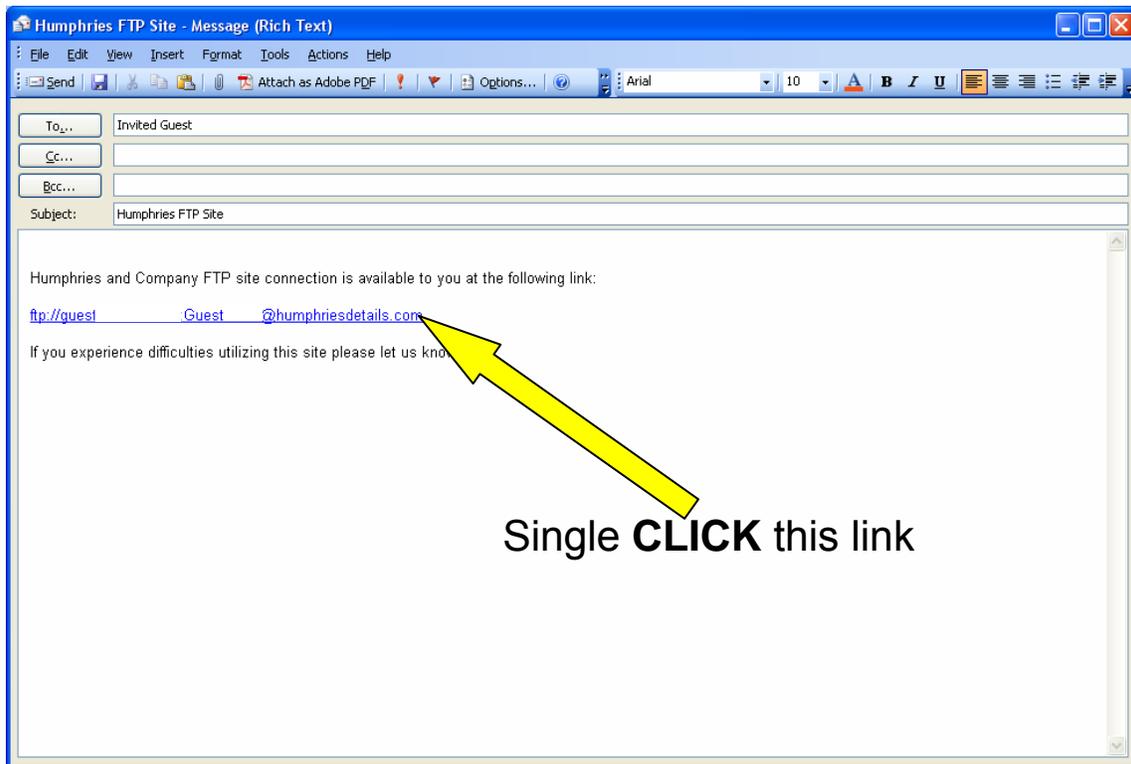
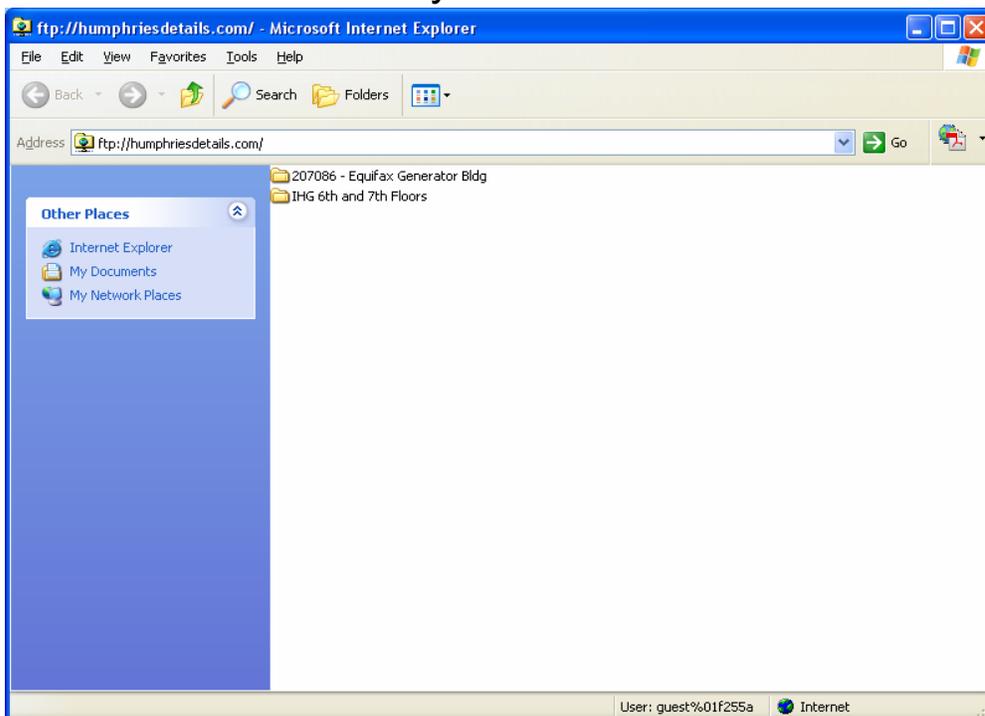


