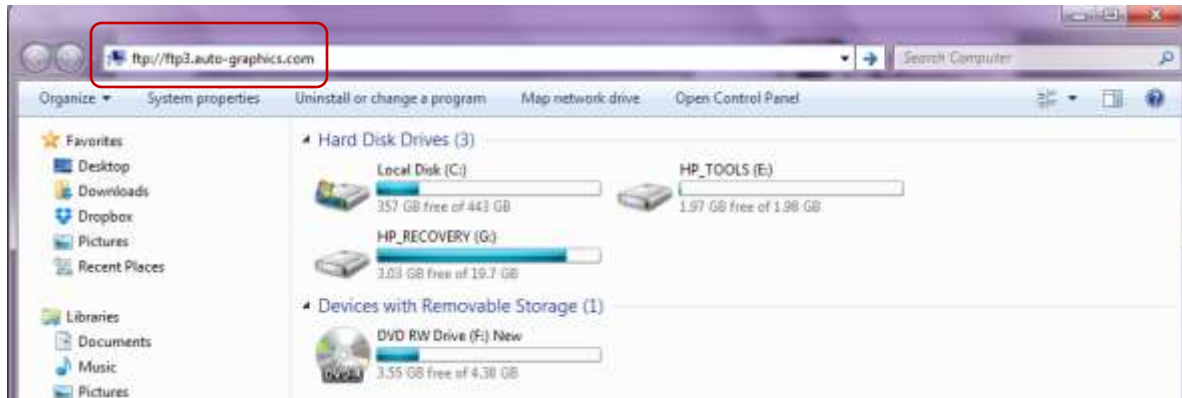


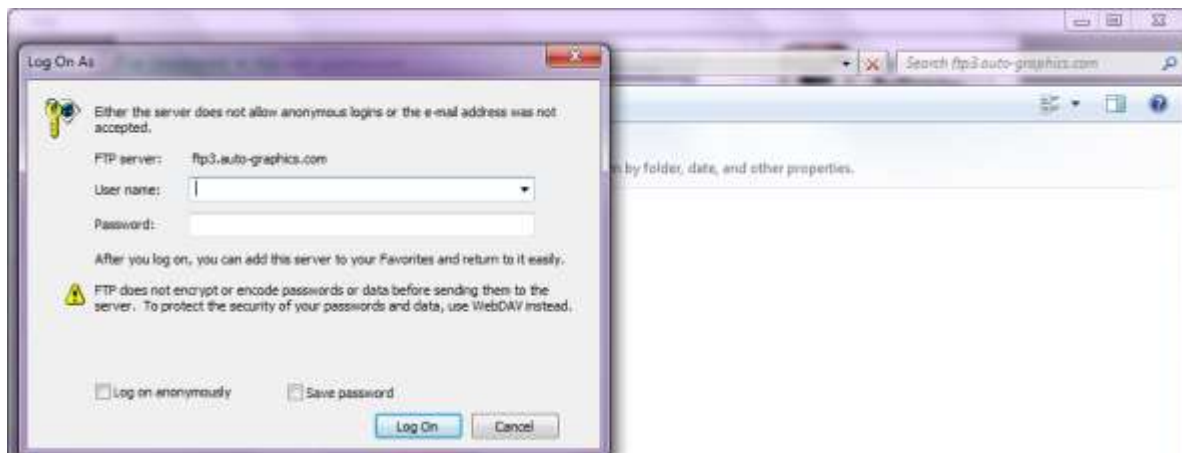
## HOW TO TRANSFER YOUR ACCESS PA FILE TO AUTO-GRAPHICS USING WINDOWS EXPLORER

Open **My Computer**

In the address bar Type **ftp://** <ftp3.auto-graphics.com>



You will be presented with a challenge box asking for the username and password



Enter the username: accessspa

Enter the password: *(provided to you by HSLC)*

Click **Log On**

### Drag and drop your file:

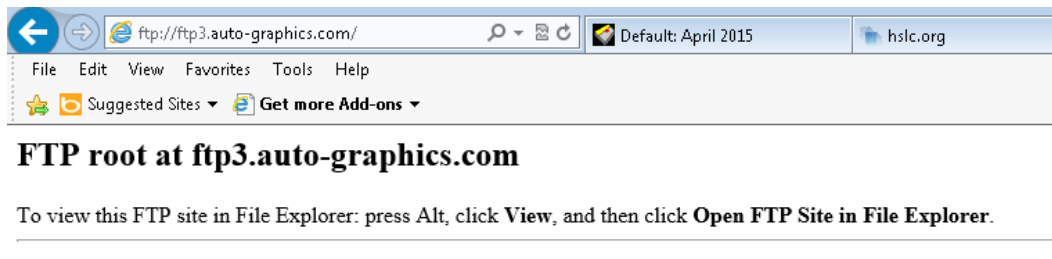
