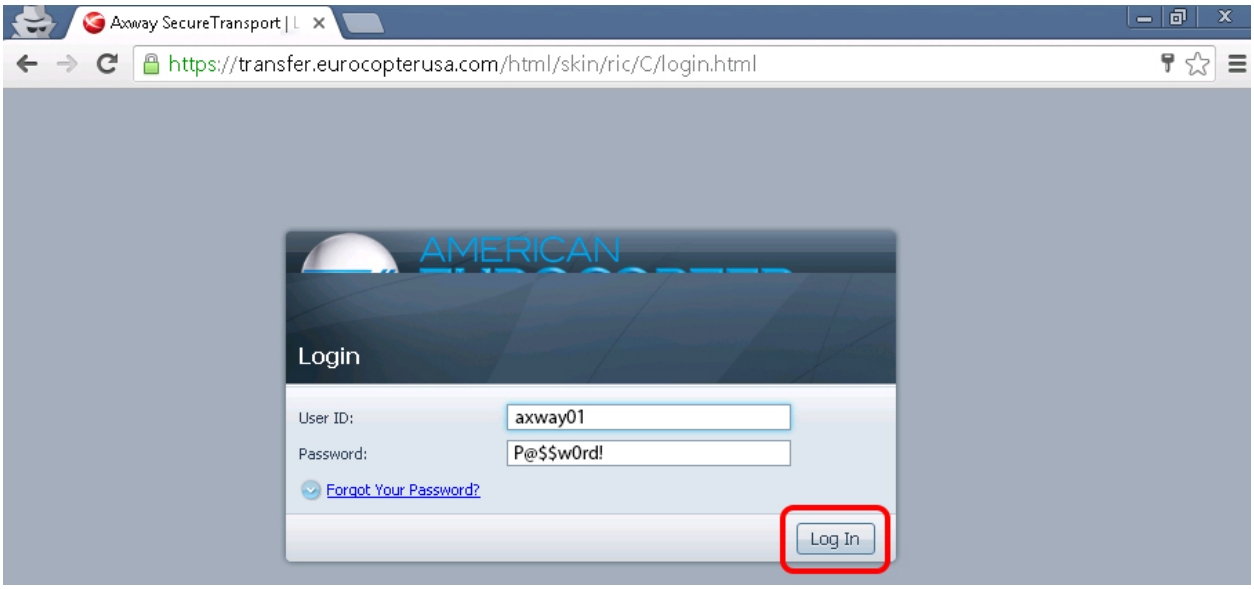
FTP File Transfer Site - Instructions

Step 1: Log-in to FTP site.

