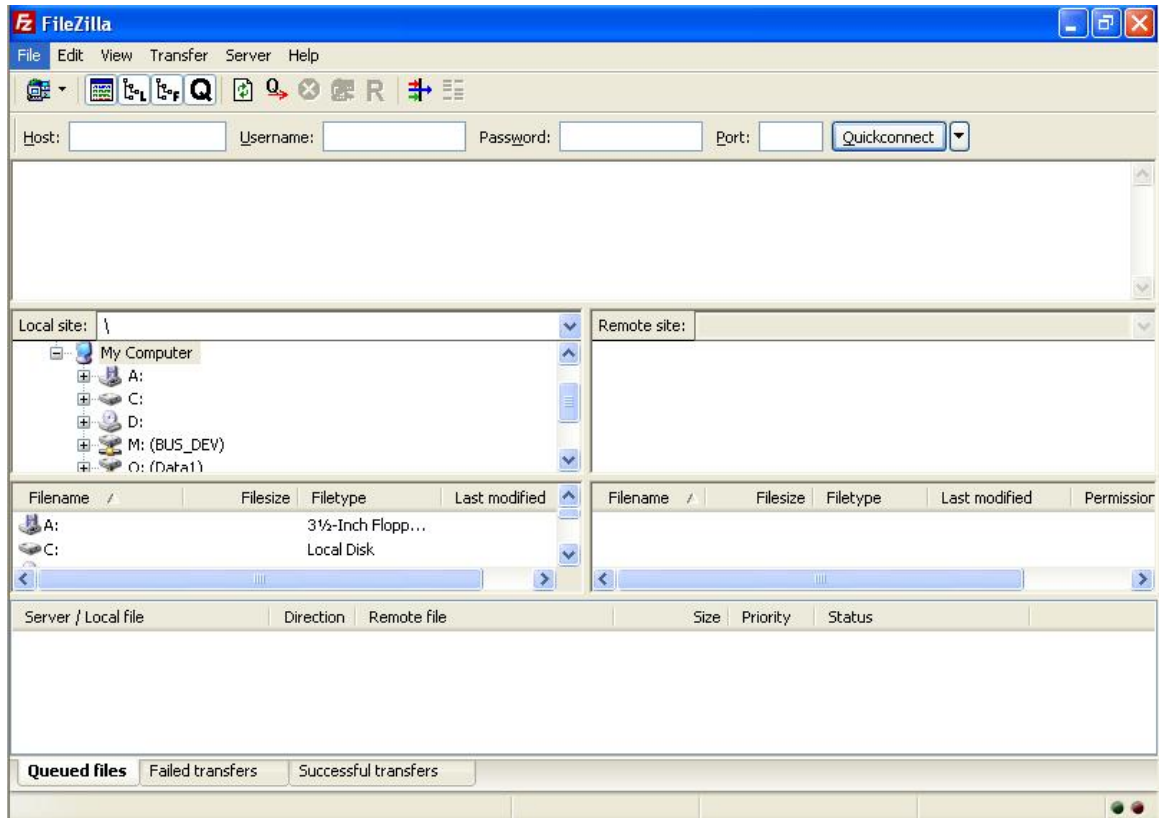
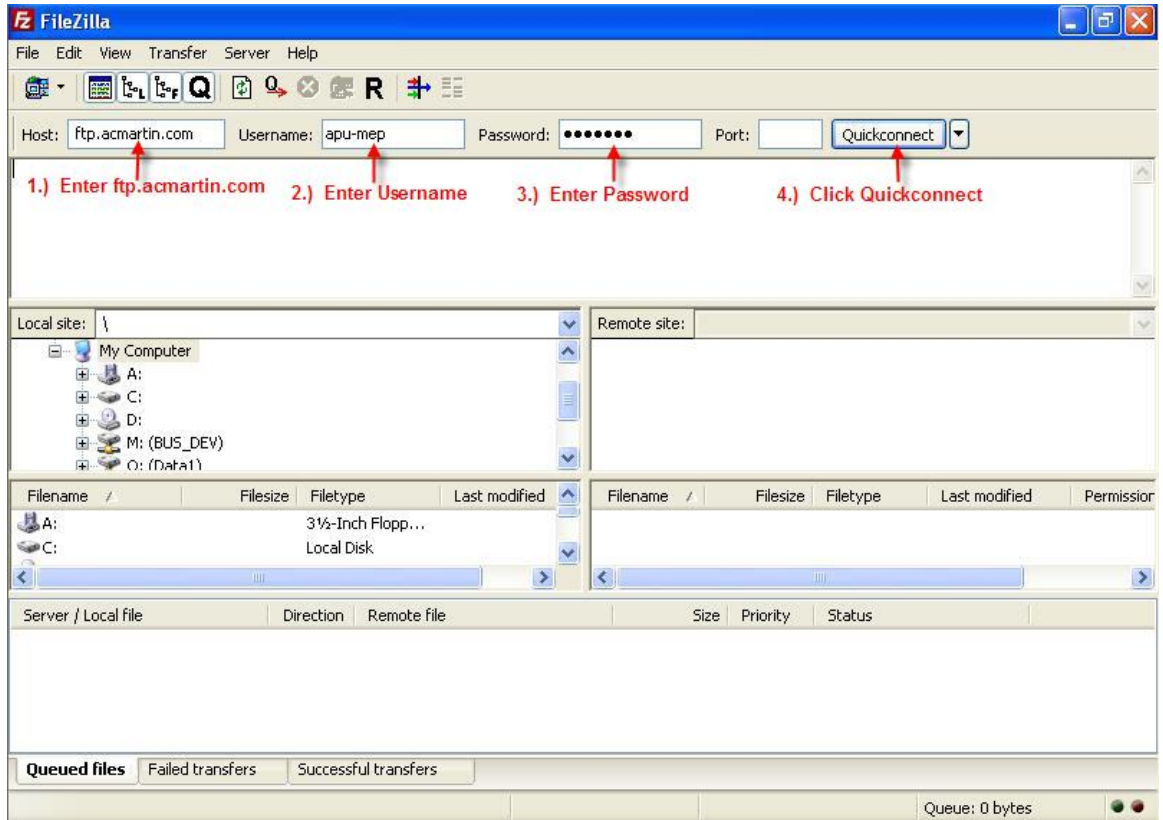


