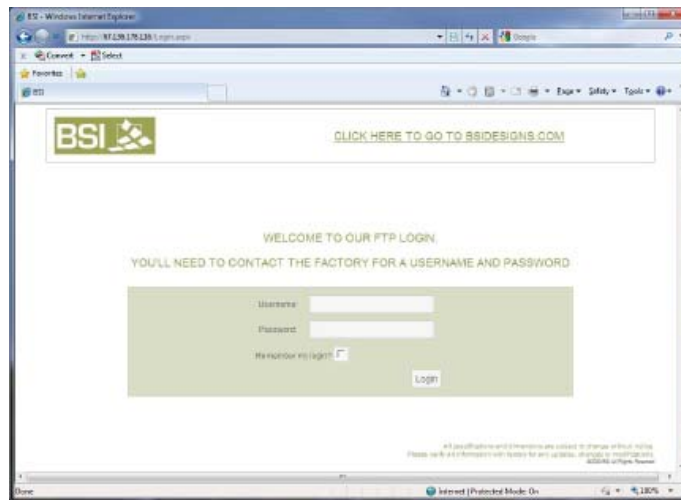## FTP OVERVIEW

A FTP (File Transfer Protocal) allows you to transfer files between two computers using the Internet. You can use a web browser such as Internet Explorer, Safari, or Firefox to connect to FTP addresses exactly as you would to connect to any websites. Using a web browser for FTP transfers makes it easy to send and retrieve files that are too big to email. While this method is convenient, web browsers are often slower and less reliable so it can take a long time to send or receive very large files.

TO LOG INTO THE BSI FTP SITE

1. Go to www.BSIDesigns.com (or access the FTP at http://67.136.178.116)

2. Click on "CONTACT US" in the top menu

3. Once the "Contact Us" page loads, click on the **"BSI FTP"** button.

You'll need a Username and Password supplied by a BSI representative in order to use the FTP site

4. On the FTP Login Page type in the "**Username"** and "**Password"** you were given by your BSI representative.
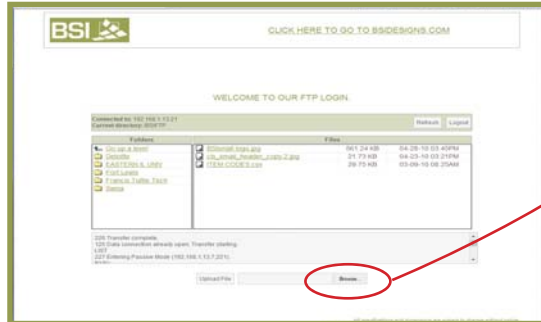

Once you are logged into our FTP File Transfer Interface you can transfer a file to us (Upload) or get a file from us (Download).

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BSI, LLC ◆ 5125 Race Court ◆ Denver, CO 80216 ◆ Phone: 1.800.662.9595 ◆ Fax: 303.331.8444 ◆ Web: www.BSIdesigns.com
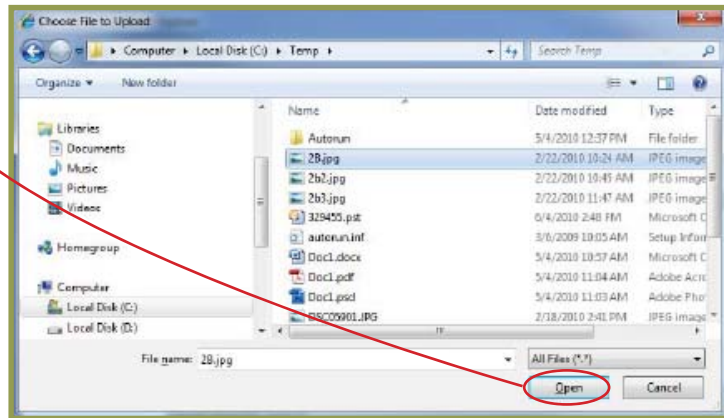
TO UPLOAD A FILE

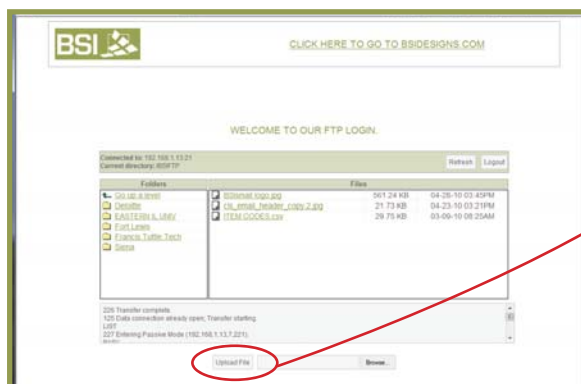1. To transfer a file (Upload) click the "**Browse"** button at the bottom of window.

2. Browse to the file on your computer that you want to send and click the **"Open"** button.

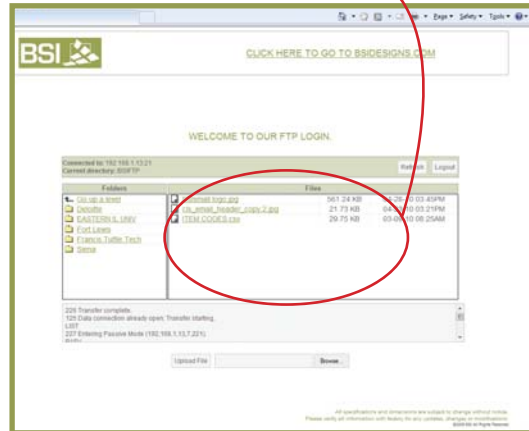*Passwords are changed regularly, so you may have to get a new password from BSI*

3. Once you see your file name in the "**Upload File"** box, click on the "**Upload File"** Button to complete the file transfer. The file will start to upload.

Depending on the file size, it can take several minutes to upload a file. **Once you have uploaded your file(s), contact your BSI representative to let them know the file has uploaded**.

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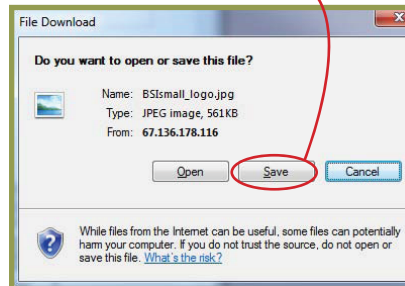
▦ TO DOWNLOAD A FILE

1. To transfer a file from us (Download), click on the folder on the left side of the screen (under the Folders Section). Your BSI representative will supply you with the folder name.

2. Once in the correct folder, look under the "Files" section on the right side of the screen. Click the file to download.

Files are automatically erased off the FTP. Please alert BSI when you place a file on the site.

2. A "File Download" pop up box will appear asking if you want to Open or Save the file. Select the "Save" button.

3. You will now be prompted to select where on your computer you want to save the file. Navigate to the desired location and click the "Save" button. The file will start to download.

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