Humphries and Company – FTP Website Access

- Guest Usage of the FTP Website
When a Guest receives an E-Mail invitation to our FTP Website...



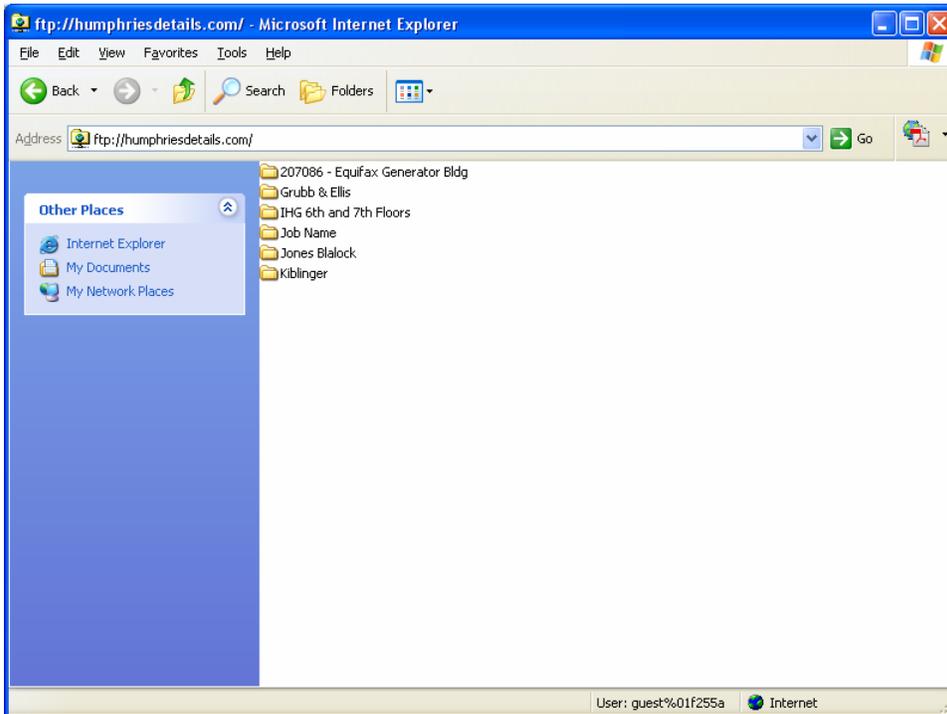
This will automatically LOG-IN a Guest to the FTP site



