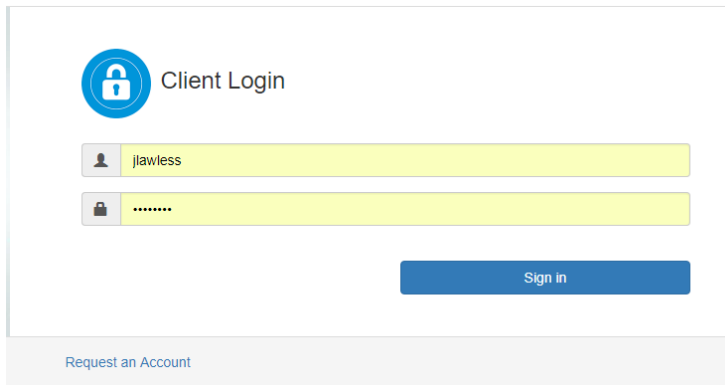


## Freestate FTP

The FTP site is meant for the transferring of file, not for file storage. Any file or folder that is older than 60 days will get deleted automatically. Please copy files that you need to a network drive before the 60 day time period expires. The FTP site is not backed up so if there is an issue with it there is not a backup of the file.

Address: <https://files.freestateelectric.com>

Login with your domain username and password.

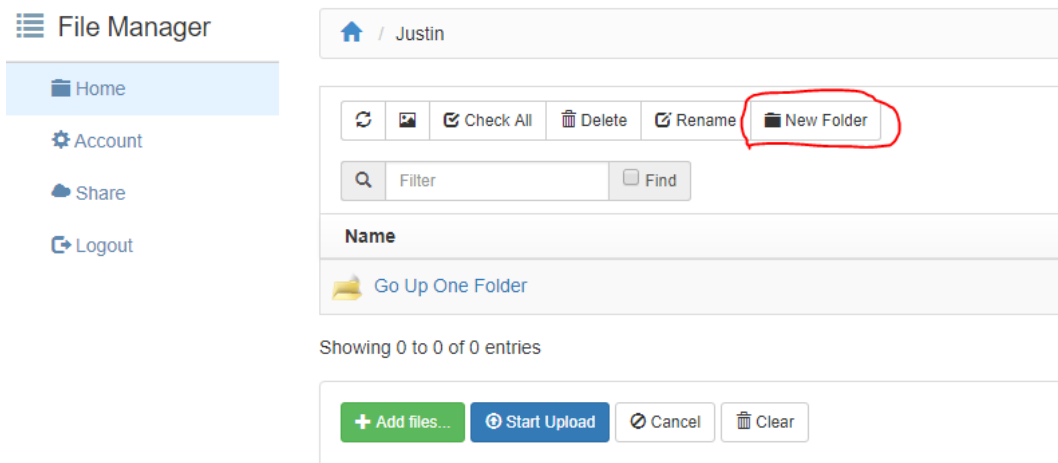


The image shows a 'Client Login' form. It features a blue padlock icon and the text 'Client Login'. Below this are two input fields: the first is for a username, containing 'jlawless', and the second is for a password, containing six dots. A blue 'Sign in' button is positioned below the password field. At the bottom left, there is a link that says 'Request an Account'.

\*\*If you change your domain password you will need to enter the new password when logging into this site as well.

## Creating New Folders

Once logged in you can create new folders by pressing the New Folder button



The image displays a 'File Manager' interface. On the left is a sidebar with navigation options: 'Home', 'Account', 'Share', and 'Logout'. The main area shows a breadcrumb path 'Home / Justin'. A toolbar contains icons for refresh, view, check all, delete, rename, and 'New Folder', with the 'New Folder' button circled in red. Below the toolbar is a search bar with 'Filter' and 'Find' buttons. A section titled 'Name' contains a 'Go Up One Folder' button. At the bottom, it says 'Showing 0 to 0 of 0 entries' and provides buttons for '+ Add files...', 'Start Upload', 'Cancel', and 'Clear'.

Name the Folder and press Create

## Create New Folder? ✕

**?** Are you sure you want to create a new folder with the selected name?

**Relative To**

/Justin

**Folder**

Test

The New Folder will now show in your folder list

Directory 'Test' created
✕

Home / Justin

1000

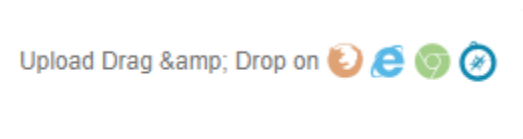
Name	Type	Size	Date (Eastern Daylight Time)
Go Up One Folder	up		
Test	folder		9/26/2017 9:22 AM <input type="button" value="Info"/>

Showing 1 to 1 of 1 entries

Upload Drag & Drop on

## Upload / Download

Our FTP site allows you to drag and drop files from your computer into folders on the site.