Guideline for FTP – ACMP Client

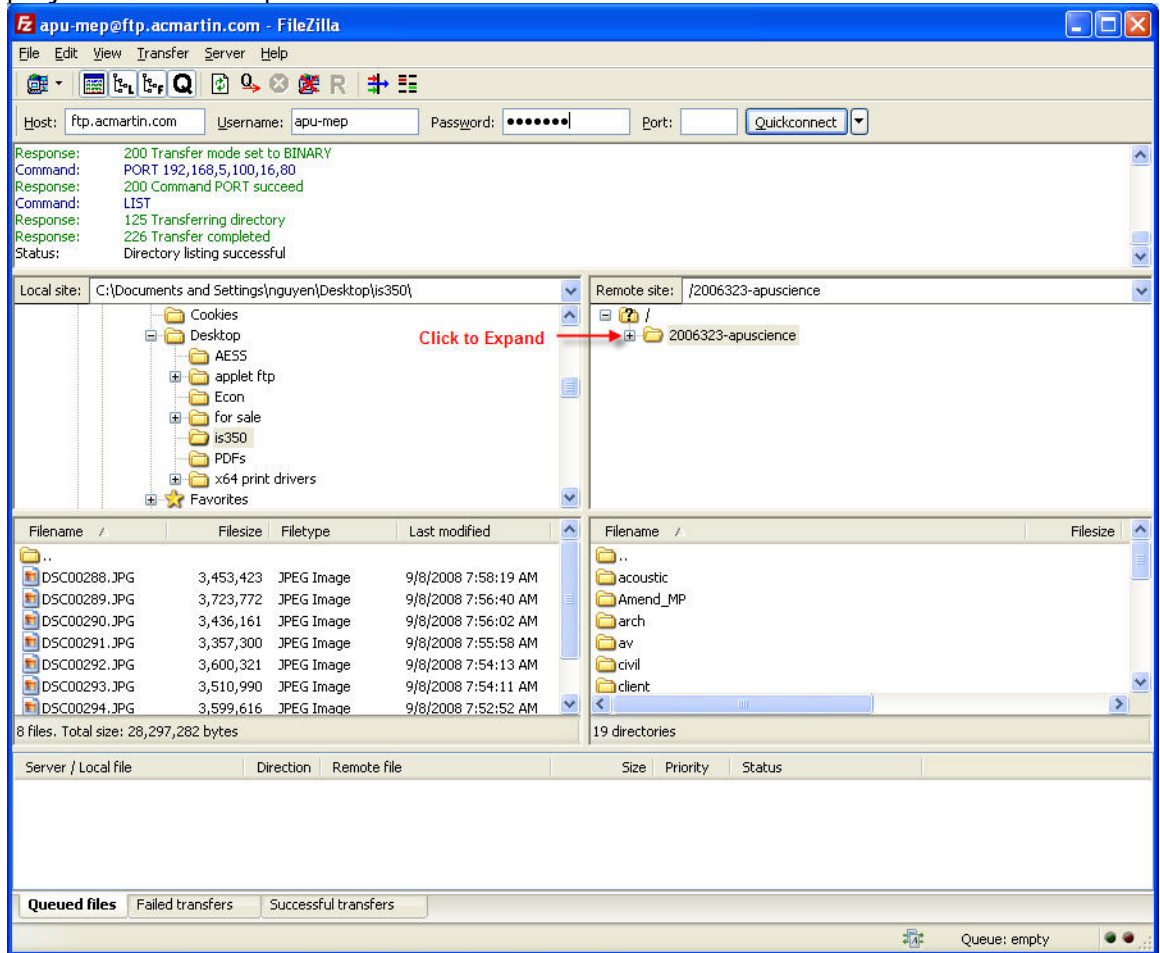
1. Download and install FileZilla here:
 - a. [Windows](#)
 - b. [Linux](#)
 - c. [Mac \(Intel\)](#)
 - d. [Mac \(PowerPC\)](#)
2. Launch FileZilla.



