

1. We use Filezilla, a free SFTP Client. However, you may use any SFTP Client approved by your organization. To download Filezilla, Go to <https://filezilla-project.org/> or simply do a web search for “Filezilla.” Download and launch FileZilla Client.
2. Set up by clicking on **FILE > SITE MANAGER > NEW SITE**. You may name the site however you’d like. In the example below it is named **CCR**.
3. Enter the host **199.47.178.90** and port **53217**. Make sure Protocol is set to **SFTP – SSH File Transfer Protocol**. Enter your username and password and click **connect**.

**If you’re aren’t using Filezilla, the host and port numbers remain the same.*

