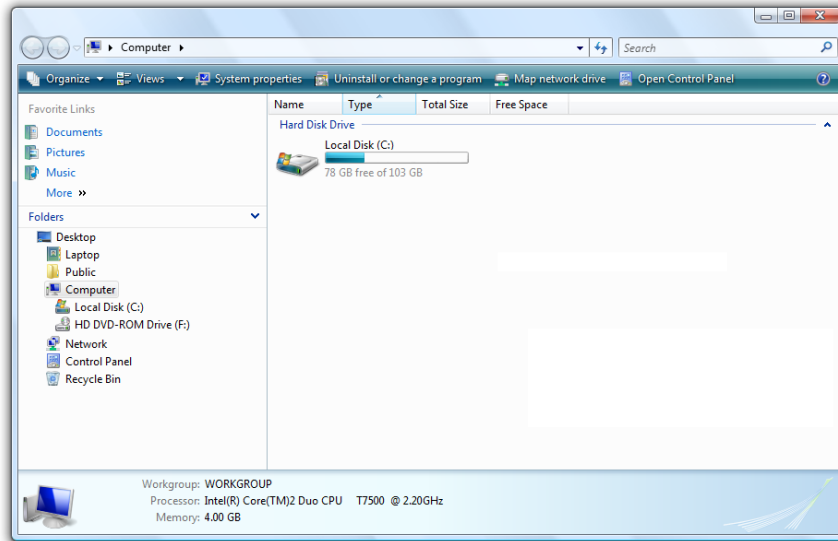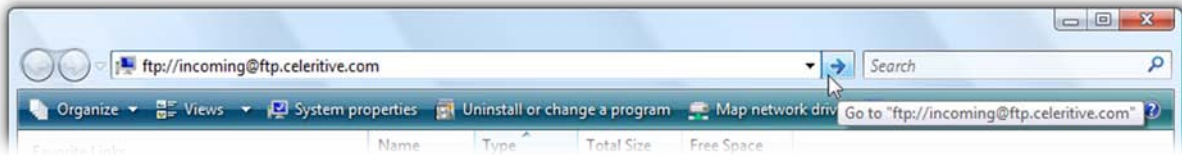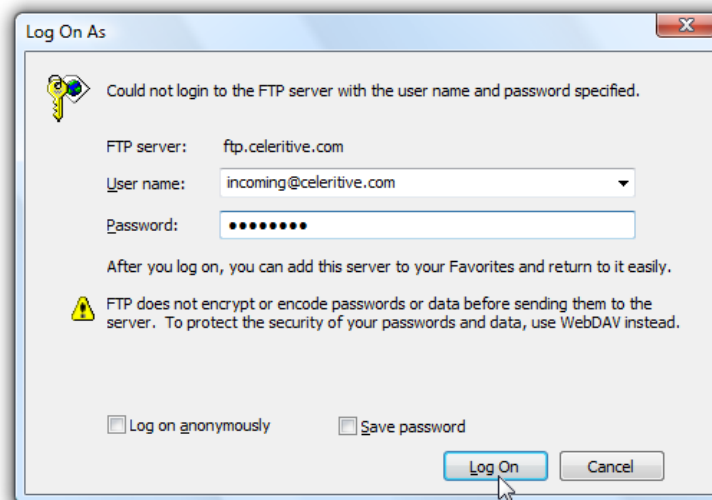# UPLOADING A LARGE FILE USING FTP

STEP 1: Open an **Explorer**, *not* Internet Explorer, window.

STEP 2: Type **ftp://incoming@ftp.celeritive.com** into the address bar and hit **Enter** or click the **Go to** button.

STEP 3: The User name should already be **incoming@celeritive.com**. If it is not displayed, you'll need to enter it. Enter **incoming** as the Password and click on the **Log On** button.
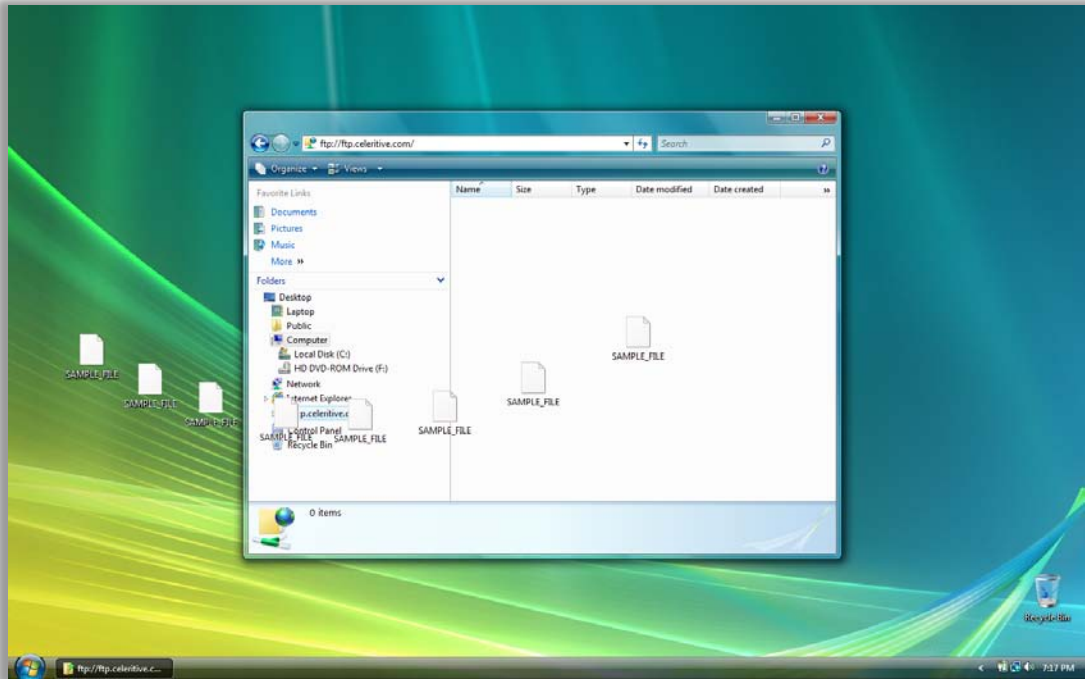
UPLOADING A LARGE FILE USING FTP

STEP 4: Remove any spaces from the filename. FTP does not support spaces within filenames.

"SAMPLE FILE" ➡ "SAMPLE_FILE"

STEP 5: **Upload** the file. This is accomplished by dragging the file into the window or by pasting it.

A process dialog will be displayed showing the current status.