

How to Send a File


1. Login at: <https://www.pacificpress.com/ftp/login.php>
2. Your login information should be provided to you via an e-mail.
 - a. If you are needing login information contact:
Your primary contact at Pacific Press at (208) 465-2500
3. Click “Send New File.”
4. Click browse to select file that you are going to send.
5. Enter a project name or description of files being sent.
6. Select where file is going, changing one may change the other choices.
 - a. Select who you are sending on the behalf of. (Your Company or Group)
 - b. Select what group you are sending to. (Graphic Services or Advertising)
 - c. Select who you are sending to.
7. Click Send File Now.
 - a. A new window will open and after file is uploaded it will display the status of the file.

File Transfer Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://www.pacificpress.com/ftp/upload.php> Go

 **File Transfer Portal**

File Transfer Portal - Send Files

Login
Home / Pickup Files
Send New File
History
Group Management
Add User
Add Group
Change Password
Logout

File(s): Browse... * Required

Project or Description * Required

On the behalf of: * Required

Send to:

Group: * Required

And

Person: * Optional

Send File Now Reset

Internet

