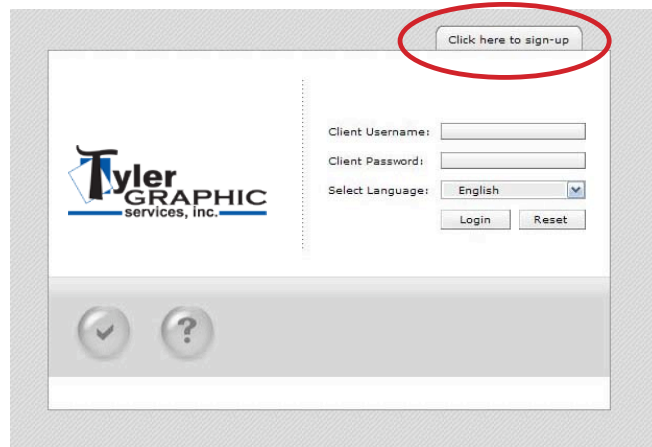


# FTP Instruction Manual

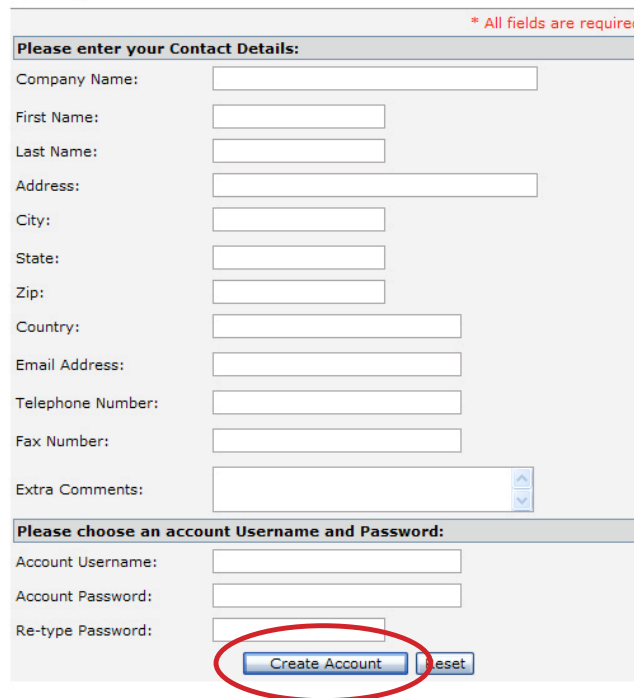
## How to create an account:

If you are new to tylergraphicservices.com, you can easily create a new FTP account that will allow you to upload large or multiple files. If you need assistance with your FTP account, please contact us at 402.443.5215.

1. To create a new account, login to tylergraphicservices.com and click on the “Click here to sign-up” button.



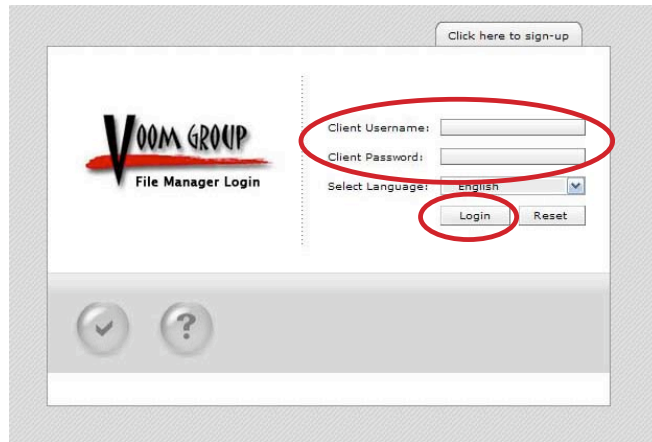
2. Complete all fields in the account creation form and click the “Create Account” button.

A screenshot of the account creation form. The form is divided into two sections. The first section, titled 'Please enter your Contact Details:', contains fields for Company Name, First Name, Last Name, Address, City, State, Zip, Country, Email Address, Telephone Number, Fax Number, and Extra Comments. The second section, titled 'Please choose an account Username and Password:', contains fields for Account Username, Account Password, and Re-type Password. At the bottom of the form, there are 'Create Account' and 'Reset' buttons. The 'Create Account' button is circled in red.

3. Your account has now been created. Go to www.tylergraphicservices.com and follow the instructions below for logging-in and uploading files.

## How to log in to your FTP account:

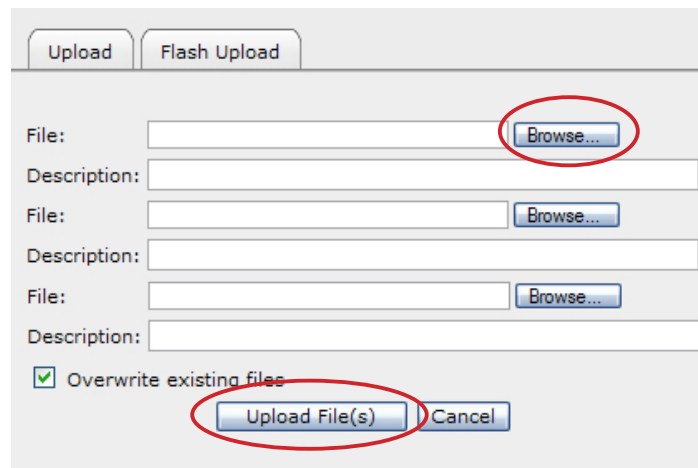
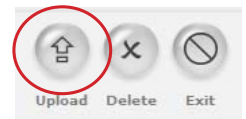
1. To login to your FTP account, go to [www.tylergraphicservices.com](http://www.tylergraphicservices.com)



2. Enter your Username and Password and click the “Login” button.
3. You are now logged in to the Tyler Graphics FTP system and can follow the instructions below for uploading files.

## How to upload and store files:

1. Login to your FTP account using the instructions above.
2. Once you are logged in, click on the “Upload” button at the bottom of the screen.
3. Next, click on the the first “Browse...” button to select a file from your computer. Once you have located and selected the file, click the “Open” button.



4. You can optionally choose to enter a description for the file that you have just located on your computer.
5. If you would like to upload multiple files, repeat steps 3 and 4 above for each additional file.
6. Once you have selected all of the files to upload, click on the “Upload File(s)” button at the bottom of the window.
7. You will be shown a progress bar. Once this bar reaches 100%, your files have been uploaded.