

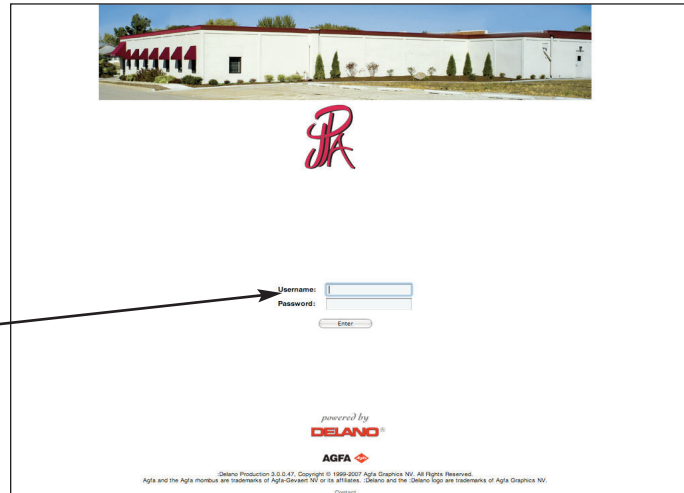
Uploading to Portal FTP

The URL for Portal is ***http://fileupload.jpapontiac.com***. Internet Explorer (PC), Safari (Mac OSX), Firefox (PC & Mac OSX), and Opera (PC & Mac OSX) are all supported.

Type in your user name and password emailed from ***delano_admin@jpapontiac.com***.*

This email is sent the first time you use the system.

** If you use a spam blocker, please add this to your address book.*



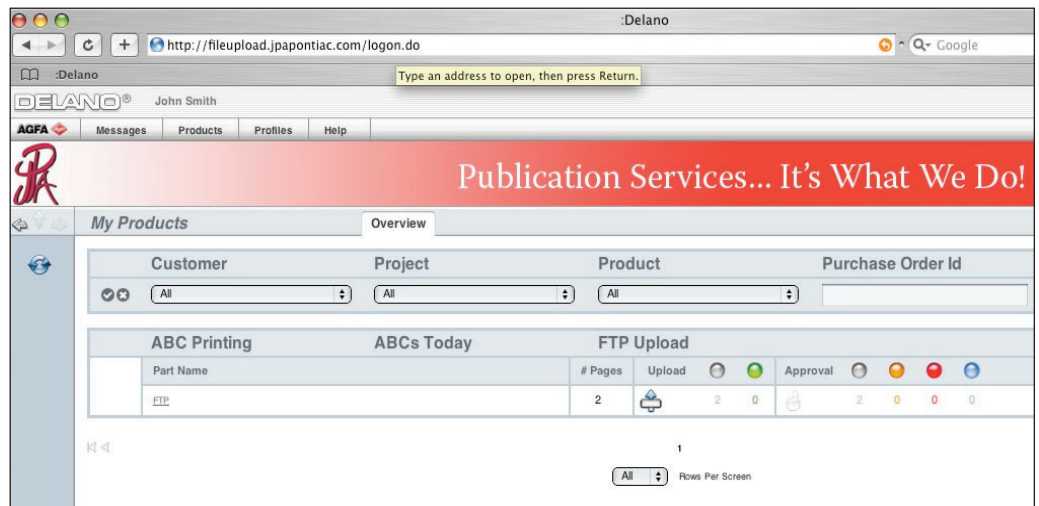
A screen appears that contains links to numerous help menus.

Just click 

If you enable the “Don’t show this window again.” Option - that menu will never appear again at login but can be accessed in Portal by clicking on the Help button on the top of any screen and selecting Getting Started. These help menus contain good information. Please refer to them as needed.



Once logged in your product screen will appear. It shows all of your current products available in Portal.



To begin uploading pages click on the upload icon of the issue you want to upload pages to.

NOTE: Before uploading files to the Portal FTP site please Zip or Stuffit the files into as few files as possible.

Check the "Use Java applets to upload files" box

When you select **Use Java applet to upload**, you may receive a "Please wait for the "Browse" button" then click it to select files for upload..." Browse to the file(s) and click on **Choose**.

Once the file(s) have been chosen, leave the File Pages and Part Pages blank and select the **Upload** button below the list of files in Step 3 or the grey box with the green arrow that reads "HTTP" located on the Action Bar to the left of the screen.

A pop-up with a progress bar should show up after you begin the upload process if you do not see one check that pop-ups are allowed in your browser. Do not close the progress bar window until upload is complete.