

Included below are the instructions for FTP

The website for the Upload of inventory is <https://upload.tctministries.com>.

*The username and password will be supplied by the Sales department to the client. I have already created yours, please see below.*

Username: AnniversaryGreetings

Password: AG2022

### **File Access**

*The only files that are allowed to be uploaded are files with the following extensions:*

*.mpg*

*.mpeg*

*All other files will be rejected and not allowed.*

### **Uploading files**

*To upload a file, navigate to the correct folder (in some cases you may be in the root directory and the under the TCT logo there is a series of Icons. You will need to press the forth Icon and a popup window will appear and you will need to click chose file and press OK. Next press upload.*

*You may also go to standard upload mode which allows you to select multiple files. To do this click the same Icon for upload and on the popup window in the lower right corner press the button that has the arrows on it and then click the Browse Files button. You will need to click Browse files for every file you want to upload. Once this step is complete then click the Upload button.*

### **Notifications**

As soon as a upload is complete a email is sent to our Engineering, Sales, and Traffic Departments. As well as a email to the email address for the client.

### **Issues**

If there are any issues my contact information is below

*Judy Church*

Vice President Sales & Marketing

### **TCT Network**

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