

Instructions DMS FTP file upload.

1.) In your Browser put in this link

<http://www.mnsconnect.com/>

.2 In the Login put in the username and password.

**User: digital**

**Password: pass**

Once you have entered in the Login information click on “Login”



File Server  
**Serv-U**

User:

Password:

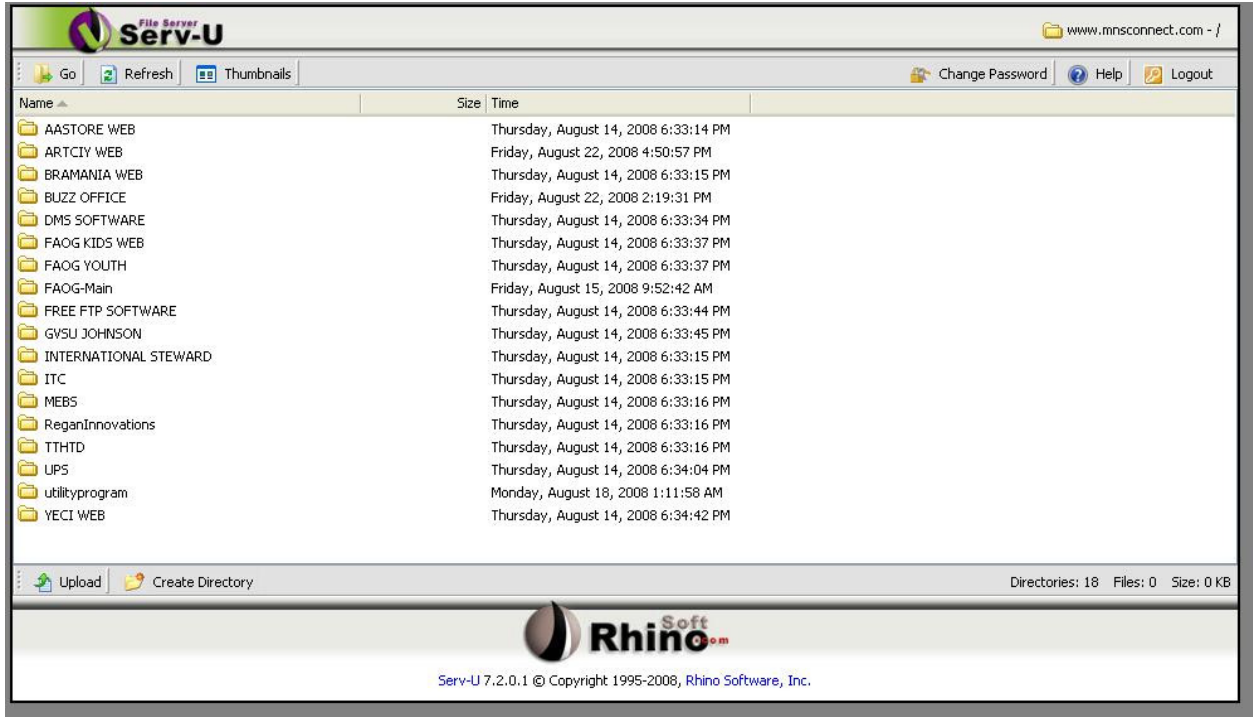
Language:  ▼

Remember me

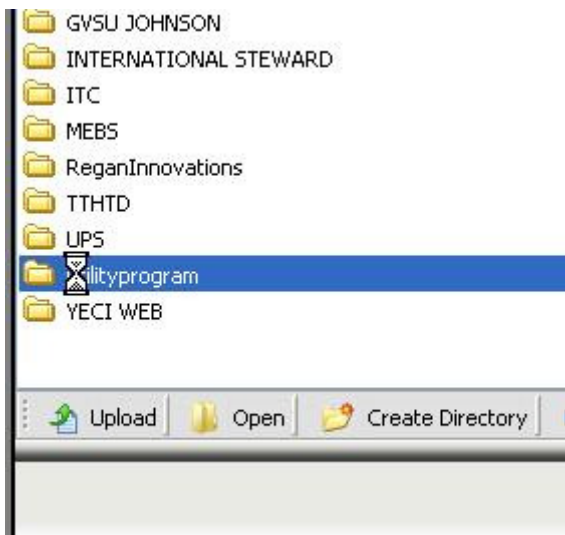
 Rhino Soft Com

Serv-U 7.2.0.1 © Copyright 1995-2008 Rhino Software, Inc. All Rights Reserved.

