



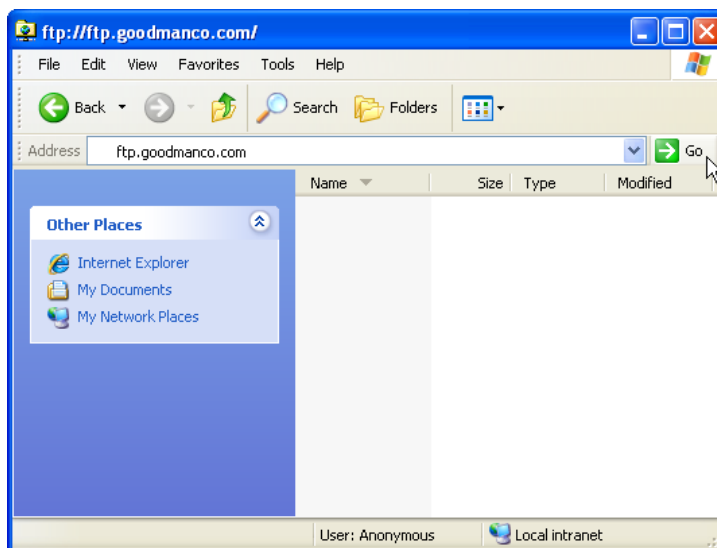
## FTP.GOODMANCO.COM

### Instructions for transferring files via the client ftp site.

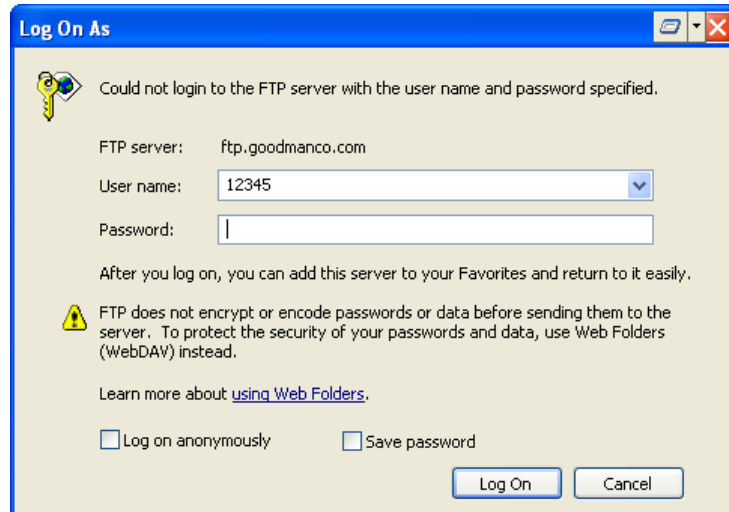
1. In Windows, click **Start**, then choose **My Computer** (if using Vista, it is named only "Computer")



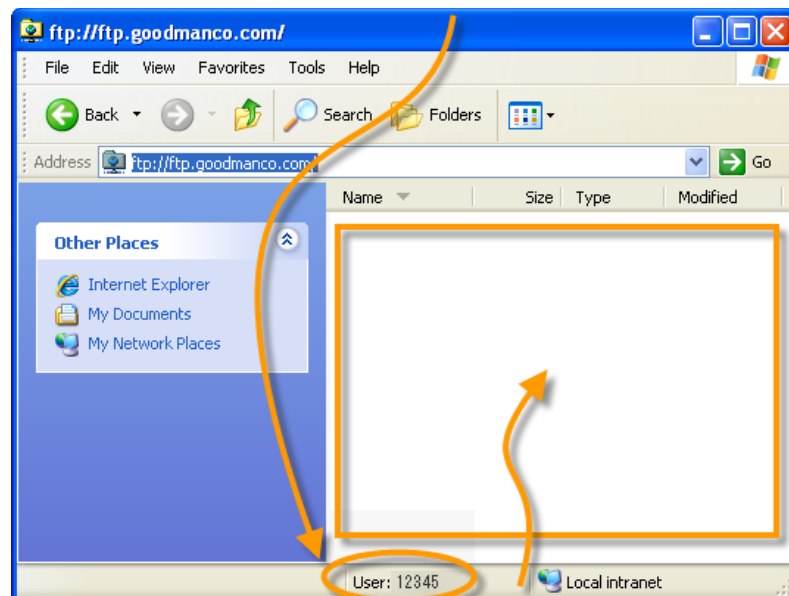
2. After the window opens, type **ftp.goodmanco.com** into the Address bar and click **Go**.



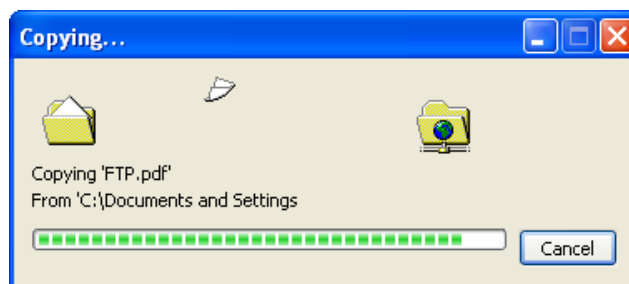
3. A "Log On As" window will open, type in your User name and password, and click **Log On**.



4. If login is successful, the window will display your **User name** in the bottom info bar circled below...



5. You are ready to copy/paste or drag/drop files into the **white area** of the window seen above.
6. While the files are transferring, you will see the **Copying** following window.



7. After you have finished transferring your files, please close all ftp windows. Thank you.