Website: https://transfer.eurocopterusa.com/html/skin/ric/C/login.html

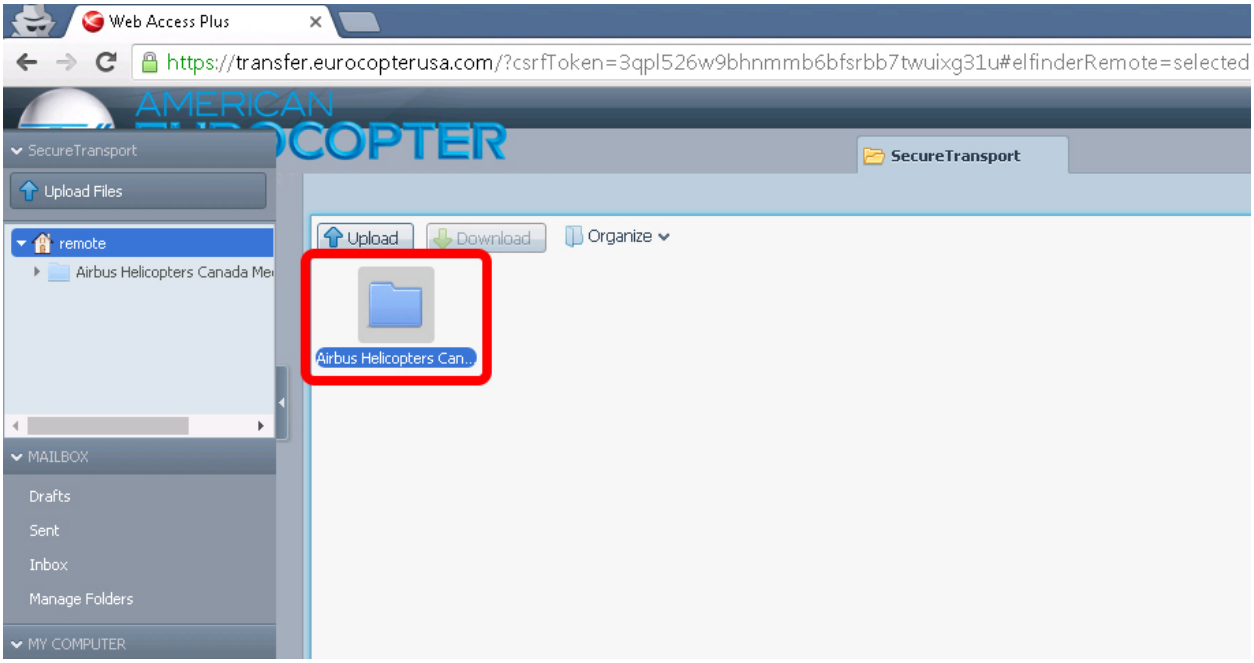


User ID: axway01

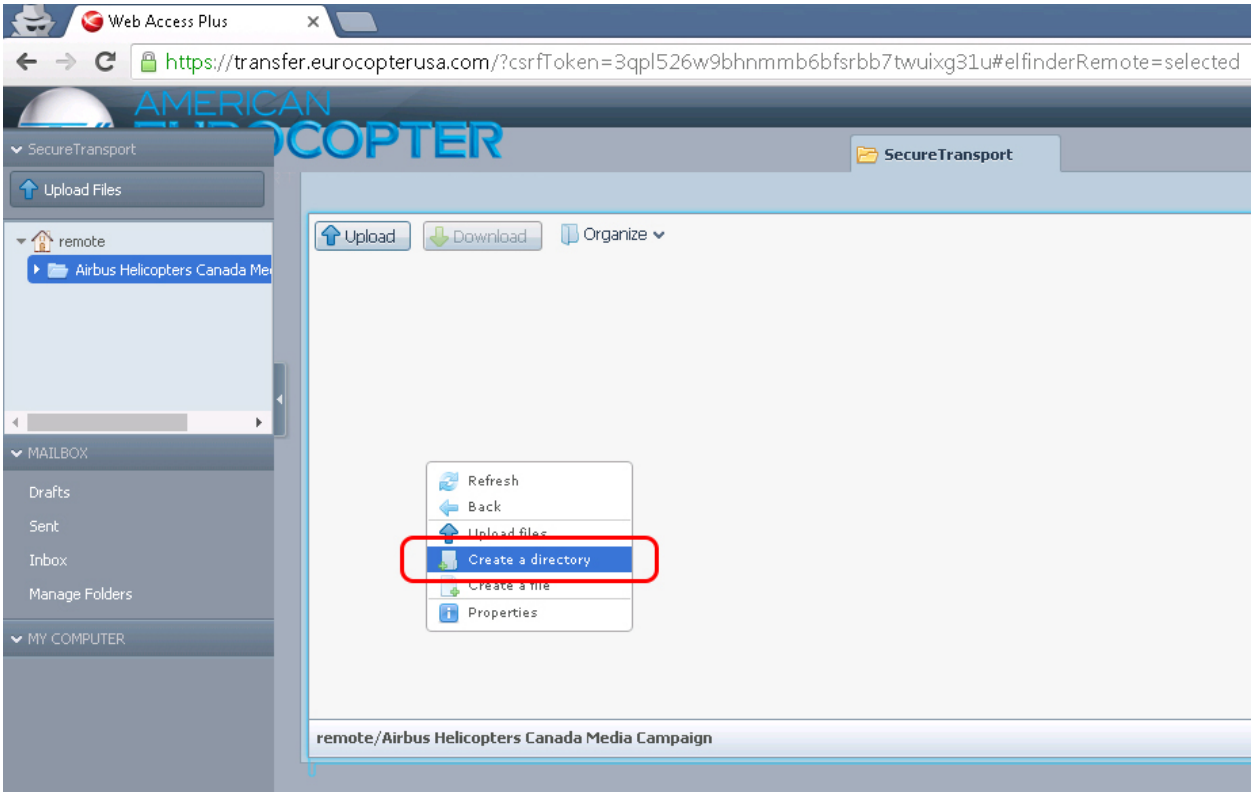
Password: P@$$w0rd!

Capital	P
“At symbol”	@
“Dollar sign”	$
“Dollar sign”	$
Lowercase	w
Zero	0
Lowercase	r
Lowercase	d
Exclamation point	!

