

Once you have connected to our FTP site via FileZila you will find a “GoldSeal” folder, open it and download or drag and drop the files to your computer.

Steps:

You do need to use an FTP client such as FileZila as we do use a secure FTP site. FileZila can be downloaded here: (<http://filezilla-project.org/download.php>). After you have installed an FTP client, please follow these instructions:

1. Launch your FTP client (FileZila FTP Client or any other secure FTP client).
2. Type in the following site <ftp.cca-acc.com> (or IP address 64.26.134.188) in the Host name box.
3. Type in the username and password we have provided you below in each appropriate box.
4. No need to specify a port number.
5. Select the “Quickconnect” button or hit “Enter” on your keyboard and you will get connected to the appropriate FTP directory.
6. You will see 4 boxes, the left boxes are your own computer folder locations, the Right boxes are the remote CCA folder locations.
7. Use the “Drag and Drop” procedure to move or copy files from or to our FTP site to your desired location.

NOTE: Usernames & Passwords are case sensitive)

username =presentations
pw= ftp@cca

(Destination Folder = Presentations)