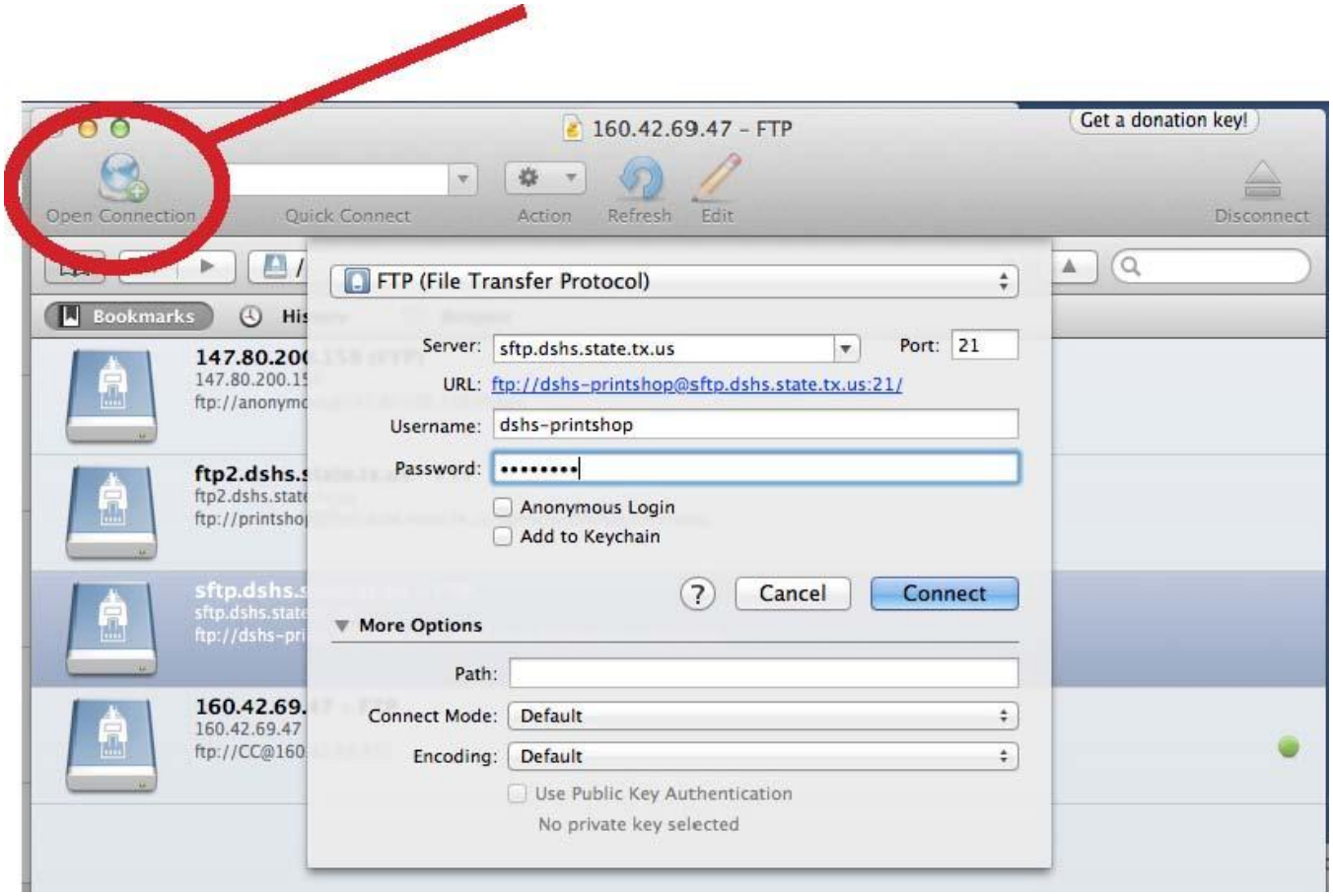
Cyberduck Instructions

Note: These instructions are for Cyberduck 4.1.3.

1. Download and install Cyberduck from: cyberduck.ch.

2. Launch Cyberduck and click on “Open Connection.” You should get the below dialogue box.

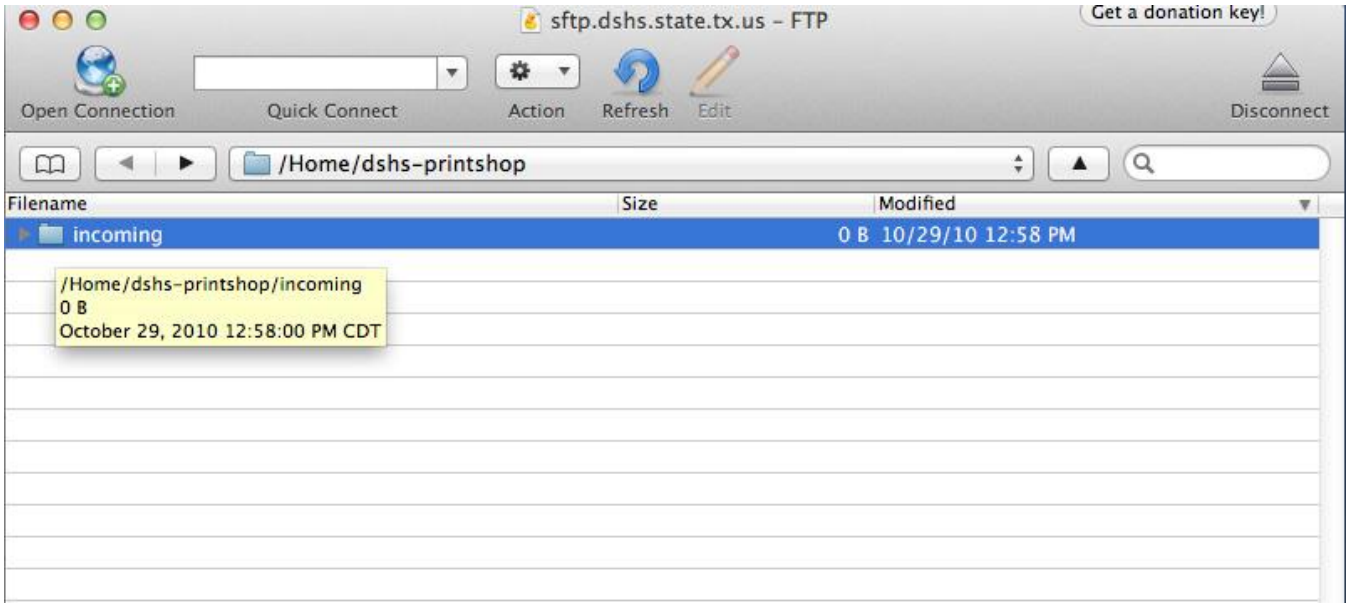


3. Type in the information as illustrated.

   Note: the password is: qs.c9piW

4. The below alert box may pop up. If it does, select “Change.”

5. Once connected, you should see this:



6. Double-click and open the folder “Incoming.”

7. Drag and drop your file.

8. Once uploading is complete, Disconnect

and quit Cyberduck.