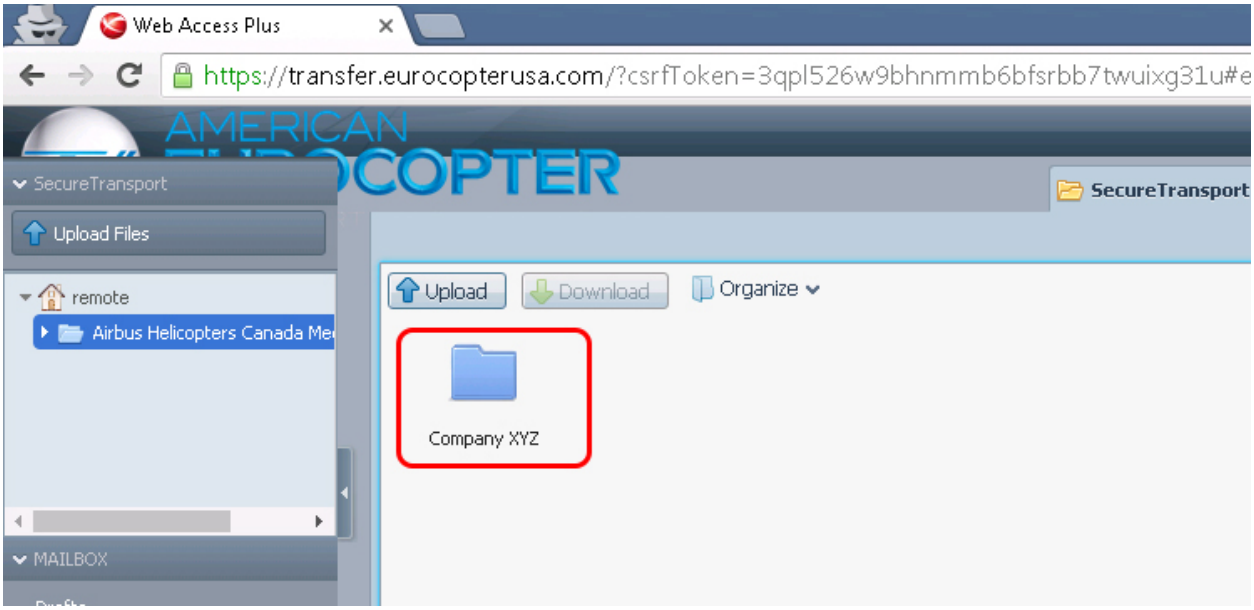
Step 2: Select and double click the ***Airbus Helicopters Canada Media Campaign*** folder



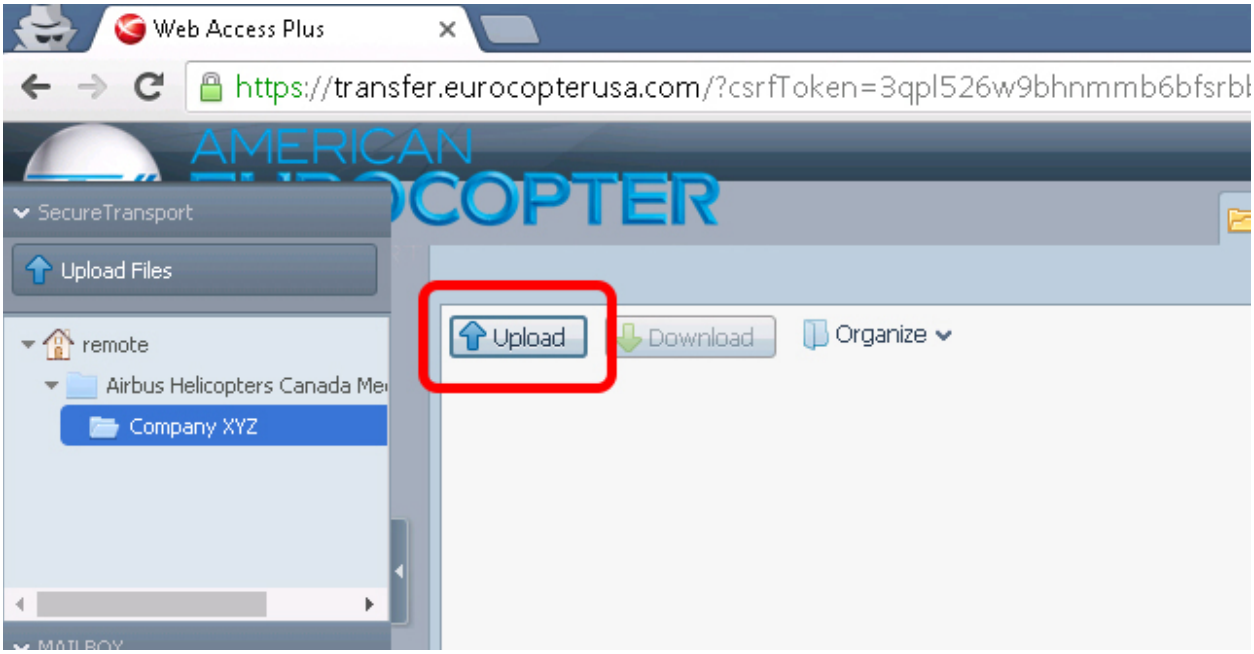
Step 3: Right click and select ***Create a directory***, new directory should be your company name.



