

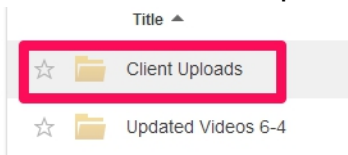


FTP Site Log In and Upload Instructions:

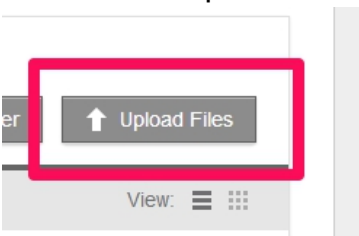
1. Sign into the TelSpanFTP site (<https://telspan.sharefile.com>)
2. **Username:** **clientupload@telspan.com**
3. **Password:** **uploads1**



4. Click on the 'Client Uploads' folder



5. Click on the 'Upload Files' button



6. Drag and drop all files into the upload window and click the 'Upload Files' button

