

# ADMINISTRATIVE GUIDE

## INFORMATION TECHNOLOGY – THE FTP SERVER

Anderson Environmental Contracting, LLC has installed an FTP (File Transfer Protocol) server to enable client access to larger files. This guide will walk you through both types of access to the files.

[Using the Internet](#)

[Using An FTP Client](#)

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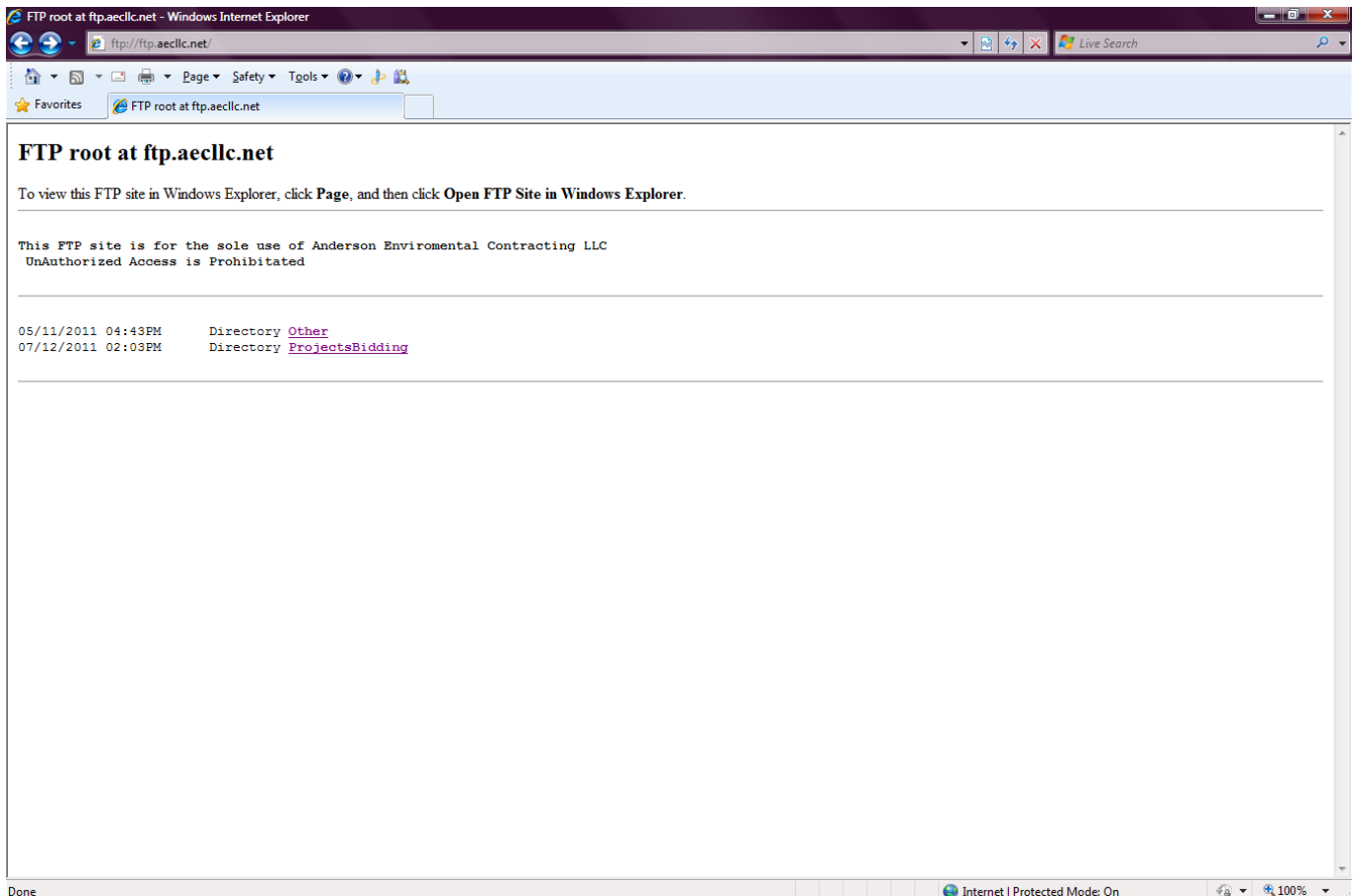
### Using The Internet

