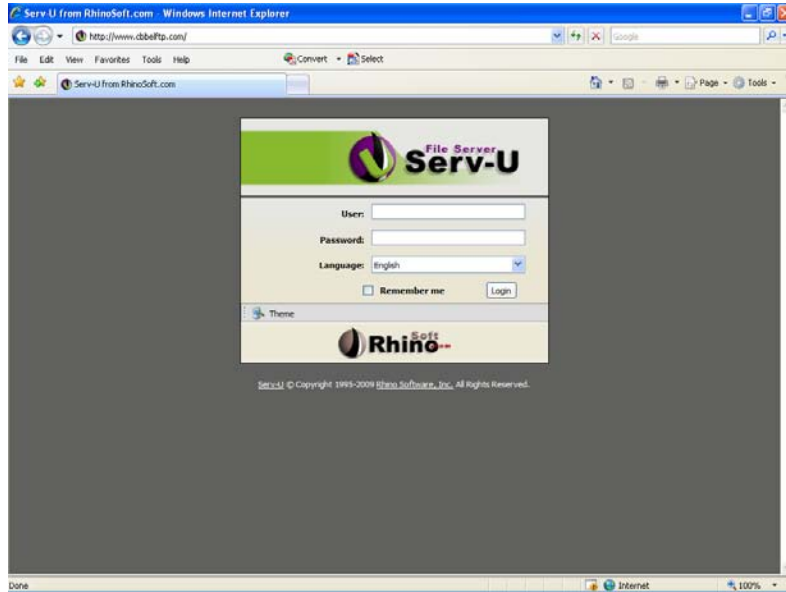


## **Instructions to access CBBELftp.com**

Using your Internet browser, go to: [www.cbbelftp.com](http://www.cbbelftp.com). **Please note:** This site cannot be accessed from an ftp program, such as CuteFTP or Filezilla. **You must use your Internet Browser.**

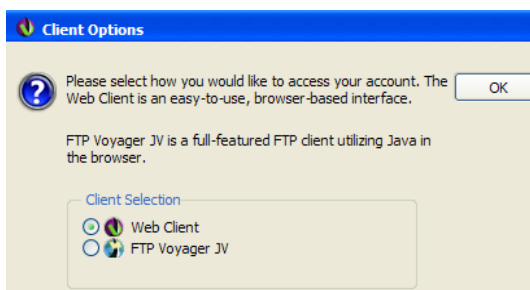
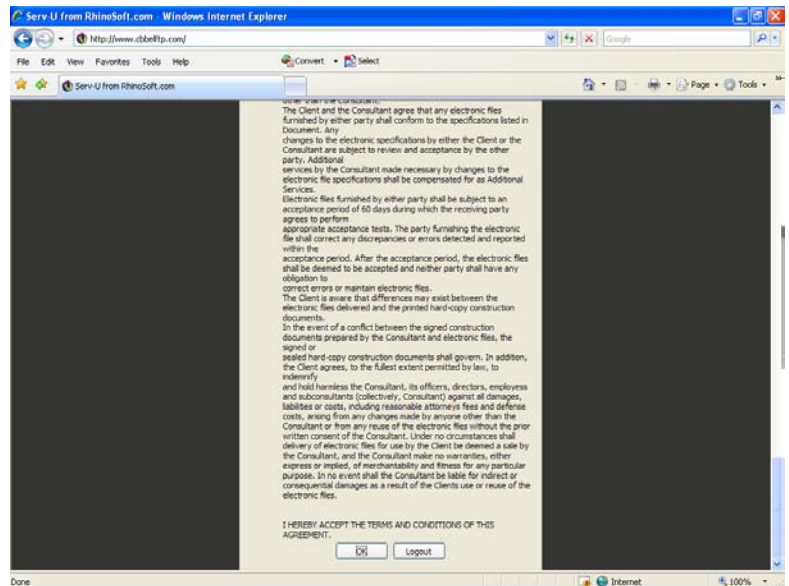


**User:**  
**Password:**

Enter the provided Username & Password and click Login.

**Do not check "Remember me" if this is a public computer.**

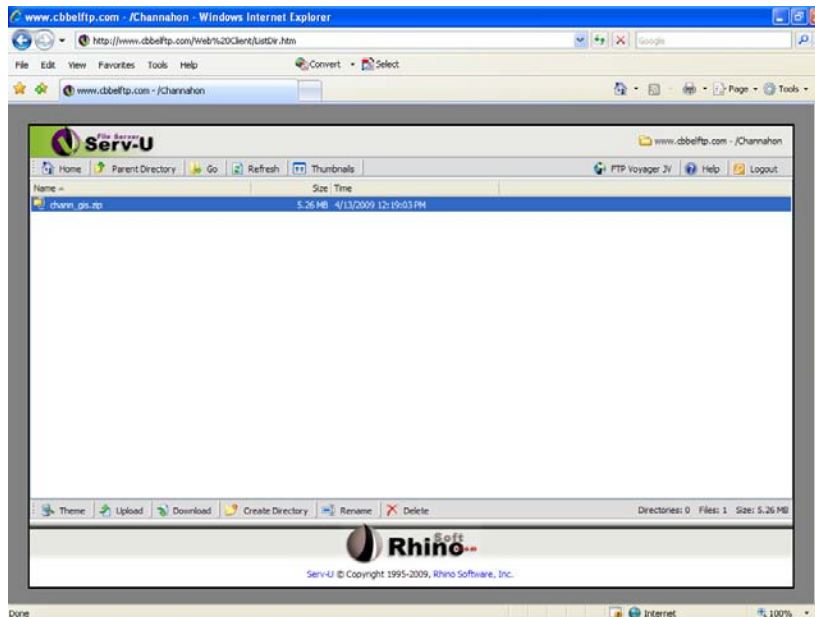
This brings up the "Electronic Data Transfer Agreement". If you accept the agreement, click OK. If you do not accept the agreement, you must click Logout to end your session.