Open the location where you have locally saved the file to be transferred. Right-click it and choose Copy.

Place your cursor in the blank space of the FTP window, right click and choose paste. OR drag and drop from the local location to the FTP window.

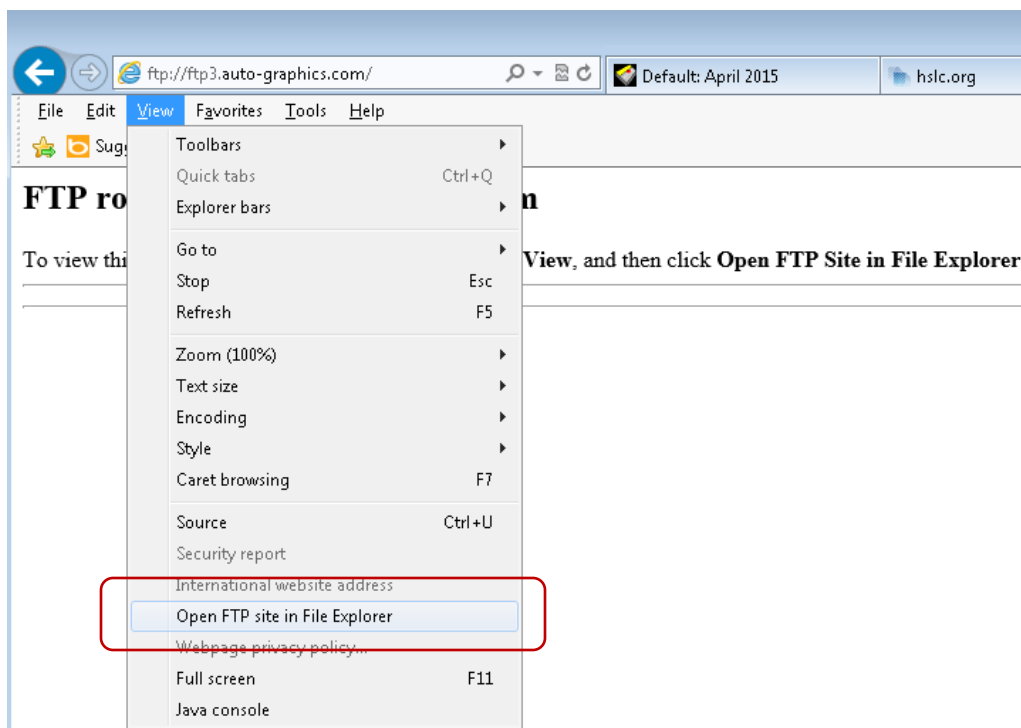
**When the file finishes copying you are done!**

**If you started by entering the FTP address in the Internet Explorer browser, you will be redirected to use the Windows Explorer.**

