

FTP Instructions for Clients and Subcontractors

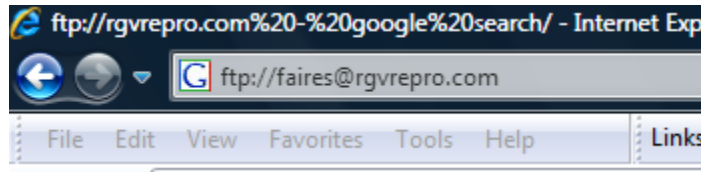
Our FTP (File Transfer Protocol) site, hosted by RGV Reprographics, allows us to transfer large files that exceed email capabilities.

The username and password are as follows:

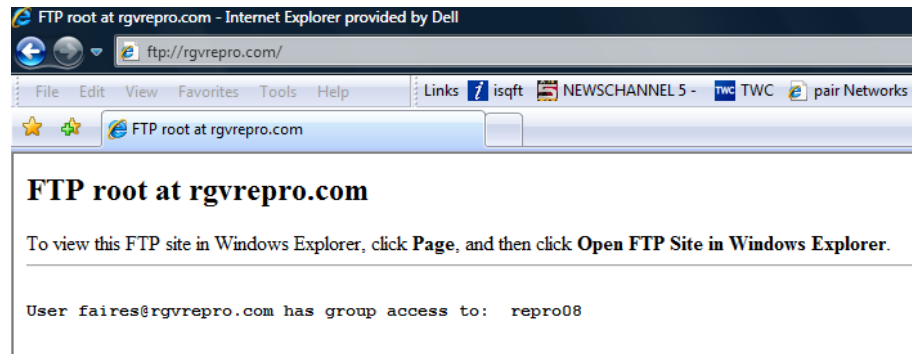
Username: fares@rgvrepro.com

Password: 78540

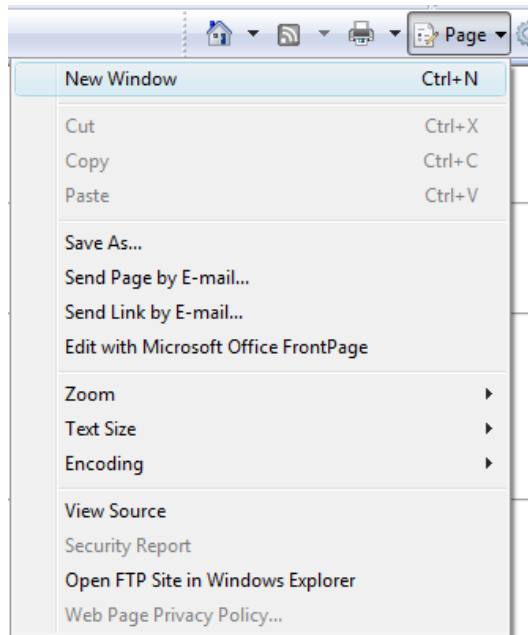
1. Using your web browser type in the following address <ftp://fares@rgvrepro.com>



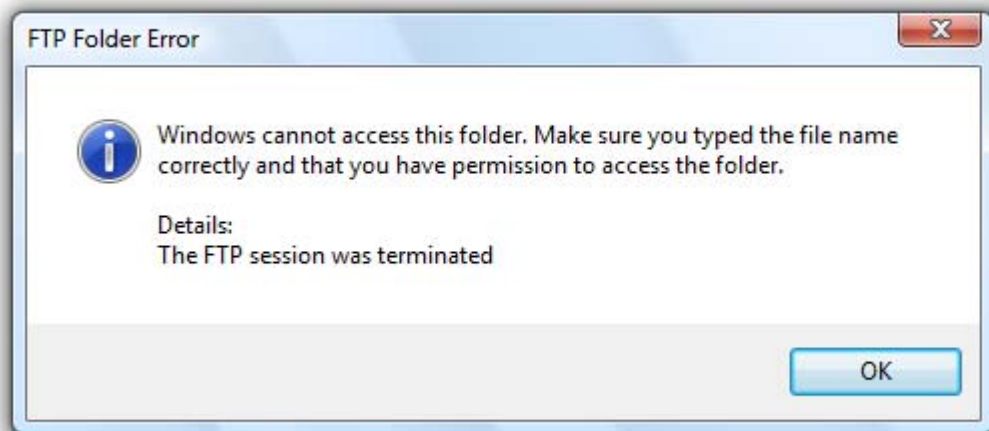
2. A new browser window will open with the following information.



