

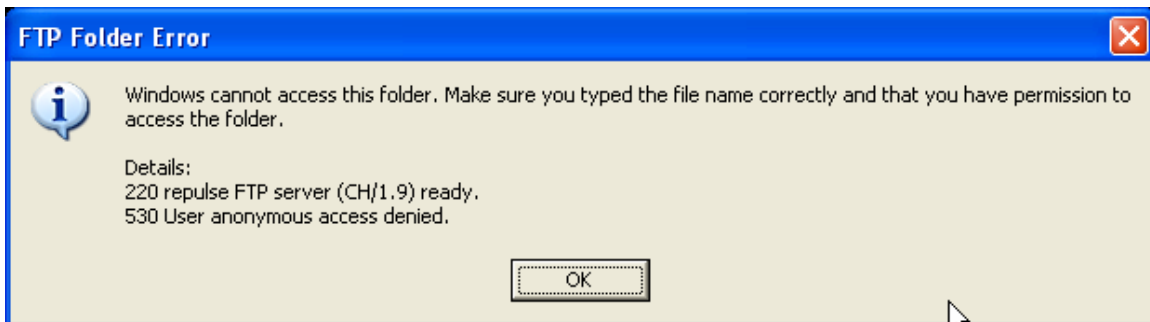


## FTP Upload Procedure

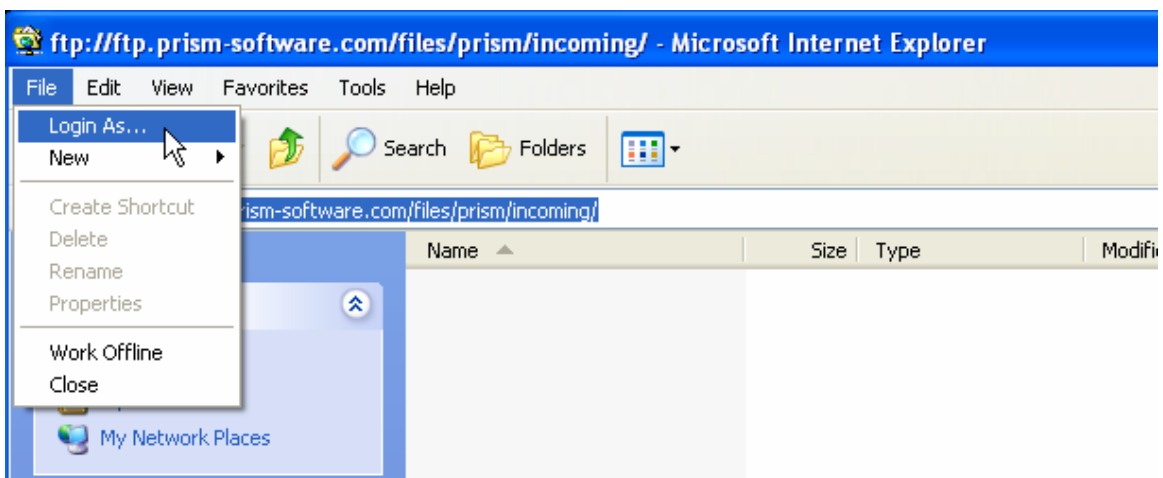
### To upload files to the Prism Software FTP site:

Note: For security, you may want to consider zipping and password protecting the zip file before uploading. If you password protect the file, send your Prism contact the password in a separate email after the transmission is successful.

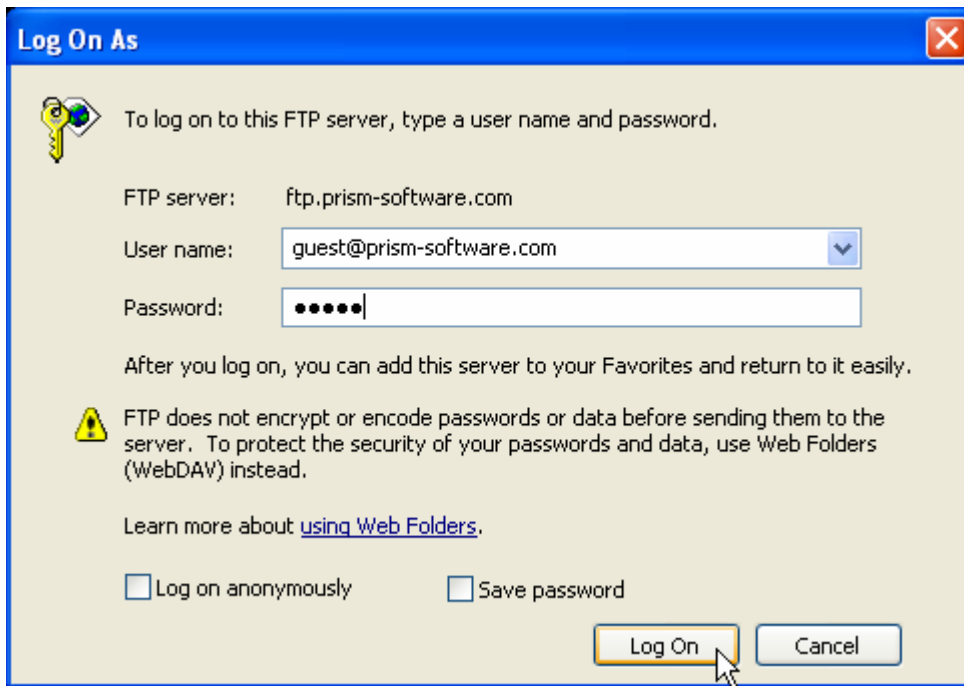
1. Open an Internet Explorer browser window (or a Windows Explorer window).
2. Enter **ftp.prism-software.com/files/prism/incoming** in the browser's URL window. You may receive the error message below. Click OK to ignore it.



3. Click **File**, then **Login As**.



4. In the login box with **guest@prism-software.com** and the password of “**prism**” and click Log On.



5. Once logged in, you can simply copy the files to be uploaded to onto the browser window.

**Please be sure to contact prism software to let us know that you have sent a file to our ftp site.**

If you have any questions or problems with the procedure above, please contact technical Support at the number below.

**Technical Support**  
Prism Software Corporation  
949-855-3100 x-501