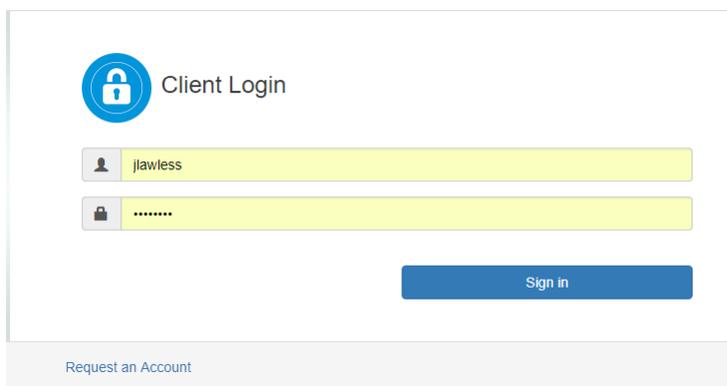


Freestate FTP

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>

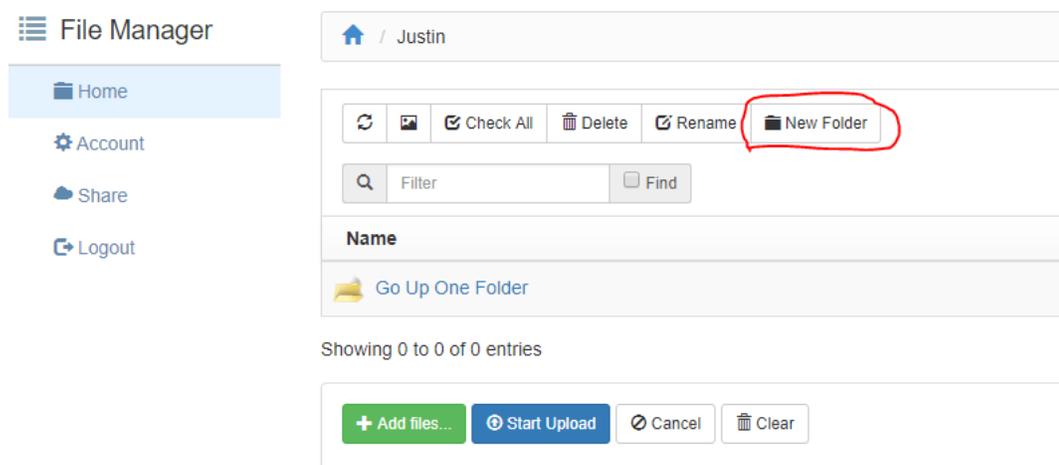
Login with your domain username and password.



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.

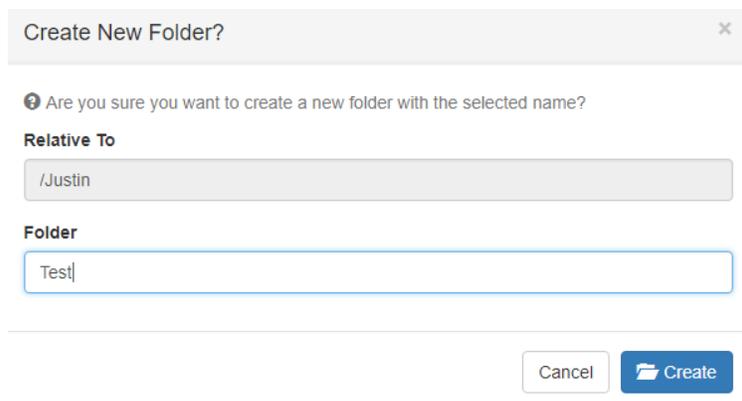
Creating New Folders



The image displays a 'File Manager' interface. On the left is a sidebar with 'Home', 'Account', 'Share', and 'Logout' options. The main area shows a breadcrumb path '/ Justin'. A toolbar contains icons for refresh, upload, '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. Below this, it says 'Showing 0 to 0 of 0 entries'. At the bottom, there are buttons for '+ Add files...', 'Start Upload', 'Cancel', and 'Clear'.