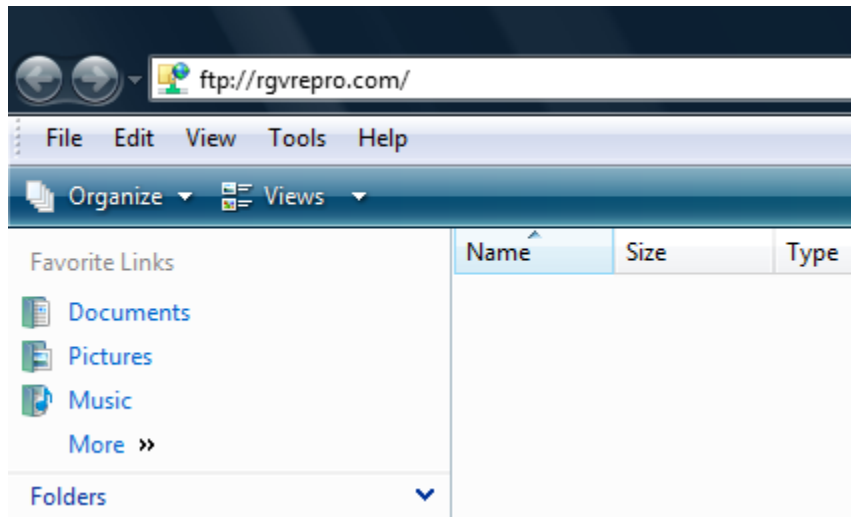
3. At the far right of your screen there should be a “page” button. Open that menu and click on “Open FTP site in Windows Explorer”



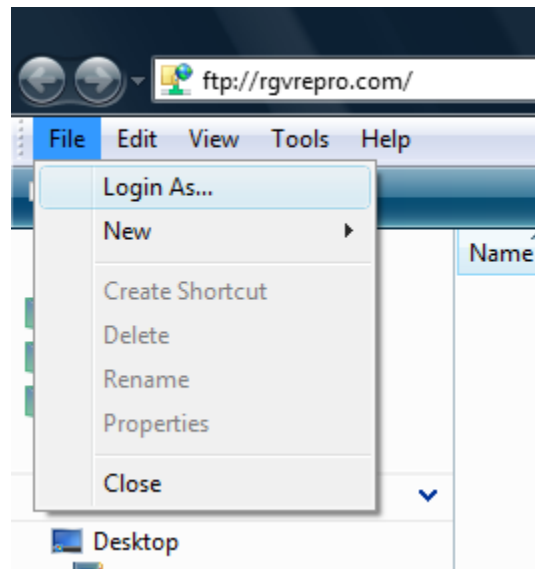
4. Depending on your operating system you may or may not get the following window. Click OK to make the window go away.