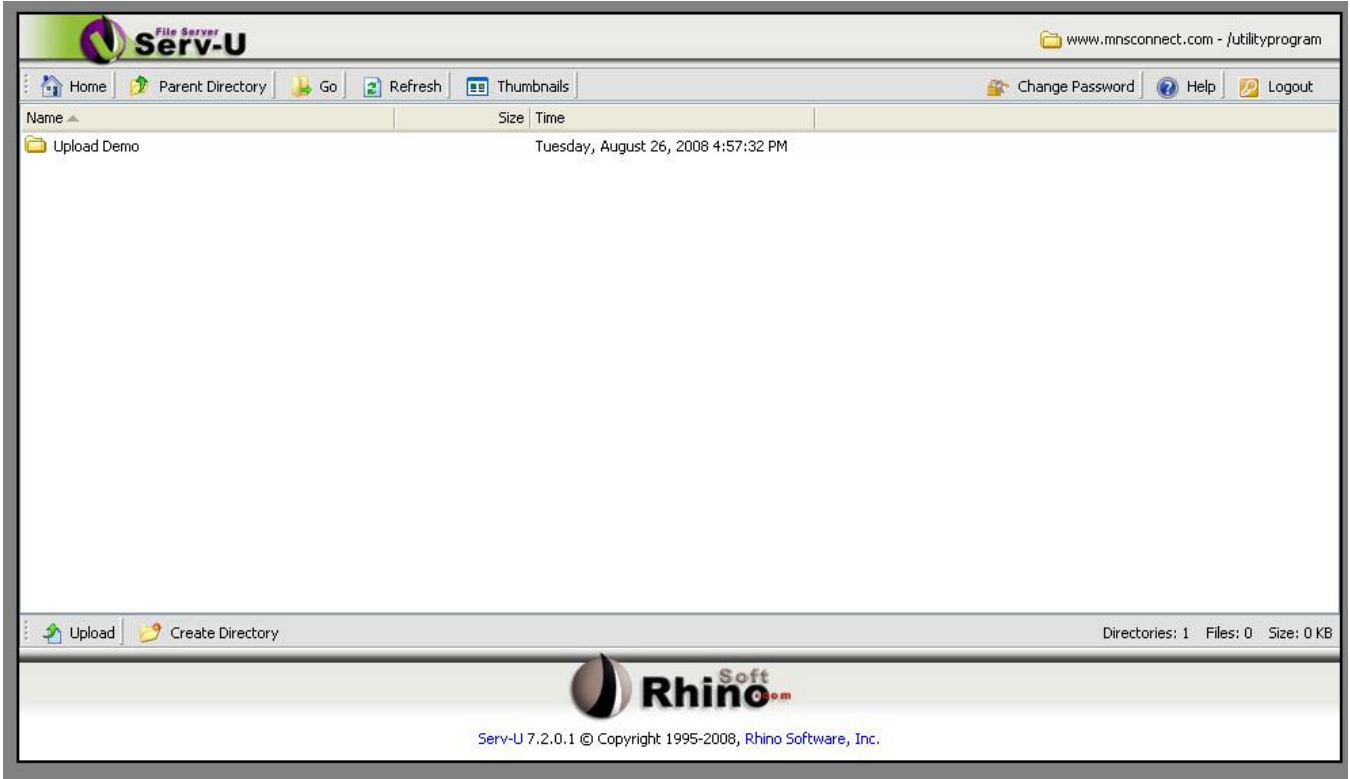
3.) A screen similar to this should be seen.



