

Barton Associates Inc. - FTP Site Requirements and Tutorials

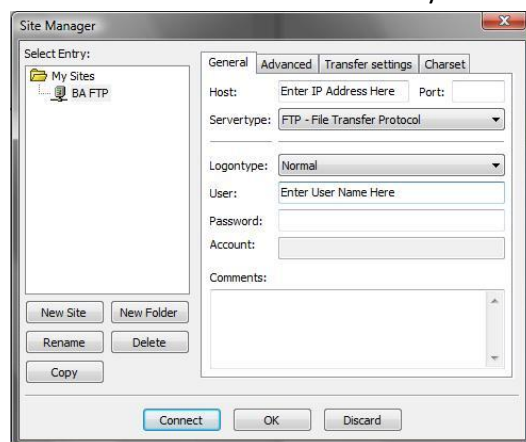
- FTP Software Tested
 - o Windows Explorer (Not to be confused with Internet Explorer)
 - o FileZilla – Can be downloaded free at (<http://filezilla-project.org>)
- FTP Site Information
 - o Active or Passive Transfer Mode
 - o Standard Port of 21 with an address of <ftp.ba-inc.net> or 75.147.123.51
 - o Username and Password, if none known please contact the appropriate project manager at Barton Associates Inc.

Windows Explorer Tutorial

- Open Windows Explorer by either opening My Computer, or by selecting Windows Explorer from the Start Menu.
- Enter the FTP Site address of <ftp.ba-inc.net> within the Windows Explorer Address, and press enter.
- You should be prompted for a User Name and Password where you should enter the appropriate credentials for your company.
- After entering your credentials you should now be able to view Barton's FTP Site and transfer files, if not please contact one of the Network Admin's listed at the end of this document.

FileZilla FTP Software Tutorial

- Download the latest software version from FileZilla's site <http://filezilla-project.org>.
- Open FileZilla, navigate to the File Menu and select Site Manager or press CTRL + S
- Within the Site Manager click New Site and name it BA FTP Site
- To the right of your Site List make sure your General Tab has the correct information entered as listed above under FTP Site Information with the addition of your designated User & Password.



- You should now be able to connect to Barton Associates FTP Site, if not please contact the Information Technology Department at (717)845-7654 (Ext. 212 / 222) or by email at ijn@ba-inc.com / cjj@ba-inc.com