

## JDa's FTP Site Instructions

The JDa FTP site is a secure file depository used to transfer files regardless of size between clients, consultants and contractors. Each project folder is password protected to ensure all files are secure and private. We recommend using Filezilla, a free FTP client program, which can be downloaded from the following website <http://filezilla-project.org/> .

1. After installing the Filezilla program, open it up and you will see the window as shown below.
2. Under **Host**, type [ftp.jdarch.ca](http://ftp.jdarch.ca) (all lowercase).
3. Enter **Username**.
4. Enter **Password**.  
**The Username and Password will be supplied to you on a project-by-project basis.**
5. Click the **Quickconnect** button.
6. Now you can upload and download files.

