

CONVERTING SOLUTIONS INC FTP PROCEDURES

FTP site instructions:

1. Download FileZilla Client onto computer
 - go to www.filezilla-project.org and click on download link.
2. Open FileZilla and enter following information
 - host: <ftp.convertingsolutions.org>
 - username: artwork@convertingsolutions.org
 - password: Artwork01
 - port: 21
3. Hit Quickconnect
4. Trust the certificate
5. For uploading a file: Drag and drop the file into the area for Remote site
For downloading a file: Click on file in Remote site and save on your computer
6. Once file is finished uploading or downloading, close out of FileZilla
7. If uploading a file to server, once completed the customer needs to be emailed so that they can retrieve the file.

Shurtape FTP site instructions:

1. In web browser, go to shurtape.ftptoday.com
2. Enter
 - username: artwork
 - password: Artw0rk1
3. Select correct file and download
4. Go to downloads folder and move the file to: ExtHDD/Artwork/Shurtape/
1CrisArtwork
5. Log out of Shurtape FTP Site