

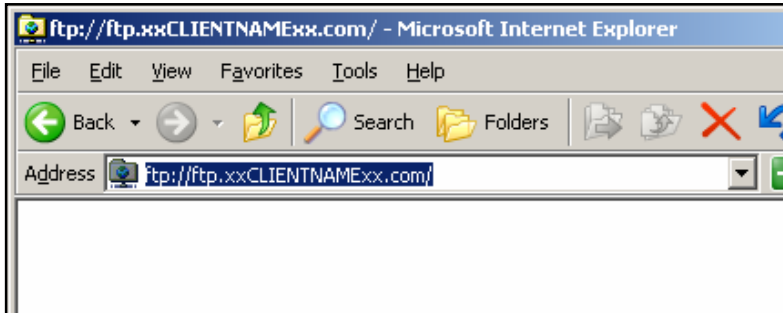
# TechPro FTP Account

## How To Log In/Transfer Files

### Log In

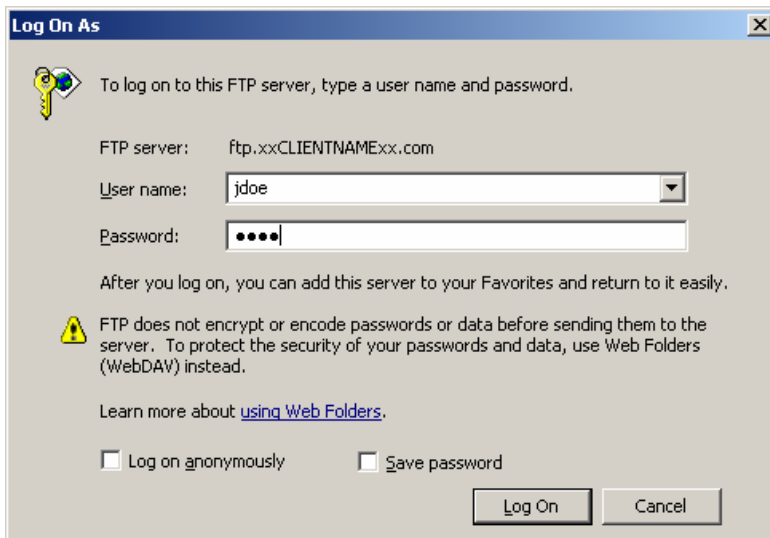
1. Use Internet Explorer to go to [www.techpro.com](http://www.techpro.com).
2. Log in to your ftp site. Address name starts with **ftp://ftp.** plus your domain name.

Should look like: <ftp://ftp.xxCLIENTNAMExx.com>



3. In the pop-up box that appears...

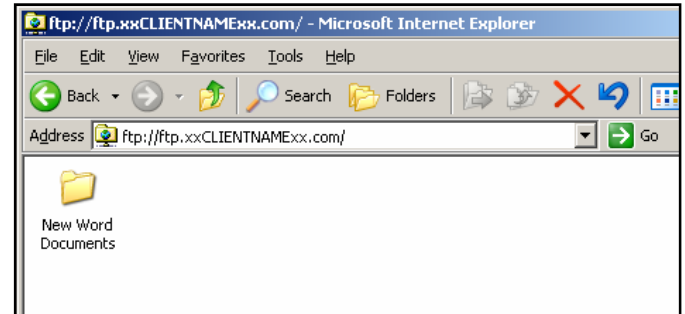
- Enter your **User name**: (First initial, last name)
- Enter your **Password**
- Click **Log On**



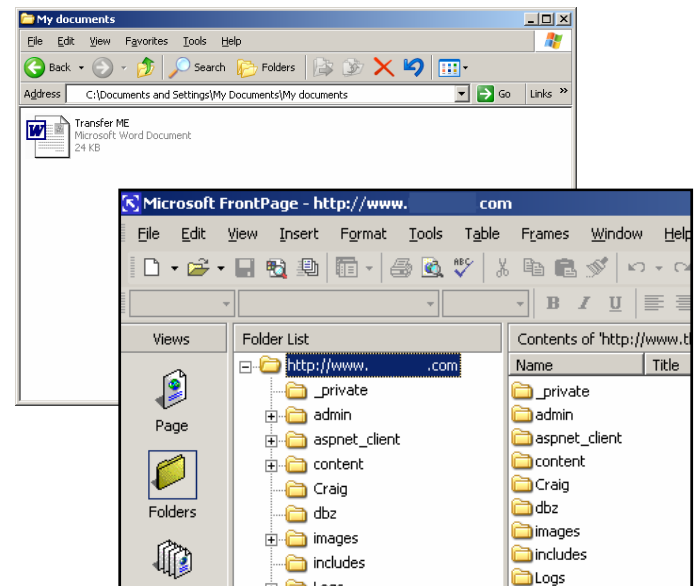
4. You will be directed into your ftp website folders.

### Create Folder/Transfer Files

5. Click on **File ► New ► Folder** to create a new folder. Type folder name, press **ENTER**.



6. To **transfer existing files** from current location to new folder(s), either Drag & Drop (shown below), or Copy & Paste,



7. To **transfer from ftp site**, select the document or file(s) and Drag & Drop or Copy & Paste, from your ftp account to the proper folder on your workstation, CD, etc.