Once you click OK, this brings up the Client Options selection box. Select which ftp client you would like to use for downloading/uploading the files. The following pages explain the differences between the two clients.

## **Basic Web Client**

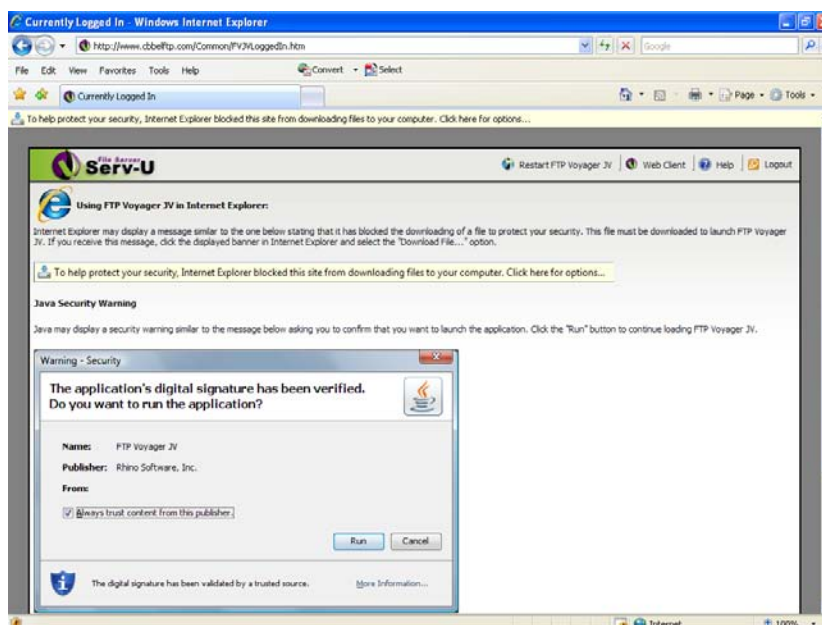
Easy to use ftp client, which allows you to download/upload as many files as needed but **only one file** can be downloaded/uploaded at a time. When you have completed a file download/upload, you can start the next one.



Use the options at the bottom of the screen to control the download/upload of your files.

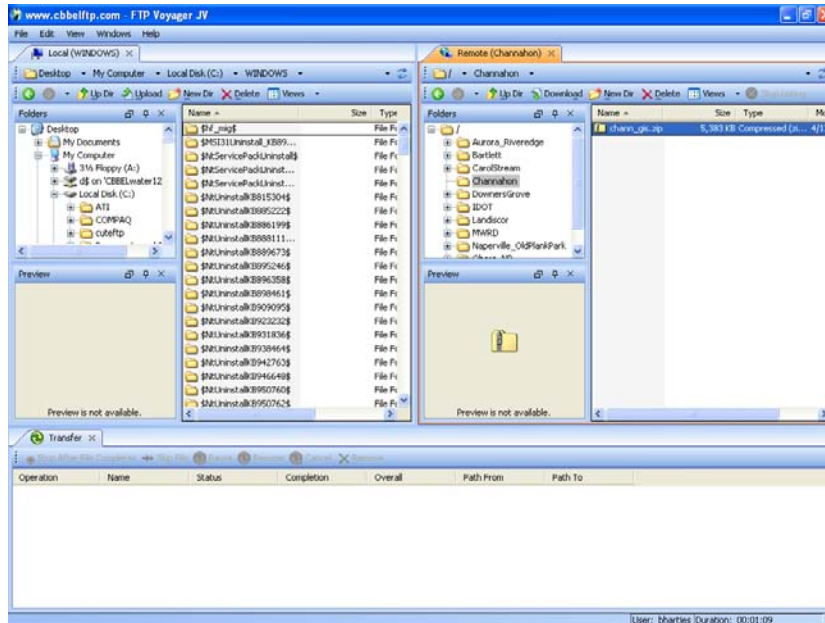
## **FTP Voyager JV:**

Java-based ftp client which allows you to download/upload multiple files or folders at a time. Using the FTP Voyager JV client requires java on your pc; it also requires you to accept the install of a small java runtime application to run the client as shown below. Local administrative rights are required to install the application. Please see your network administrator if you do not have local admin rights.



Depending on your browser security settings, your browser may block the installation of the java runtime application. To install the application for this download session, follow the instructions as shown on the browser page.

Once the client has been installed, it will open the FTP Voyager JV ftp client as shown below.



The left side of the ftp client shows your pc files and folders. The right side shows the download/upload area and files on the CBBEL ftp server that can be accessed.

Use the toolbar along the top of the left side to upload files to the CBBEL ftp server. Use the toolbar on the top of the right side to download folders/files to your local drive or folder that you have selected.

**Need Help?** Please call Arnel or Dennis at 847-823-0500. Email: [adelosreyes@cbbel.com](mailto:adelosreyes@cbbel.com)