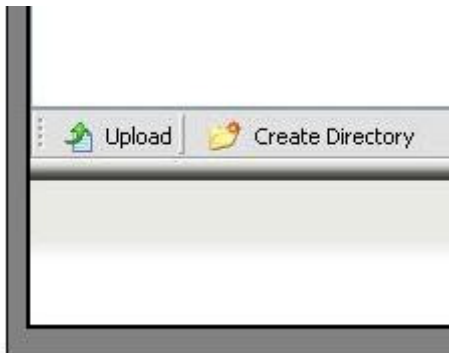
4.) Find you directory and double click on it. (note we are using “utilityprogram” as an example you would normally go to your directory with your name on it)



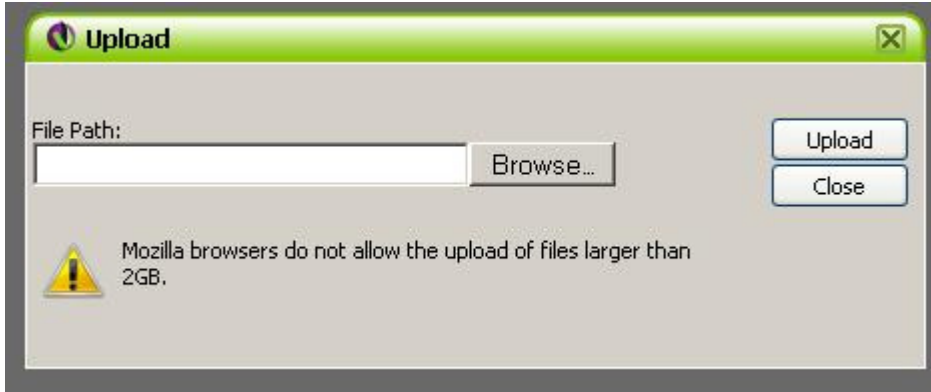
5.) We would like to upload a file into the directory



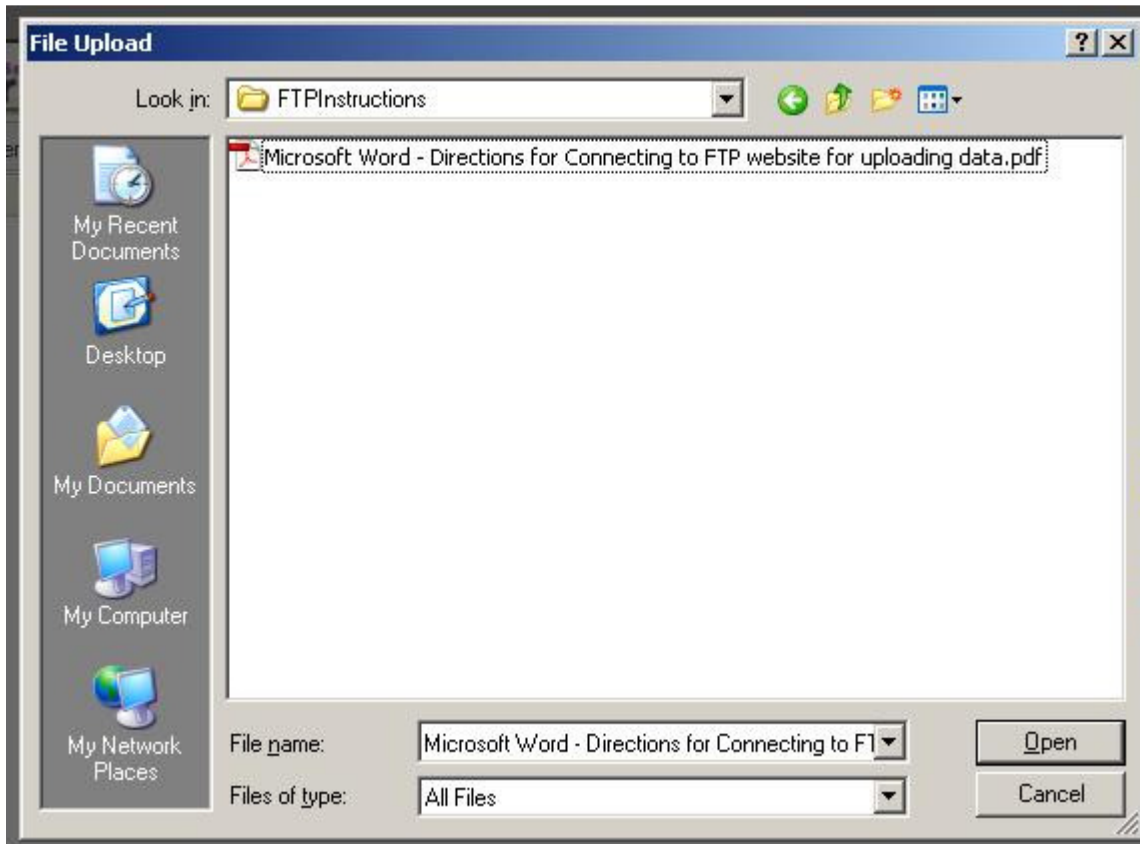
6.) Look for the upload icon in the bottom left hand corner. When you find it click on it



