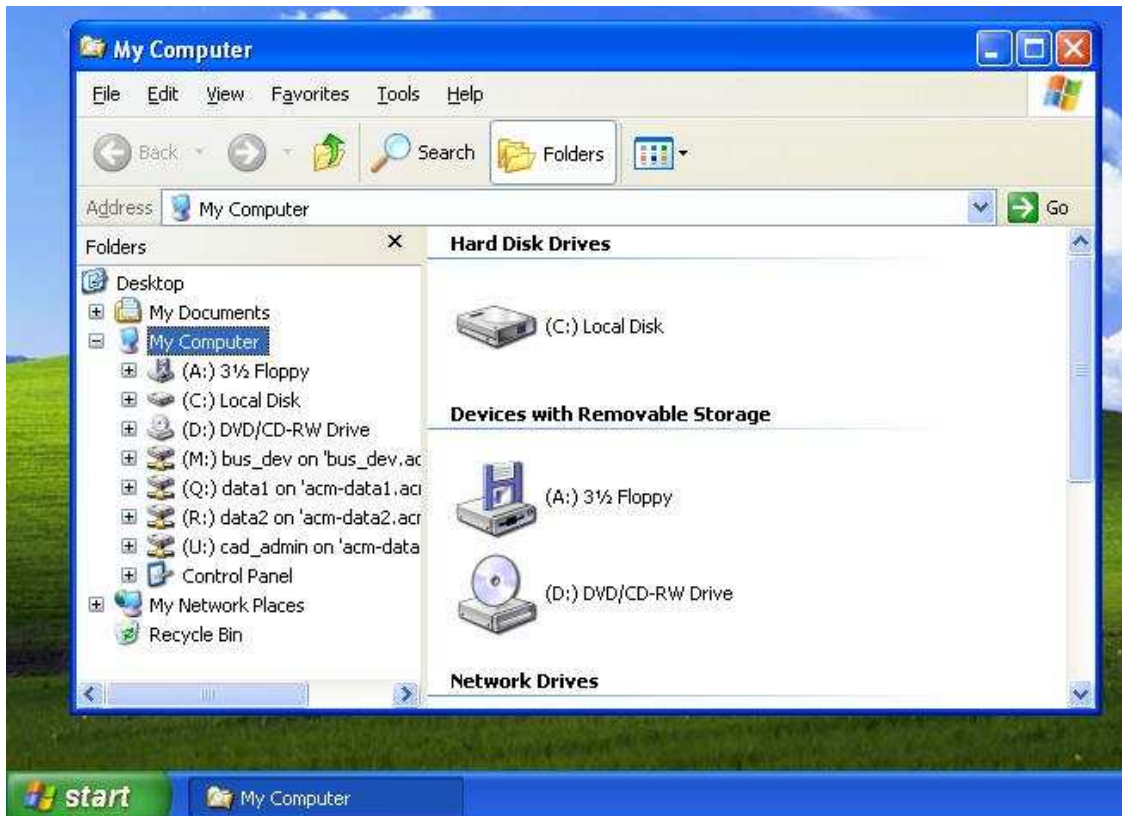


## How to access AC Martin's FTP Server (<ftp.acmartin.com>)

1.) Open Windows Explorer. To do this, press the window key + E. Or you can click on Start > Run, then type "explorer" and press enter.



2.) In the address bar, put <ftp://ftp.acmartin.com>



3.) A login and password dialog box should appear. Use the login and password that was given to you. If you do not have one, please talk to the project manager.

**Log On As**

Either the server does not allow anonymous logins or the e-mail address was not accepted.

FTP server: ftp.acmartin.com

User name:

Password:

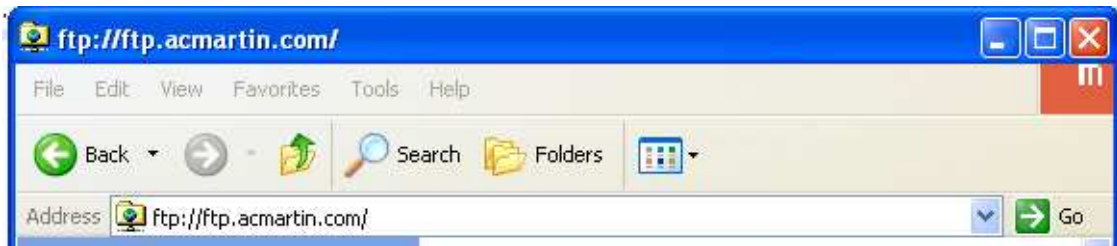
After you log on, you can add this server to your Favorites and return to it easily.

FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use Web Folders (WebDAV) instead.

Learn more about [using Web Folders](#).

Log on anonymously       Save password

4.) You are now connected to the FTP server and will see the folders within the project. They are structured so that each folder has its own discipline. A user will have read, write, and modify access in their specific discipline folder, and only read and list access to the other folders.



If you have any questions or problems, please email us at [ftpsupport@acmartin.com](mailto:ftpsupport@acmartin.com).