WHITEHALL PRINTING COMPANY
FTP INSTRUCTIONS
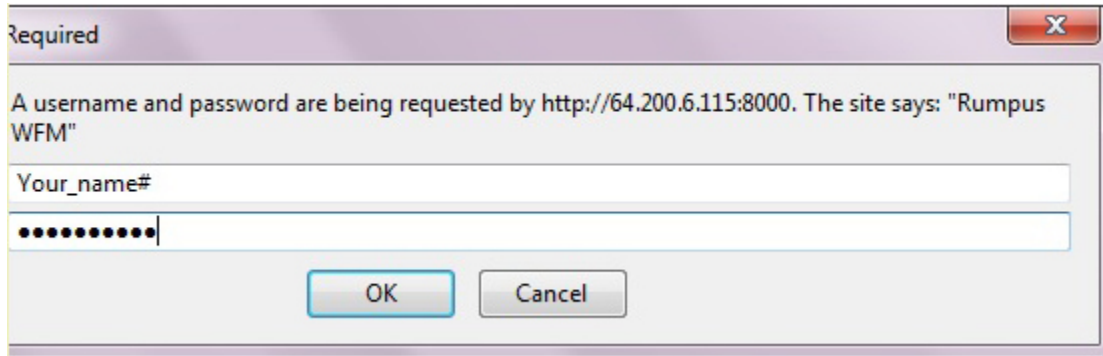
Below is a secure User Name and Password assigned to you.
Click on the http address or copy and paste it into your browser address bar.

http://64.200.6.115:8000/	User Name	Password

This will bring you to a log on screen that is similar to the one below depending on the web browser your using.

Fill in your assigned User name and Password and click the Log In button.
User Name and Passwords are case sensitive.

Once logged in you will be able to click the upload file(s) icon.

Helpful hint: Folders transfer faster and more reliable when compressed into a .sit or .zip file before uploading.

Be sure to let your Customer Service Representative know after the files have been uploaded so the files can be retrieved and processed as quickly as possible.