FTP Instructions

The Freeman FTP site is a convenient way for Freeman employees and clients to transfer large files.

- The FTP site requires a user name and a password that changes each month. Please check with your Freeman representative for the current password.
- Items on the FTP site are visible to all users who have the user name and password. If you need a uniquely secured solution, please speak with your Freeman representative.
- Do not open items directly on the FTP site. Move files to your computer first.
- Items will remain on the FTP site for 30 days, after which they are automatically deleted. Please remove items from the site after your download has finished.
- Some IT departments block FTP for their users. If you cannot reach the site, please contact your company's IT support.
- If you have any questions, please contact your Freeman representative.

Instructions for Windows Users

- Open Windows Explorer and paste the link **ftp://ftp.myfreeman.com** into the address bar.
- In the authentication box, enter the user name and password provided by your Freeman representative. Please note that the user name and password are case sensitive.
- Your Freeman representative will provide you with instructions on which folder to use for your project's files.

  To UPLOAD files:
  - Right-mouse-click the file on your computer, and then select "Copy."
  - Move to the FTP folder of choice, right-mouse-click, and select "Paste."

  To DOWNLOAD files:
  - Find the file on the FTP site and select it. Right-mouse-click, and select "Cut or Copy."
  - Move to your computer, right-mouse-click, and select "Paste."

Instructions for Mac Users

- The HOST or FTP address is: **ftp://ftp.myfreeman.com** or **209.163.178.20**
- We recommend that Mac users use Fetch (available at www.fetchsoftworks.com) or Transmit for Mac (available at www.panic.com/transmit) for file transfers.

NOTE: Once you have uploaded your files, please notify your Freeman representative.