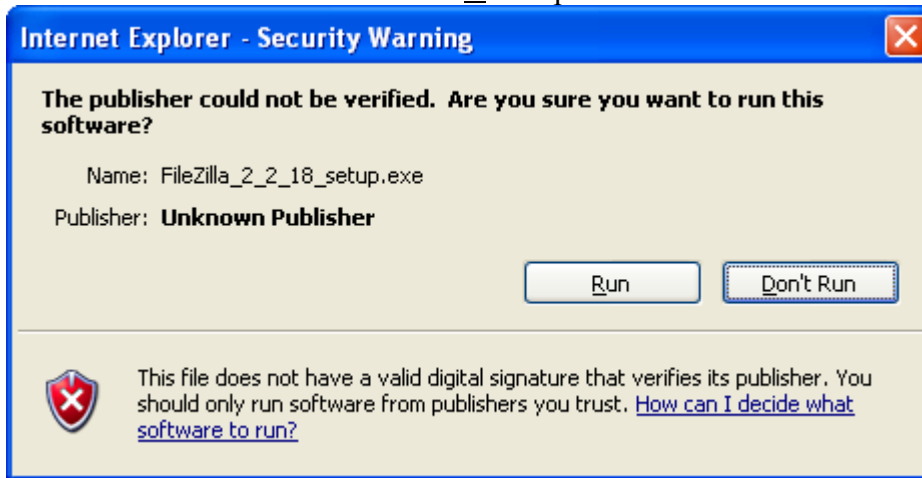


**INSTRUCTIONS:** The following instructions will permit you to access your account on the integrityprinting.com FTP server. The application used in this tutorial is called FileZilla, and is available at <http://filezilla.sourceforge.net/>. It is a fast, free, and feature filled application. However, if you are already are familiar with another FTP client simply skip to step 10, and proceed from there.

**Step 1:** Download the application from <http://filezilla.sourceforge.net/> to your desktop. Then, double click on the executable file to launch the installer. Click on the "Run" option to continue.



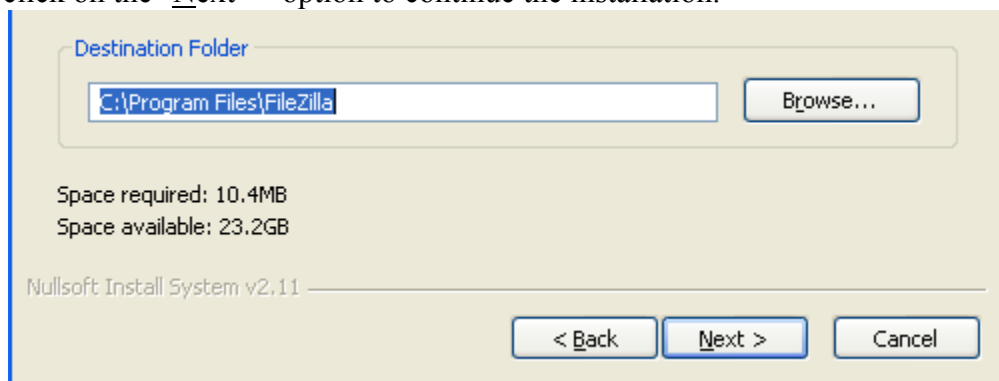
**Step 2:** Select the appropriate language from the drop down list and click the "Ok" option to continue.



**Step 3:** Click on the "I Agree" option to continue installation.

**Step 4:** Click the "Next >" option to continue installation.

**Step 5:** Allow the default directory installation location, or click the "Browse" option to select another of your choosing. Then, click on the "Next >" option to continue the installation.



**Step 6:** Click on the "Next >" option to continue the installation.

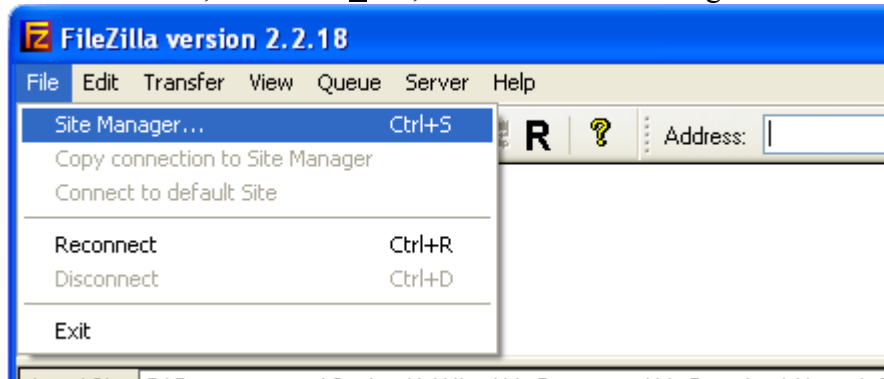
**Step 7:** Integrity Printing recommends selecting *unsecure* mode. This option allows the convenience of remembering your password during future sessions. Then, click on the "Install" option to continue the installation.