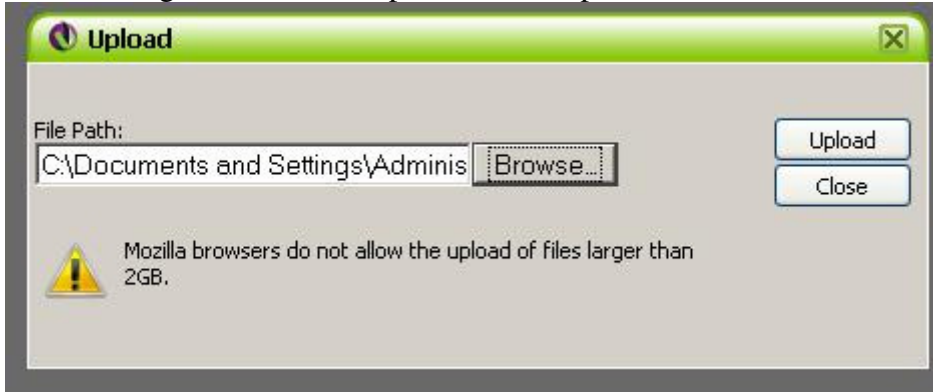
.7) a message box will popup like this one shown below.



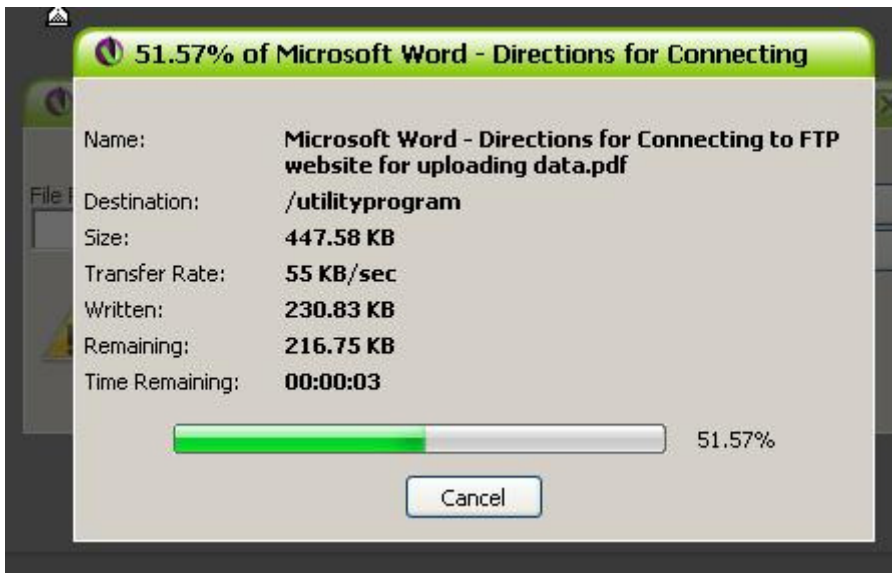
.8) click on Browse and it will bring up a desktop navigation box. Navigate to the file you need.