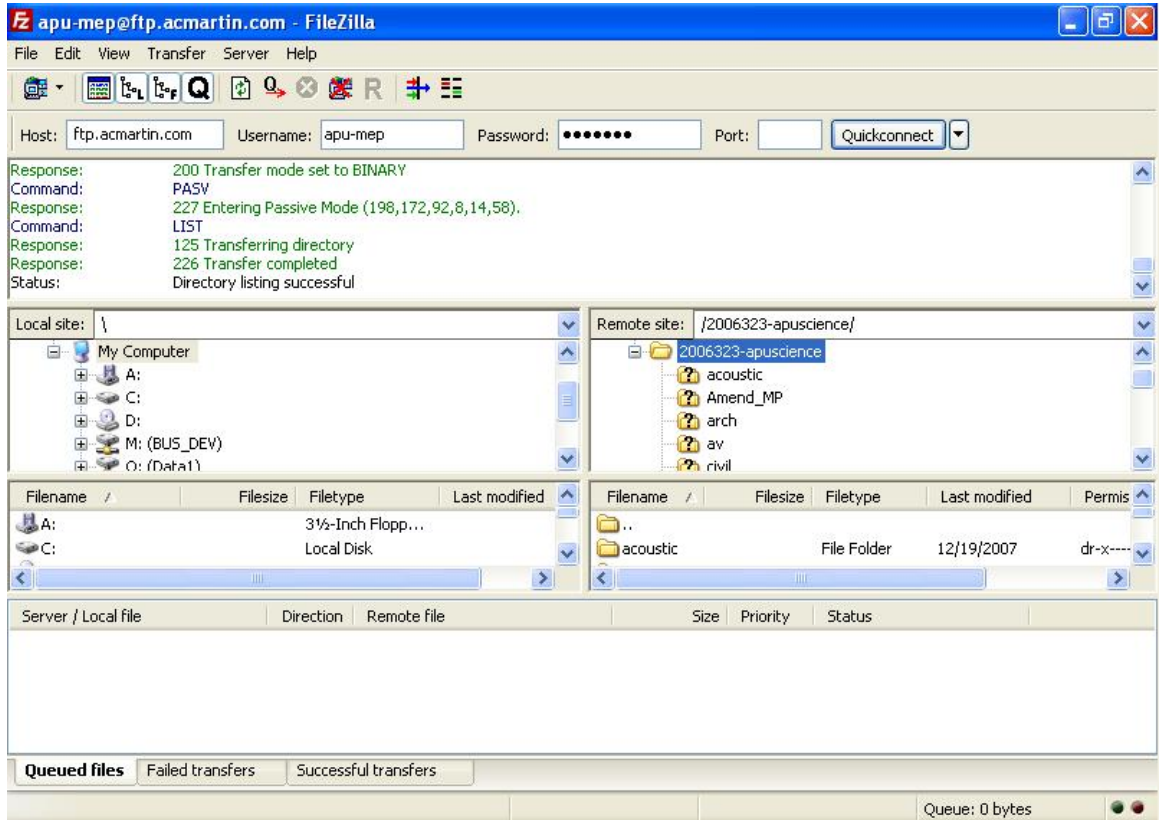
3. In the host field, put <ftp.acmartin.com>. You will need to get the username and password from the project manager. Once you get the information, input them in the appropriate textbox (for this example, we will use the username "apu-mep" and input the password). Then click "Quickconnect" (you may leave the port field blank).



4. You will now be connected and see a folder. Click on the + next to the project folder to expand the subdirectories.



5. You will now see the discipline folders in which you can drag the files back and forth from the FTP server to your local computer and vice versa.



NOTE You will have full access to your discipline's folder and read access to the remaining. For example, an arch (architect) login would give full access (download and upload) to the 'arch' folder and would give only read access (download) to the other folders. If you need access to more folders, please talk to the project manager.

If you have any questions or problems, feel free to contact us at mis@aesservicesinc.com.