**Step 8:** Click on the "Close" option to finish the installation.

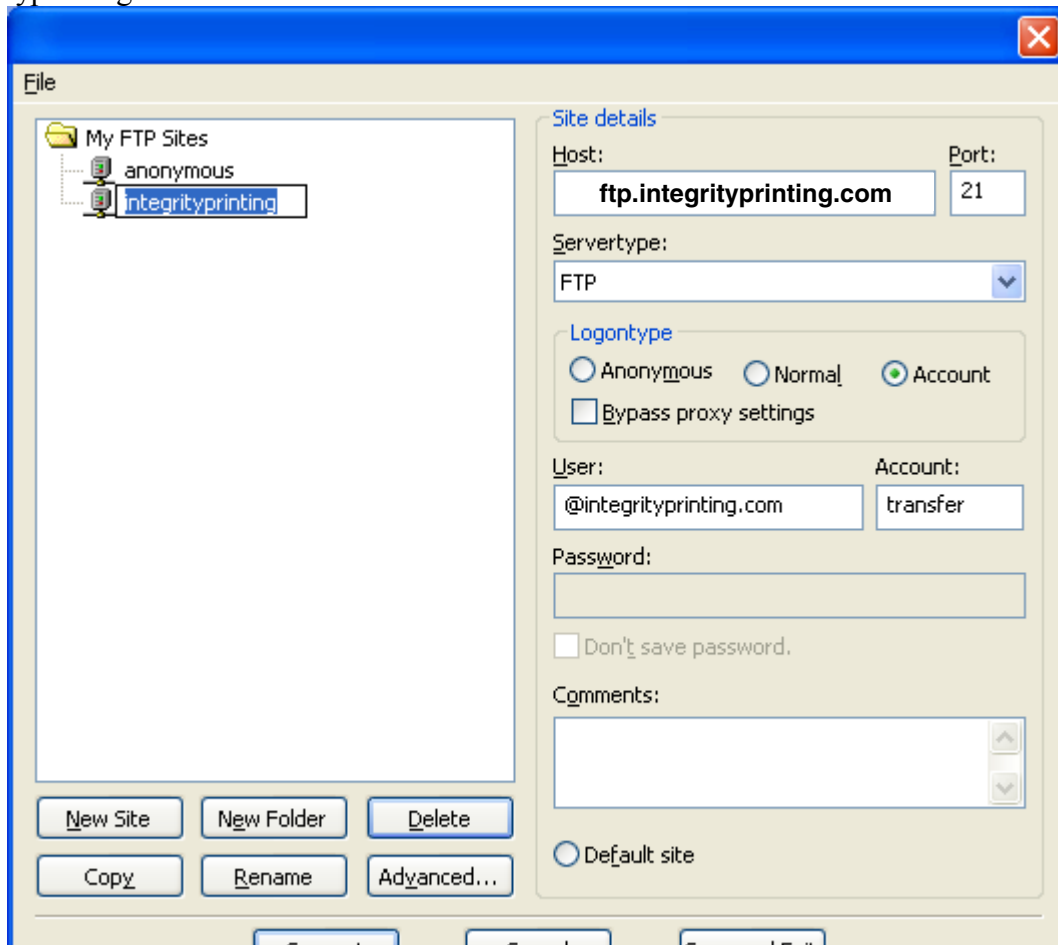
**Step 9:** Double click the newly created desktop icon to launch application.