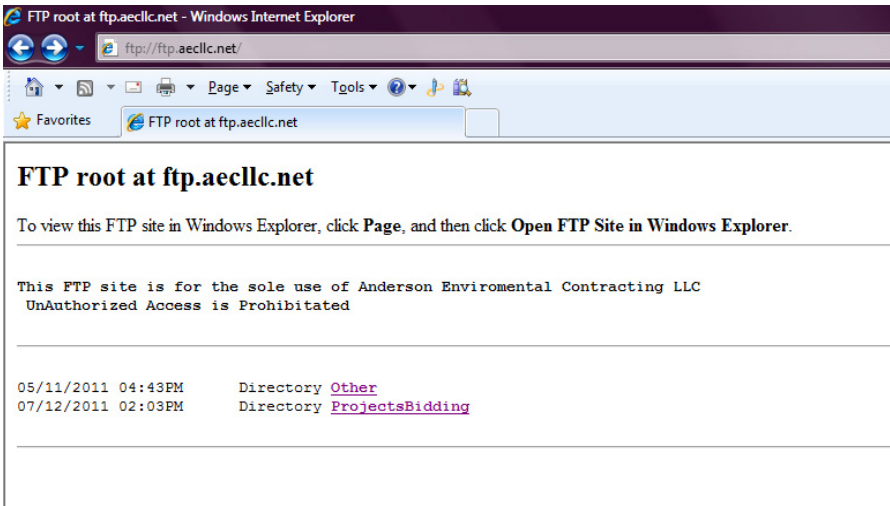
There are two (2) different ways you can gain access to the FTP Server. The first is by using the internet. You will not need to install or set up anything on your computer; all you will need is access to the Internet.

Open your Internet Browser and type in the following website address:

<ftp://ftp.aecllc.net>

The following screen will appear and you will have two directories to choose from – Other & ProjectsBidding.

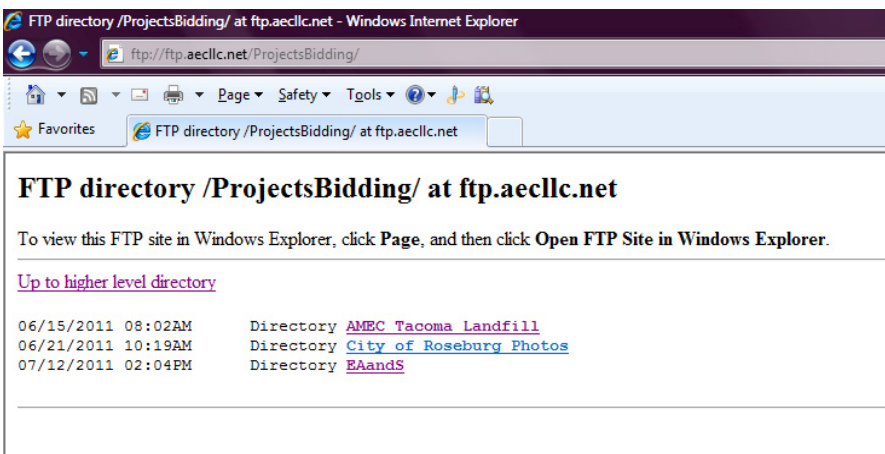




The 'Other' directory is secured and you will require a username and password to gain access to documents within this directory.

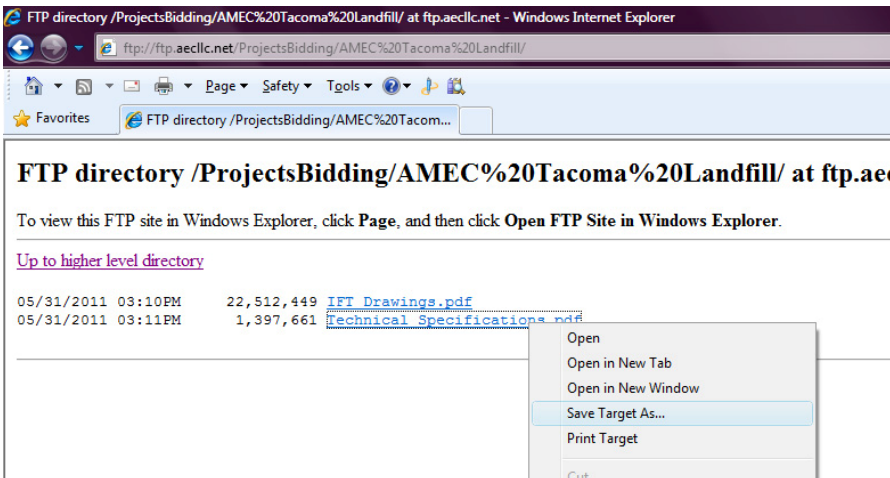
The 'ProjectsBidding' is unsecured and you can click the link to gain access to the files stored there.

Click on the 'ProjectsBidding' link.



The person you are working with at AEC will have given you guidance to what directory your files will be stored. If not, check this information with them.

Once you know the location, click the appropriate directory link and your files will be displayed.



You can either RIGHT MOUSE CLICK on the link and choose to 'Save the Target As' (see below) or you can simply click on the link and the file will open.

Once the file is open you can either print or save the file for your use.

## Using An FTP Client

If you use an FTP Client, like Filezilla you can gain access to the both the secured and unsecured sections of the FTP server.

Open Filezilla (or your chosen FTP client). The Host Name is <ftp.aecllc.net>

Obtain the Username & Password from the person at AEC you are dealing with if you wish to gain access to the secured. If they are not available, contact either Kylie Stansbury or David Walker for this information.

Then press your Connect Button.

If you can't get the username and password or you don't need them, you can connect without them. It just means you will only have access to the Unsecured Items in the FTP Server.

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