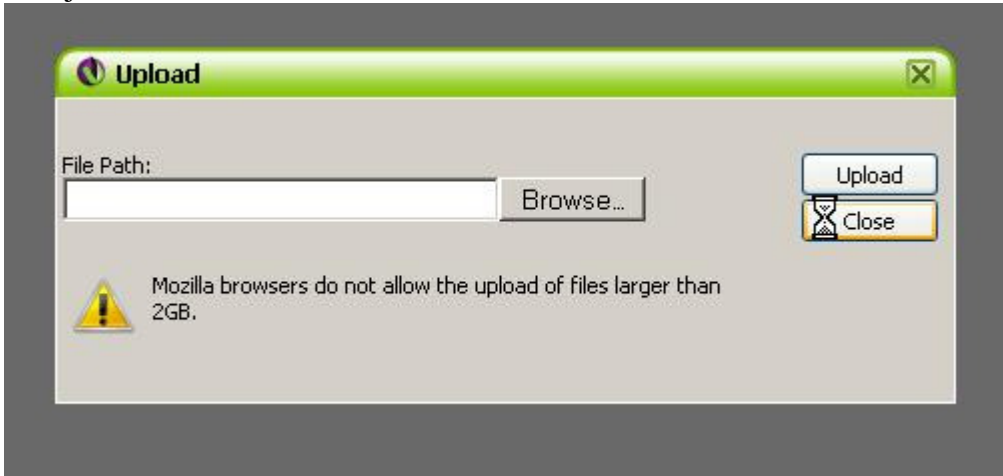
.9) once you have found the file you need click on “open”  
This warning box will show up. Then click upload



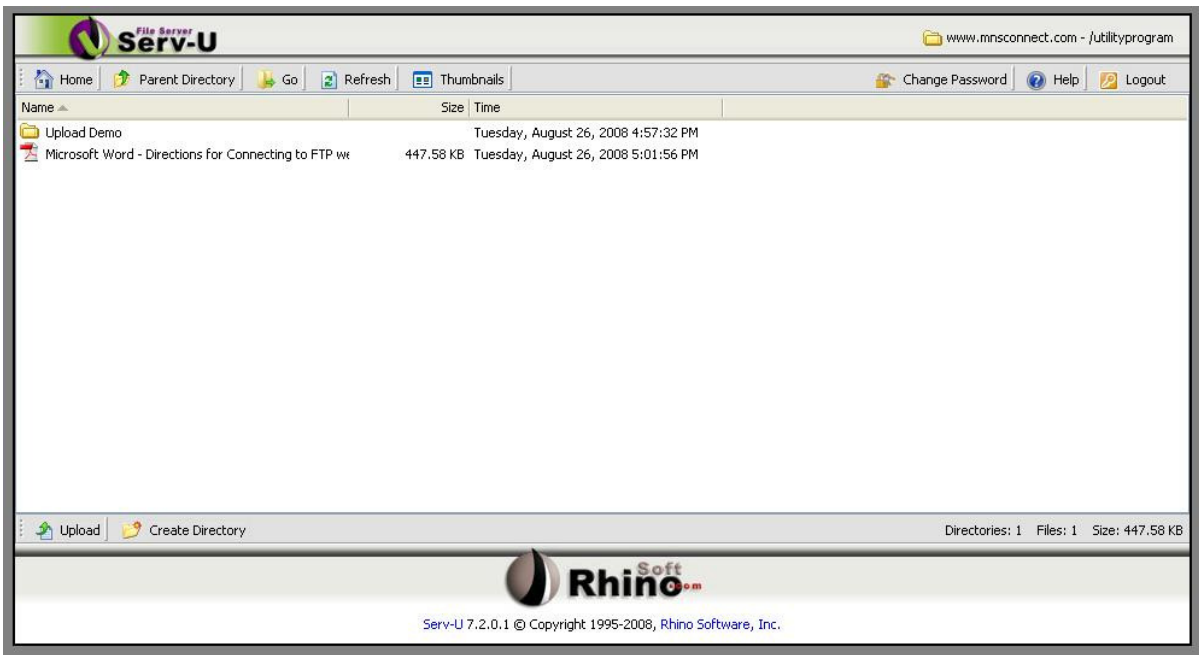
.10) this is the upload box which will give you a status on how fast the file is uploading.



.11) when the file has been uploaded this box will again show so if you have to upload multiple item just follow the above procedure. If there is no more file's to be uploaded then just hit the close button.



.12) you should see you file(s) when it has been uploaded.



.13) when you are done logout by clicking on the “logout” button at the top on the right hand side.



14.) If there is any questions or any problems please contact me here at the email address located inside the email this document comes in.