(Firefox, Internet Explorer, Chrome, Safari)

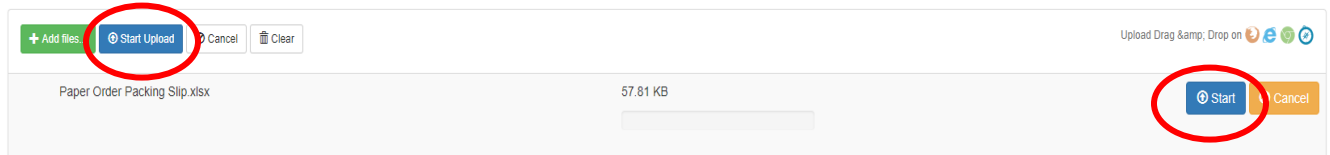
Simply find the file on your computer you want to upload click and hold your mouse over the file and drag it onto the FTP screen. Make sure you have the folder open that you want to upload the file to

You can also hit the +Add Files button at the bottom left of the screen.



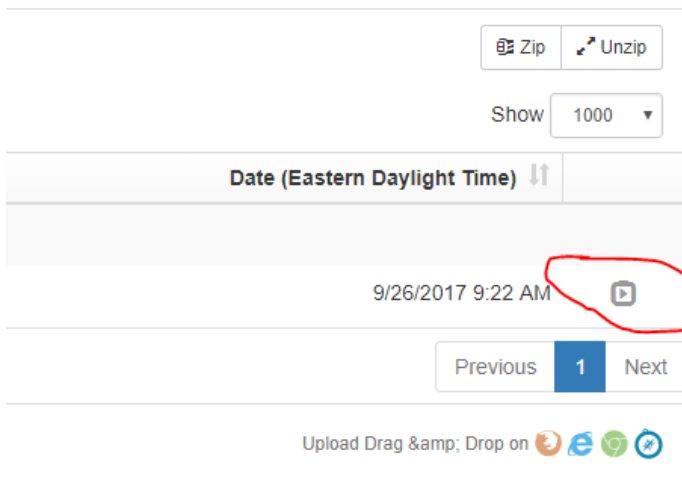
Clicking +Add Files will open up a file explorer, from there find the file you are looking for as you normally would on your computer then click open.

The file you are trying to upload will appear at the bottom of the screen. Next to the file will be a Start Button. You must hit that in order to upload the file. The start button next to the file you want to upload and the Start Upload button next to the +Add Files button will both start the upload

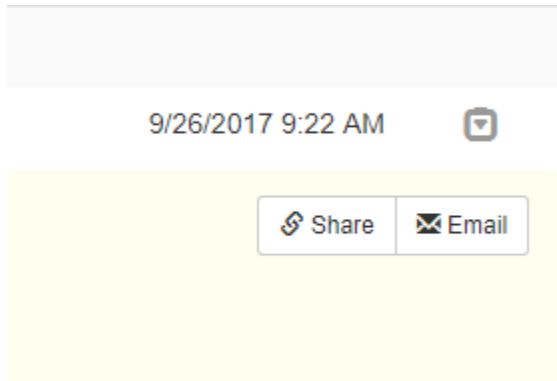


### Sharing a folder

On the far right there is a box with an arrow icon. Press this to share the folder.



Select the Email button



In the Email dialog box fill out the appropriate information

A screenshot of a dialog box titled 'Email the selected item?'. The dialog is divided into two columns. The left column is titled 'Email Information' and contains a note: 'A unique public link will be created to share and email the selected item.' Below this are four input fields: 'Folder' (containing 'Test'), 'To Email' (with a plus icon and 'Recipient email'), 'Subject' (containing 'New Shared Folder'), and 'Body (optional)' (containing 'The body of your email'). The right column is titled 'Access Link Information' and contains a note: 'Limit the duration the link will be available, allow customers to upload files, and optionally, password protect the link.' Below this are three input fields: 'Available Until' (containing '09/26/2017 9:25 AM' and a calendar icon), 'Share Link Password' (containing 'Leave blank for no password'), and 'Other Settings (optional)' which includes two checkboxes: 'Allow Public Downloads' (checked), 'Allow Public Uploads to this folder' (unchecked), 'Notify me by email when file is downloaded or uploaded' (unchecked), and 'Send me a copy of this email' (unchecked). At the bottom right, there are two buttons: 'Cancel' and 'Email'.

- Available Until is set by default to 24 hours. You can extend this for longer if you want to by clicking the calendar icon to the right and selecting a date for the link to expire.
- You can set a password for the directory if you wish. The user will be prompted to enter this password before they can Upload or Download
- If you people to be able to upload to a folder check the Allow Public Uploads to this Folder box
- When all your option are selected press Email and the system will send an email to the users listed in the To Email field

To share an individual file you can do the same procedure

## **Deleting a Folder**

If you no longer need a folder you can select the folder and press the Delete button at the top. This will delete the folder and all of the contents.

Select the folder by clicking next to the folder link. This should highlight the line that the folder is on in blue