## 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/	$\left( \right)$	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.

Required	×
A username and p WFM"	assword are being requested by http://64.200.6.115:8000. The site says: "Rumpus
Your_name#	
•••••	
	OK Cancel

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.

Web File Manager							
Upload File(s) 🖺	Home						
Account Info 🚯	Filename 🕏	Size 🛱	Updated 🌲				
Create Folder 🚞							
Download Help 🕜							
Logout 🔘							
Your_name# 01-15-14							
18:02:36							

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.