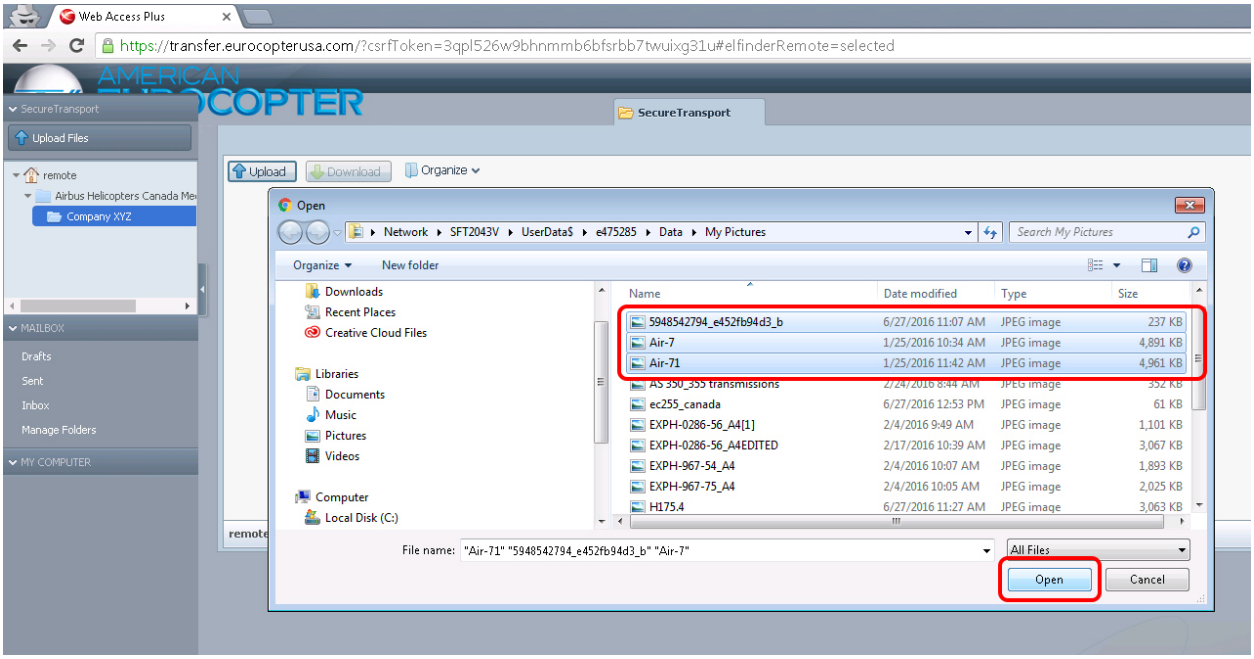
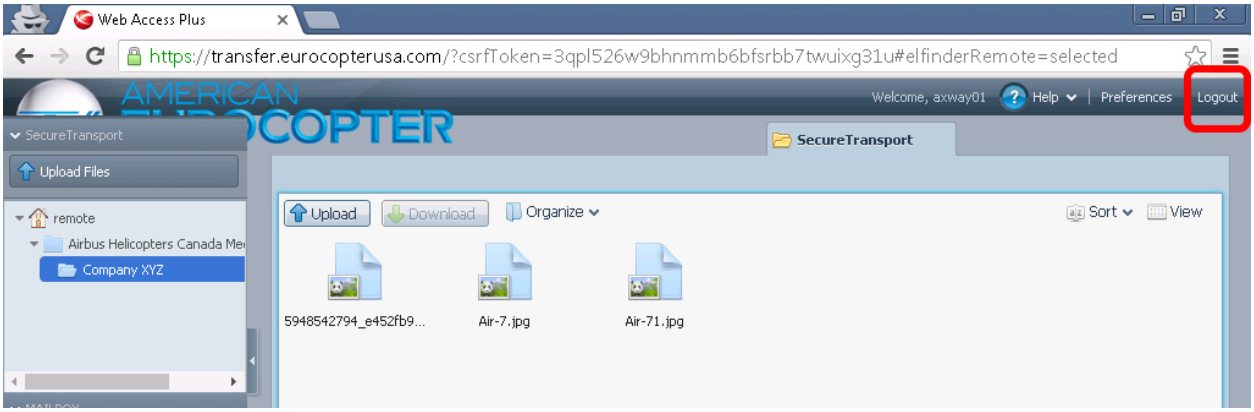
Step 4: Select and double click your newly created **company directory**



Step 5: Select the ***Upload icon***



Step 6: A dialogue box will now open. Select images from your computer to upload and select ***open***.



Step 7: Once the photos have uploaded, select ***Logout***