

SFTP instructions

1: download a program that can connect to file servers securely if you don't already have one (such as "Filezilla").

Link to Filezilla client:

<https://filezilla-project.org/download.php?type=client>

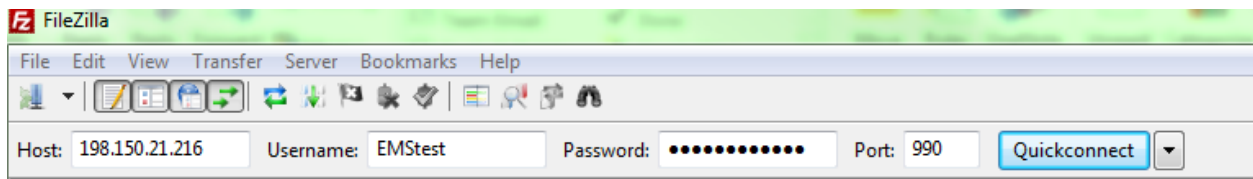
2: Where Prompted for information to connect to a server, input the following information:

Host/Address: 198.150.21.216

Port:990

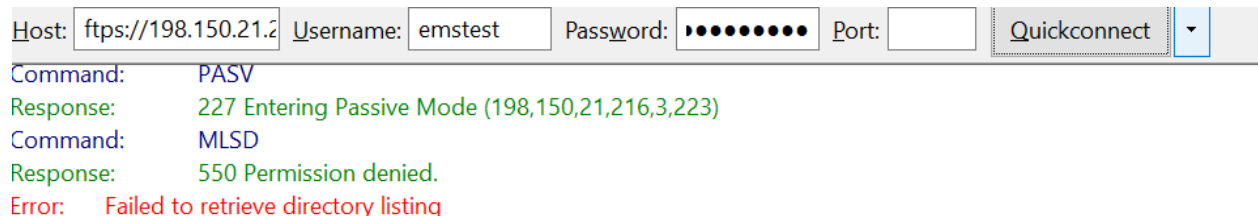
Username: EMStest

(Password: See Email from Arleen)



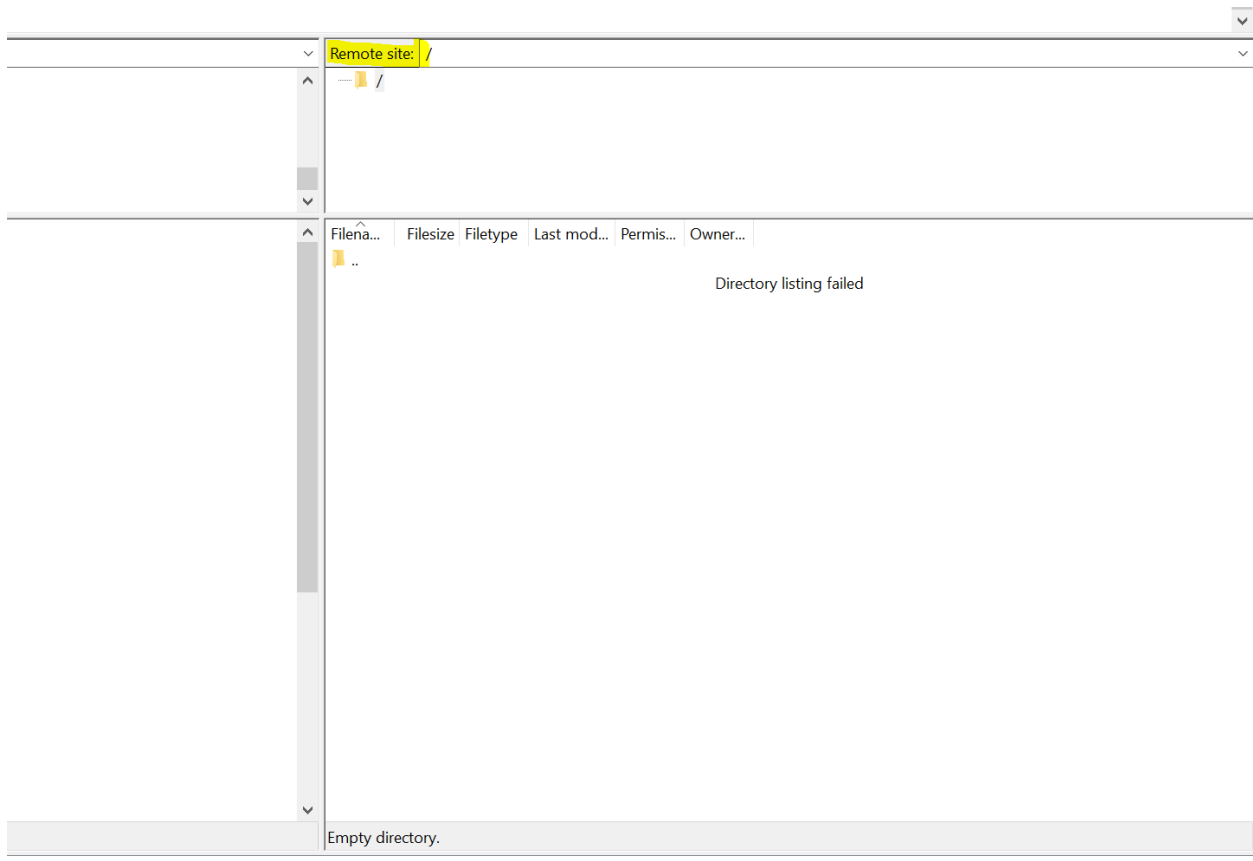
3: Click on connect, If prompted to accept security cert, accept it.

4: you are connected to the server, you will receive an error at the top stating: "failed to retrieve directory listing". This is normal and you may still upload your documents despite being unable to view them.

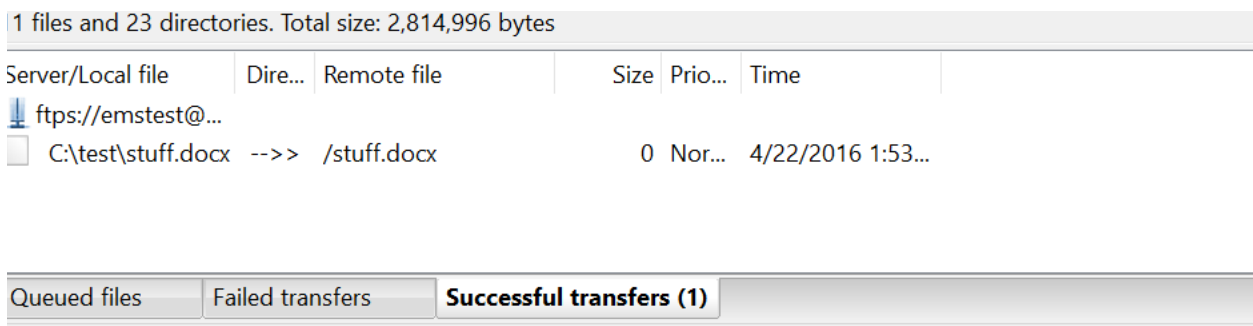


(above: normal message indicating directory listing failure)

5: to upload your document, simply drag and drop to the right side window labeled: Remote Site.



6: If you would like to ensure transfer, the “successful transfers” tab at the bottom can let you see that.



(located at the bottom of the client)

Your file is transferred!