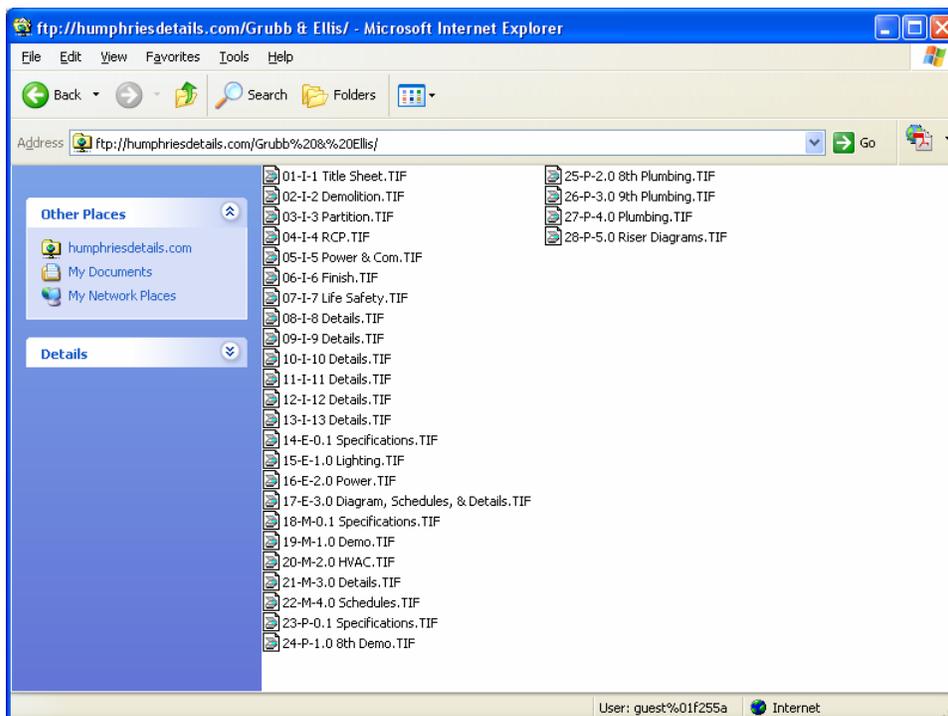
- Guests may Navigate to within existing folders on the FTP Site.
- A Guest may View or Download any files on the FTP Site.
- Guests may “Paste” or “Up-Load” a file directly to the FTP Site.
- A Guest can NOT Delete or Modify any items on the FTP site.

Humphries and Company – FTP Website Access

- Guest Usage of the FTP Website
The specific Job folders available will vary periodically



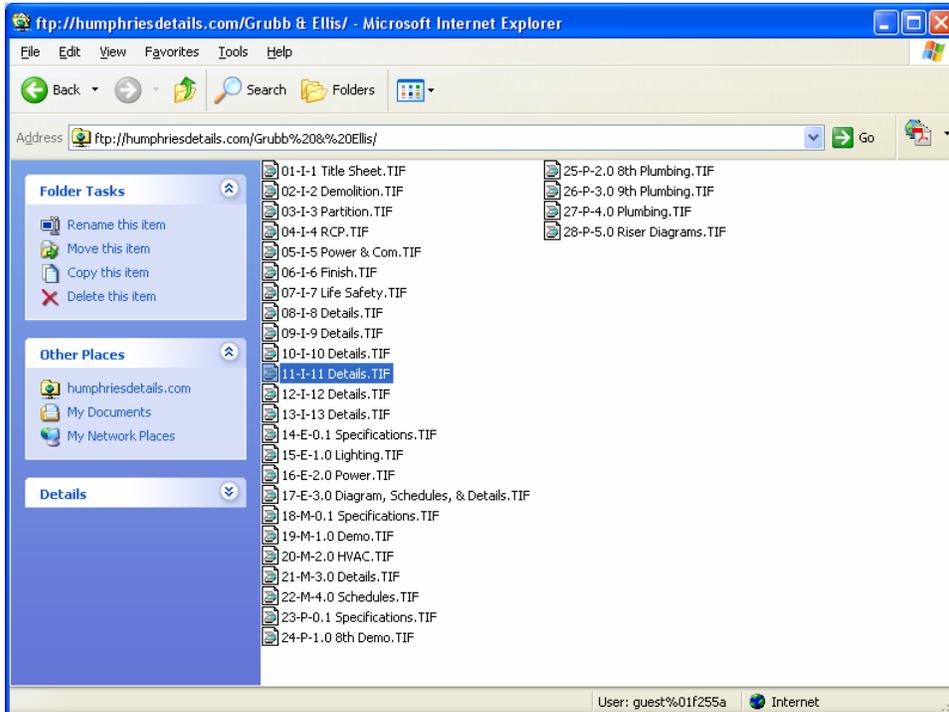
Double click the desired folder to view the contents