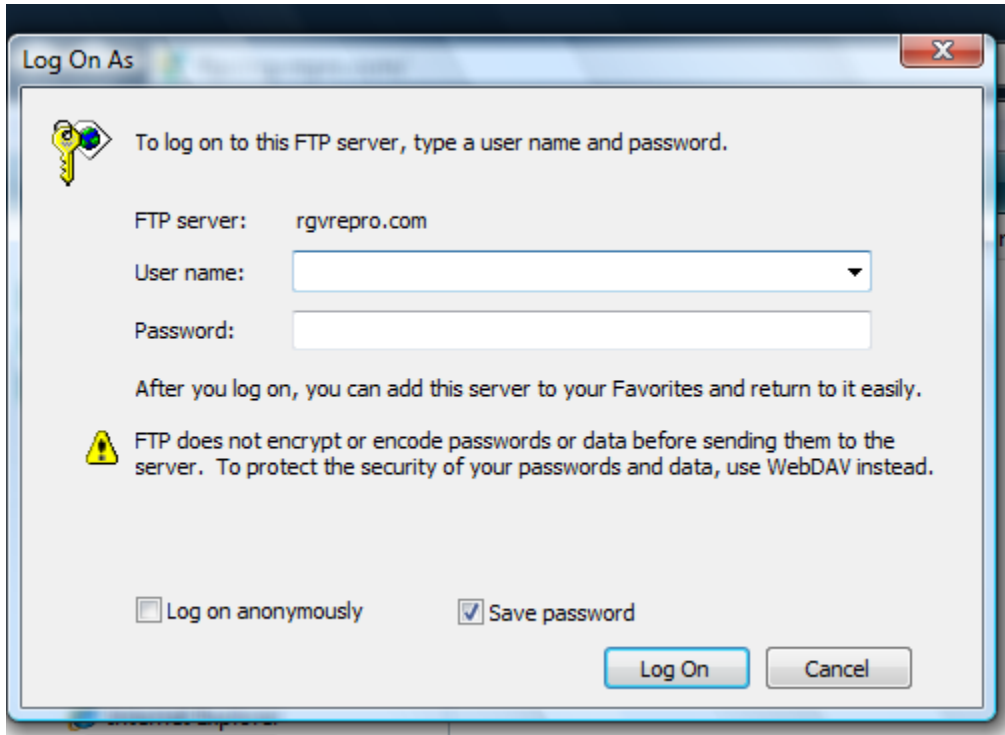
5. A new window will open that looks like this



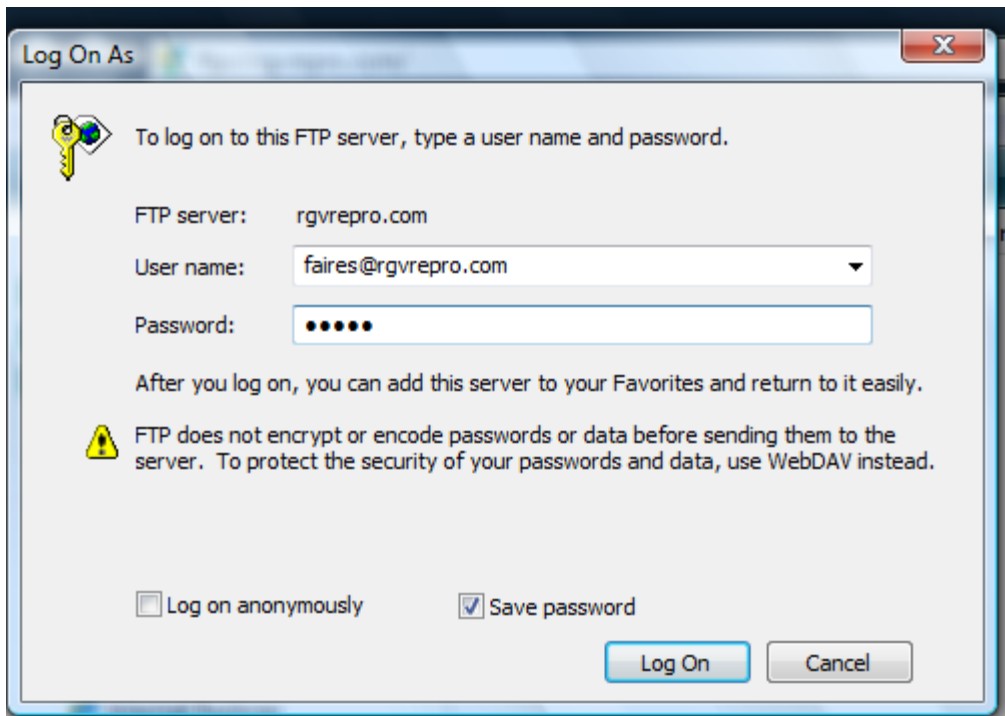
6. Open the File Menu and Select "Login As"



7. The following Window will appear



8. Enter the Username and Password as shown and click the "Log On" button



9. This should open up a window with folders in it. You will be able to copy entire folders to your computer or upload files to us in the same manner. If you are uploading files to the site please put all of the files in a folder before copying it onto the ftp folder.

10. If you have any problems please contact us at 956-383-3221 or email mike@faresplumbing.com