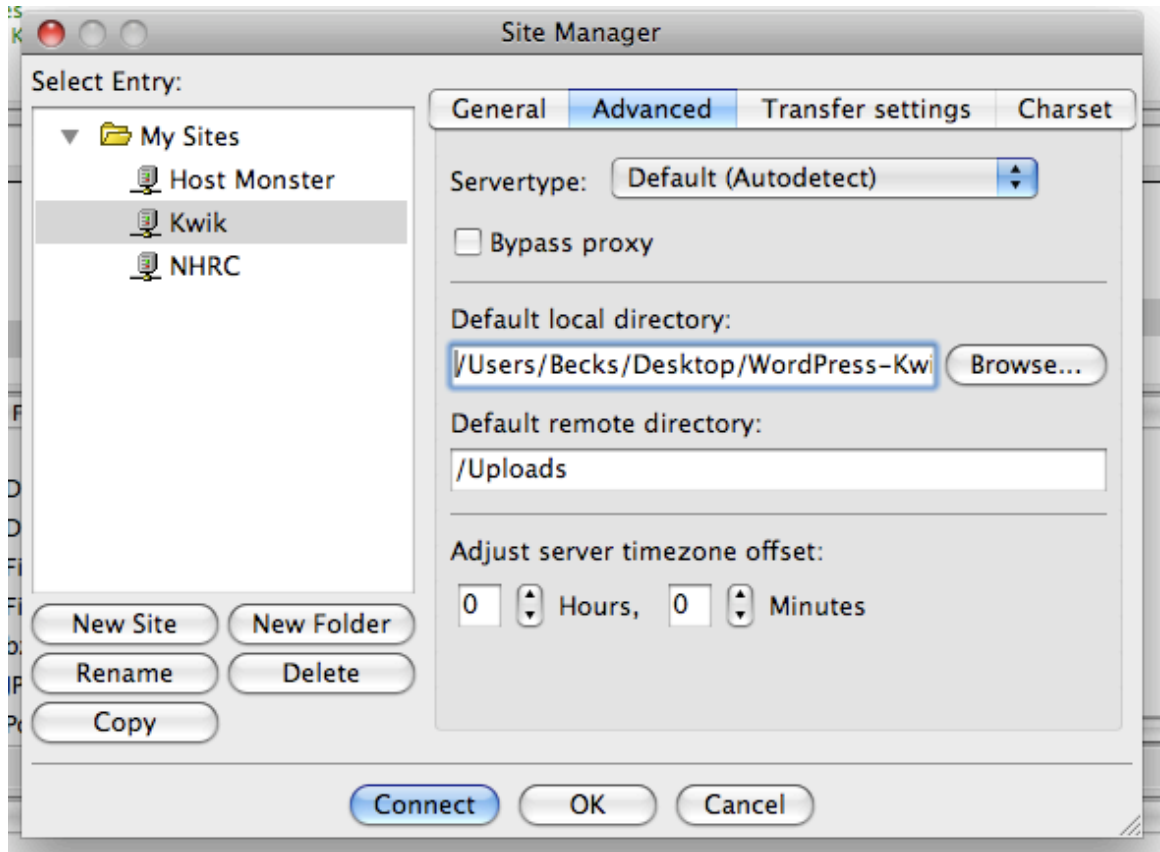
Host Name: _____

User: _____

Password: _____

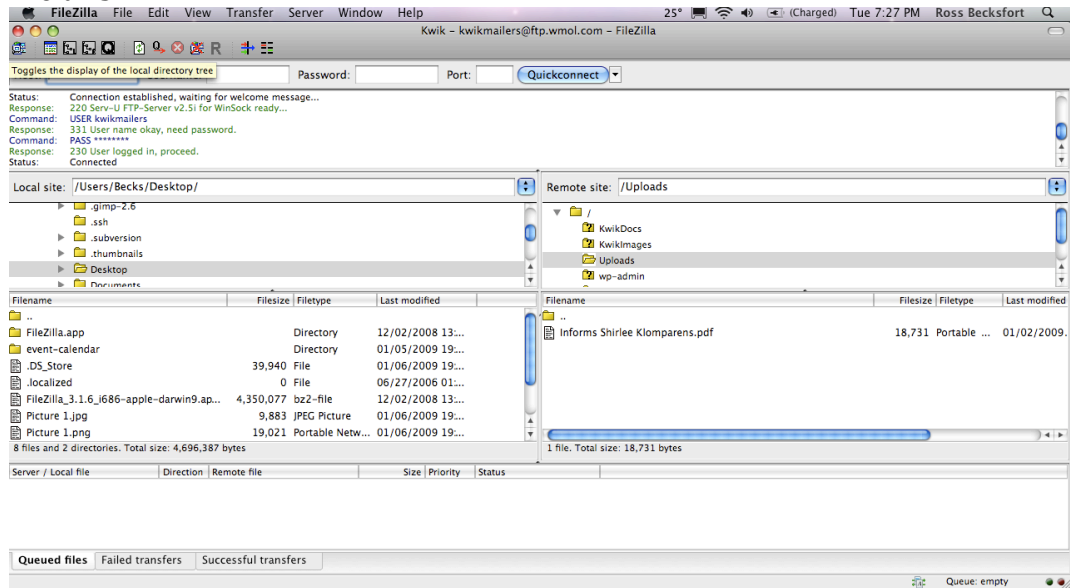
(Please make sure you make the “logontype to “Normal”)

8. After you have that information entered in, click on the advanced tab across the top of the box.
9. In the line that says **Default Remote Directory**, please enter this in. “/Uploads” without the quotations though. They are just there to show you what needs to be put in.



PLEASE DO NOT ENTER ANYTHING INTO THE DEFAULT LOCAL DIRECTORY, JUST LEAVE IT BLANK!

- After you have all of that information entered in you may hit “connect” across the bottom. If everything worked properly your screen should look like this.



11. To upload, find the file you would like to upload on the left side, which is your computer. Then right click on file and select upload. Let it do its work for a second and then you are all set.

ANY QUESTIONS PLEASE CALL OUR OFFICE IMMEDIATELY.