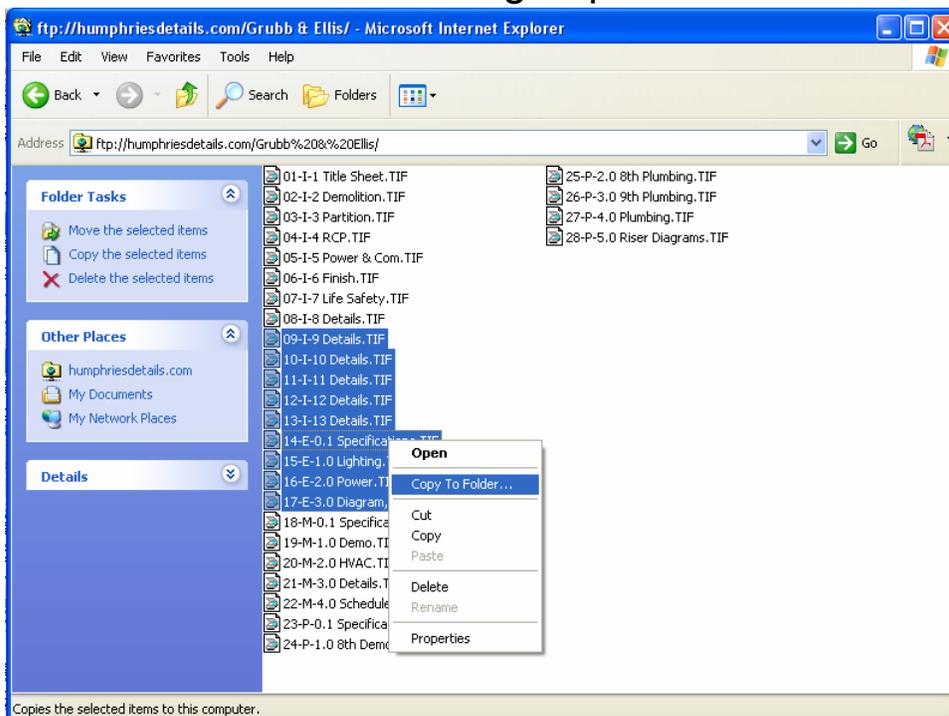
From here Guests should download the drawings desired...

Humphries and Company – FTP Website Access

- Guest Usage of the FTP Website
Select the desired documents one at a time or in groups...



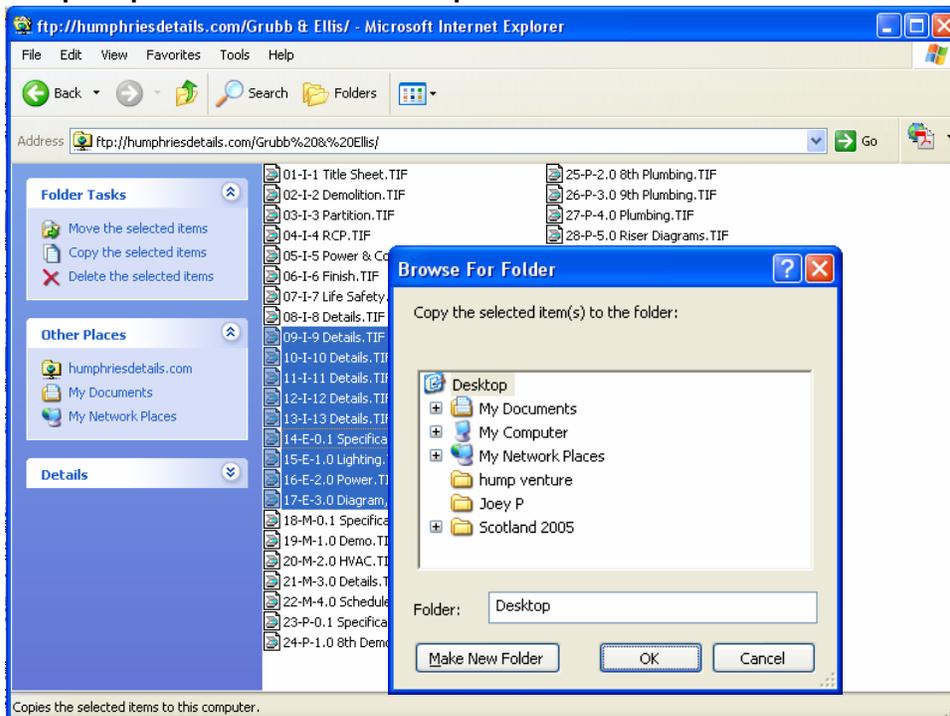
RIGHT-click the desired group of documents...



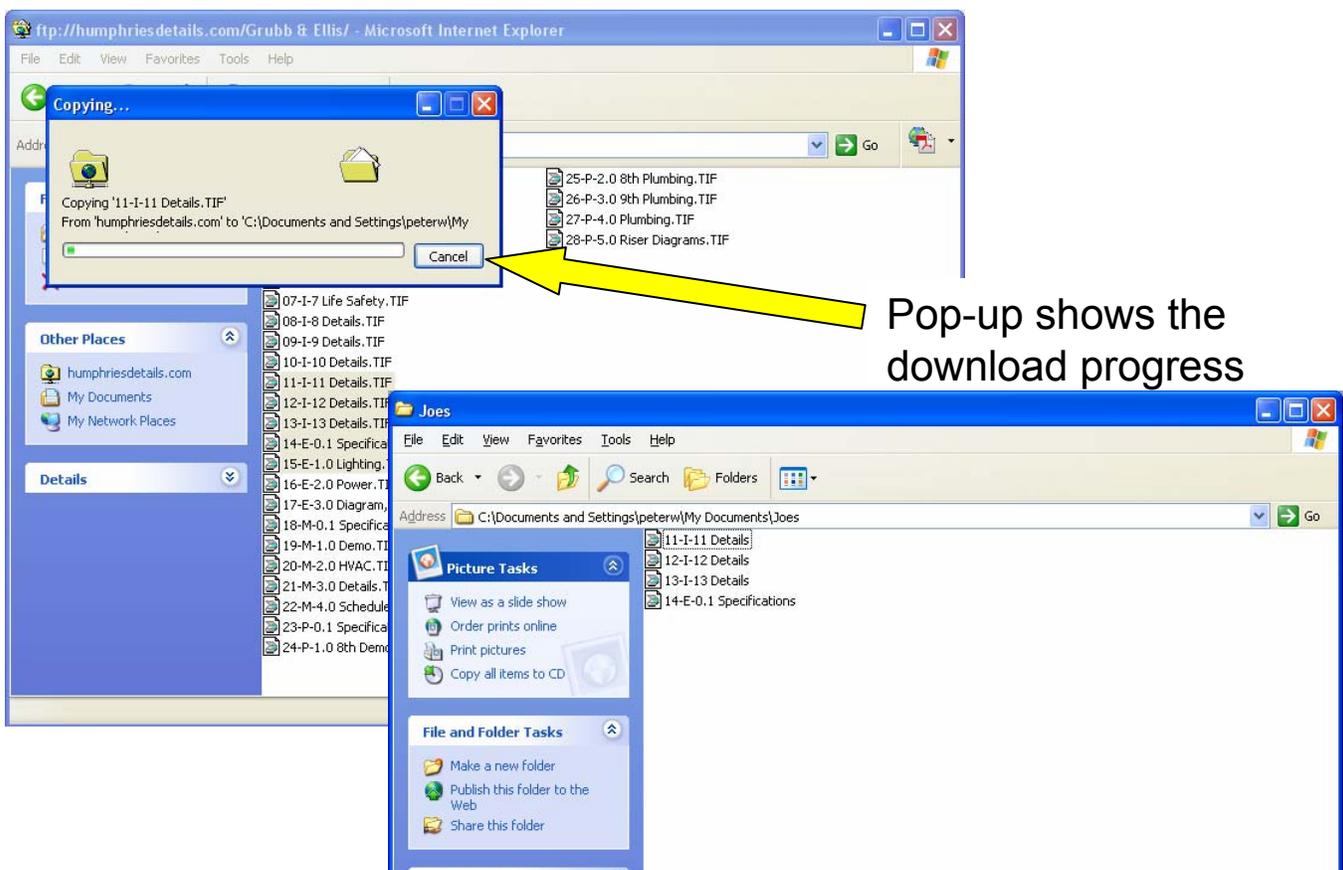
Select the option "Copy to Folder"

Humphries and Company – FTP Website Access

- Guest Usage of the FTP Website
Pop-Up window will request the location to store the files...



At this point, navigate to a location on your our computer suitable for the storage of the documents being downloaded.



- Guest now has the documents stored locally for viewing & printing.