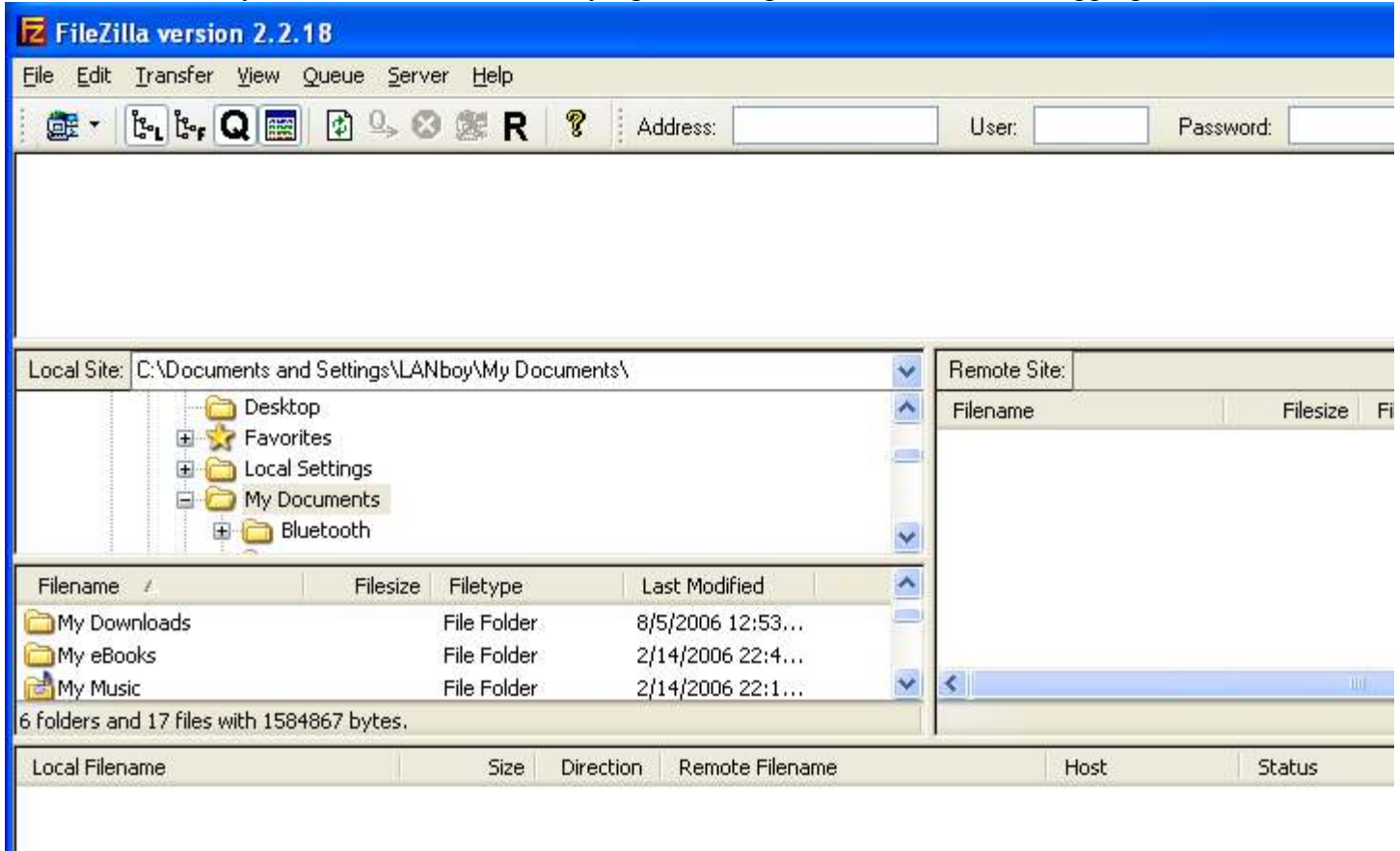
**Step 10:** The following instructions will require you to enter the login information provided to you from the Integrity Printing representative. First, Click on "File", and select "Site Manager..."



**Step 11:** Select the "New Site" option. Name the file *integrityprinting* in the File window under the "My FTP Sites" folder, and press Enter. Then, enter *ftp.integrityprinting.com* in the Host field. Select the "Account" option in the "Logontype" field. Enter the username issued to you in the "User:" field. Enter *transfer* in the "Account:" field. Then, enter the provided password in the "Password" field. Lastly, click on the "Connect" option to log into the integrityprinting.com FTP server.



**Step 12:** Files can now be moved from your workstation (the left side of window) to the FTP directory (the right side of window). You can simply drag files from your PC folder(s) to the FTP directory. This drag and drop method will initiate a transfer in the bottom pane. This transfer shows the current status of all files being transferred. You may also move or delete files by right-clicking on the filename in the appropriate window.



Additional information and FAQs can be obtained by visiting the FileZilla's website at <http://filezilla.sourceforge.net/documentation/>. You may also contact an Integrity Printing representative either by email or phone.