



Hi User,

If you haven't already got a favourite file transfer manager then please download Filezilla from our website. There are both Mac and PC versions available.

**Please note, it is crucial that:**

- a) Usernames are all lowercase (even if the email sent to you shows upper and lower case).
- b) Passwords are case sensitive and without spaces.

After downloading – and updating to the latest version if requested, open Filezilla and type <ftp://download.gwbelton.co.uk> in the host box:

**Next add the username and password sent to you by email** followed by the FTP Port number, which is 21.

Hit connect or quick connect.

Once the connection to your exclusive area has been made, your folder will show in the 'Remote Site' box. From here you can simply drag your file(s) on to your folder or drag copy from it.

The box at the bottom shows the progress and result of your transmission.

Kind Regards