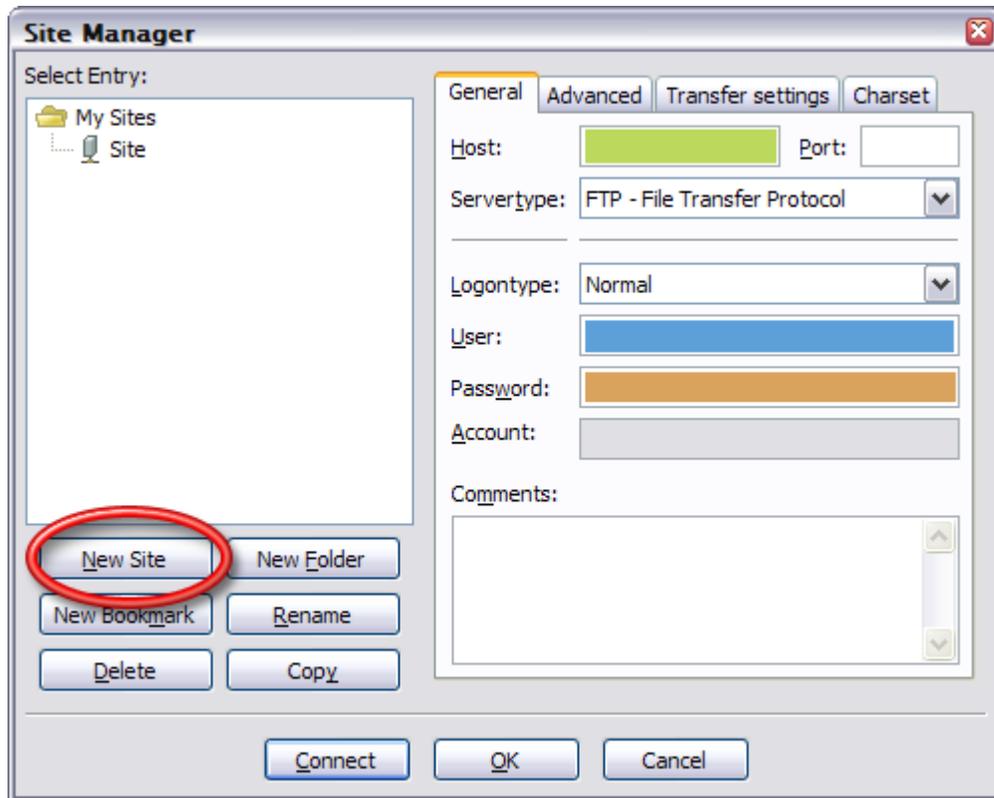


You will need an FTP Client to access the site hosting the files for this project. Filezilla is an acknowledged safe, effective, and best of all, free program that will make accessing the ftp site very easy. You will need an FTP Client to access the site hosting the files for this project. Filezilla is an acknowledged safe, effective, and best of all, free program that will make accessing the ftp site very easy. Copy and paste the following link in your browser address bar to download Filezilla:
<http://filezilla-project.org/download.php?type=client>

Once installed, click on **Site Manager** in the **File** pull down menu. You will see a window like this:



Once open, do the following:

1. Click **New Site** (circled in red above)
2. You will be prompted to name the connection. Call it whatever suits your organizational preference.
3. Fill out the **Host** information (highlighted in green) with : **pfarc.com**
4. Make sure the **Logon type** is "Normal" not "Anonymous", this will activate the User and Password windows
5. Fill out the **User** information (highlighted in blue) with : **ChesapeakeCC@pfarc.com**
6. Fill out the **Password** information (highlighted in orange) with : **ch3sap3ak3**
7. Click **Connect** to access the site.

Once you've created the Site, you will be able to access the site with a click of a button.

Once installed, click on **Site Manager** in the **File** pull down menu. You will see a window like this: