

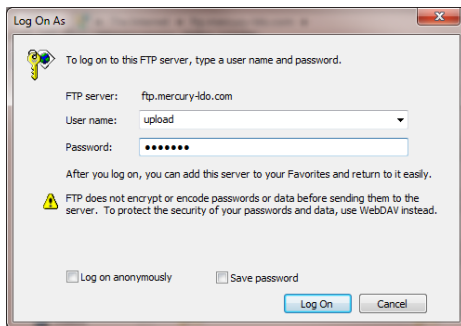


How to Upload from the FTP

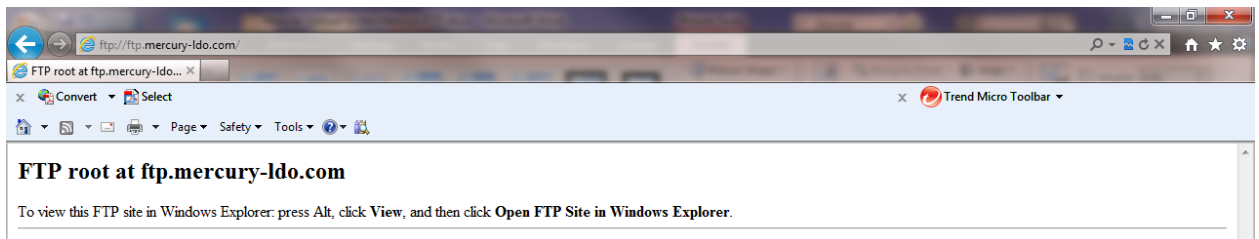
1. Open Internet Explorer by clicking **Start > All Programs > Internet Explorer**
2. In the address bar type <ftp://ftp.mercury-ldo.com>



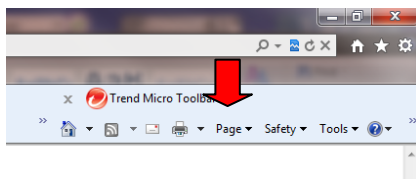
3. Contact your local **ARC Colorado | Nevada | Utah** location for username and password credentials and login.



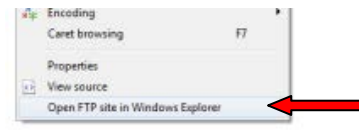
4. You will then get a screen that looks like this:



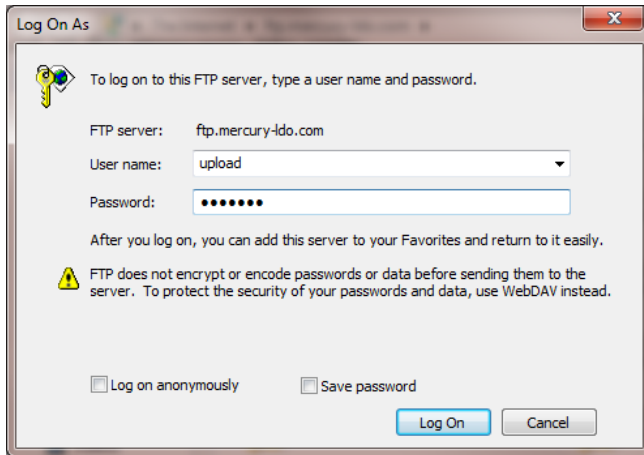
5. In the top Right corner of the Internet Explorer Window click **Page**



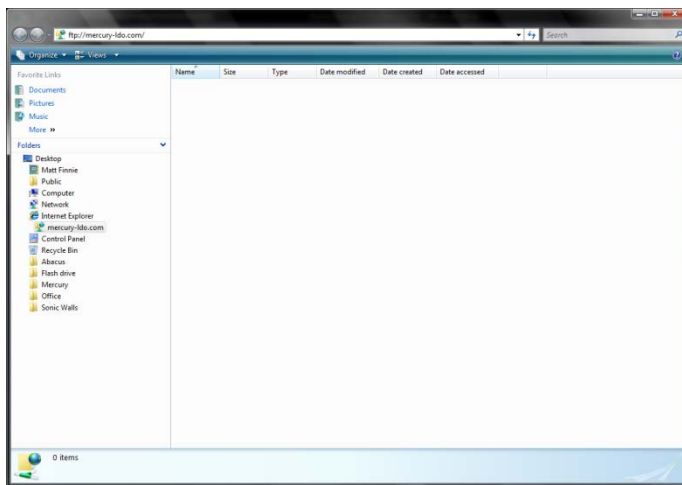
6. Select **Open FTP Site in Windows Explorer** from the dropdown



7. You will then be prompted to login again. Type the credentials provided by your local Mercury-LDO division.



8. You will then get a window that looks like this:



9. Select the folder or files from your desktop and move the files to the appropriate location folder by clicking and dragging it over.