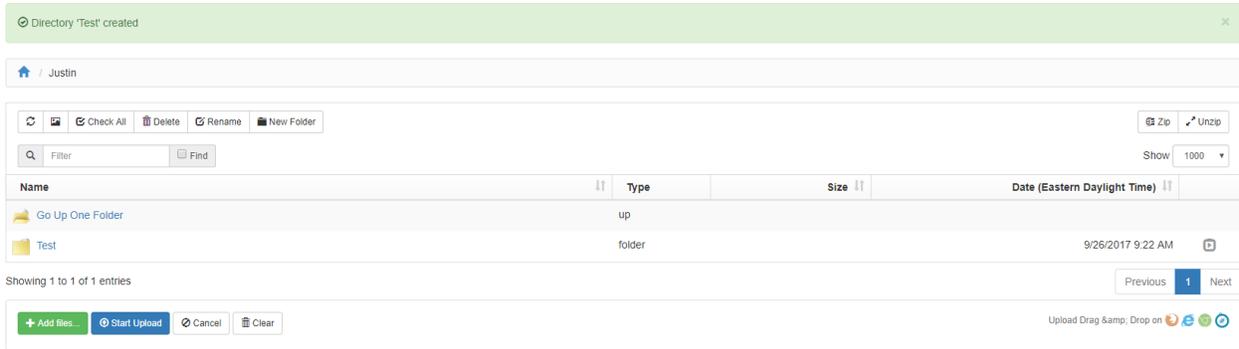
Once logged in you can create new folders by pressing the New Folder button

Name the Folder and press Create



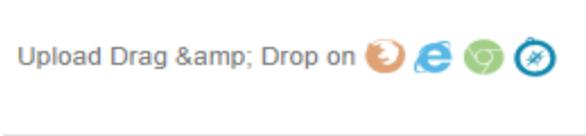
The image shows a 'Create New Folder?' dialog box. It asks 'Are you sure you want to create a new folder with the selected name?'. The 'Relative To' field is set to '/Justin'. The 'Folder' field contains the text 'Test'. At the bottom right, there are 'Cancel' and 'Create' buttons.

The New Folder will now show in your folder list



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 a file explorer, from there find the file you are looking for as you normally would on your computer then click open.

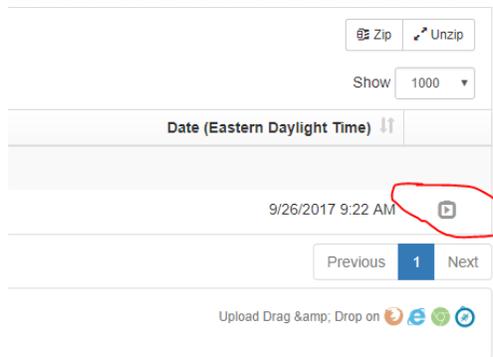
The file you are trying to upload will appear at the bottom of the screen.

Next to the file will be a Start Button. You must click start 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. Click the icon then click the share icon that appears right below it.



1. Share Basics

- Available Until is set by default to 60 Days (1440 Hours). Files will not be available past 60 days.
- You can set a password for the share. The recipient will be prompted to enter this password before they can Upload or Download

2. Options

- You must allow Public Downloads. If you people need to be able to upload to a folder, check the Allow Public Uploads to this Folder box
- You can ignore the other options.

- Ignore the Email option. You will send links from your own email in the following steps.
- Click Create Share

Share the selected item?

1. Share Basics 2. Options 3. Email 4. Review

You are about to create the following new share:

Folder	TEST
Available Until	Default hours : 1440
Share Link Password	none
Allow Public Downloads	Enabled
Notify me by email when file is downloaded or uploaded	No Notifications

Cancel Previous Next **Create Share**

5. After creating the share, you will see the newly created share link click the copy icon next to the link to copy it to your clipboard.

Name	Type	Size	Date (Eastern Daylight Time)
TEST	folder		11/16/2023 8:11 AM

Open: TEST Last Modified: 2 minutes ago Share

Public Link: <https://files.freestateelectric.com/publicfolder/f7X/gYzr8EeHbEw8Yxu82wTEST> **Copy**

To share an individual file, you can do the same procedure. We recommend sharing folders and not files. If you share an individual file when the recipient clicks the link the file will immediately download and sometimes the recipient does not realize and thinks they have received a bad link.

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 the contents.

Select the folder by clicking next to the folder name so the line the folder is on is highlighted. Then click Delete in the toolbar above the folder.