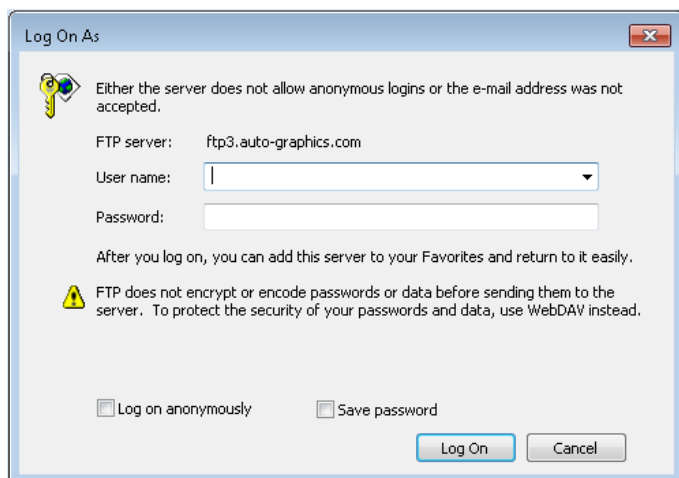
Internet Explorer will return the following message



To log on with IE, hold the ALT key down and left Click on the View Menu, then left click **Open FTP Site in File Explorer**.



You will be represented with the logon box

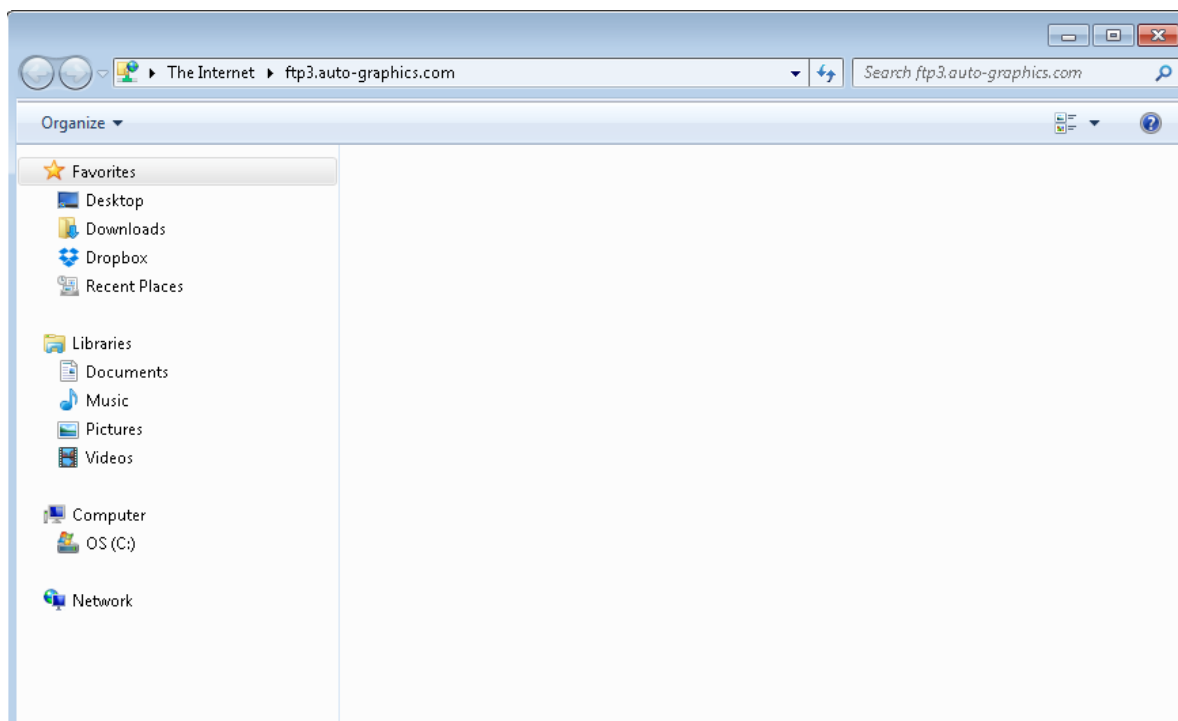


Enter username: accesspa

Enter the password: *(provided to you by HSLC)*

Click **Log On**

You will be logged to a window (outside of the browser) on the Auto-Graphics server



Drag and drop your file:

Open the location where you have locally saved the file to be transferred. Right-click it and choose Copy.

Place your cursor in the blank space of the FTP window, right click and choose paste.

**When the file finishes copying you are done!**

Need help? Contact [support@hslc.org](mailto:support@hslc.org)