

Ftp Instructions.

(Note: Files can be transferred via any compatible browser or ftp utility such as
(FileZilla, Internet Explorer, Google Chrome, Firefox etc.)

- 1: The ftp site can be accessed via the Persla Website (www.persla.org) from there click on the reports menu on the left.
- 2: Click on the (Go to Reports Page)
- 3: Click the Login tab at the top right.
- 4: Sign in using the User name and Password assigned to you by the retirement system. Once signed in you will be logged in to your own secure ftp mail box.
- 5: To upload your file click on the files tab. Your name should appear on the left.
- 6: Click upload tab on right.
- 7: Click the choose file tab.
- 8: From the choose file tab scroll to the directory where you have the file you want to send and double click on it. Now you are ready to send your file.
- 9: Click Upload to send file. During this process you should see a message stating the progress of your file being uploaded. Once your file has and completed its upload you should see the congratulation message stating your file has been uploaded.
- 10: Click the browse button to verify your file or files has been sent.
- 11: Click the logout tab at the top right corner when done.

(Problems uploading your files please call tech support @ 1-855-888-4FTP (4387))

