Secure FTP setup for ICS Clients
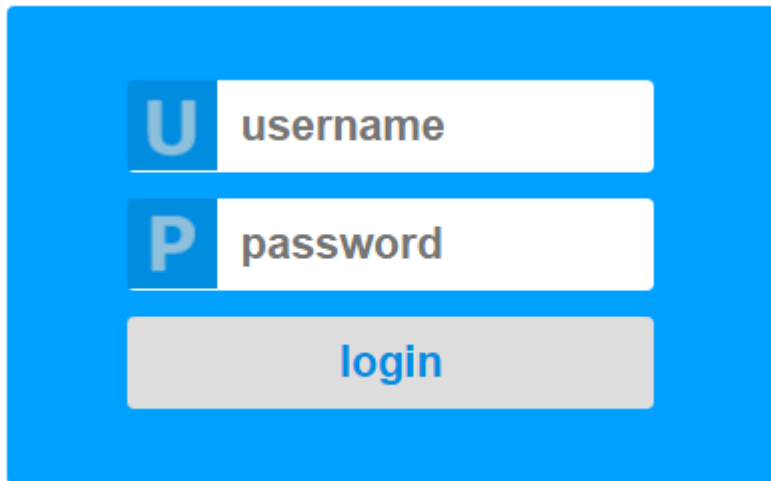
v1.0

There are two primary methods to connect to the ICS FTP server.

*** Warning – Ensure you do not use older "stored" credentials

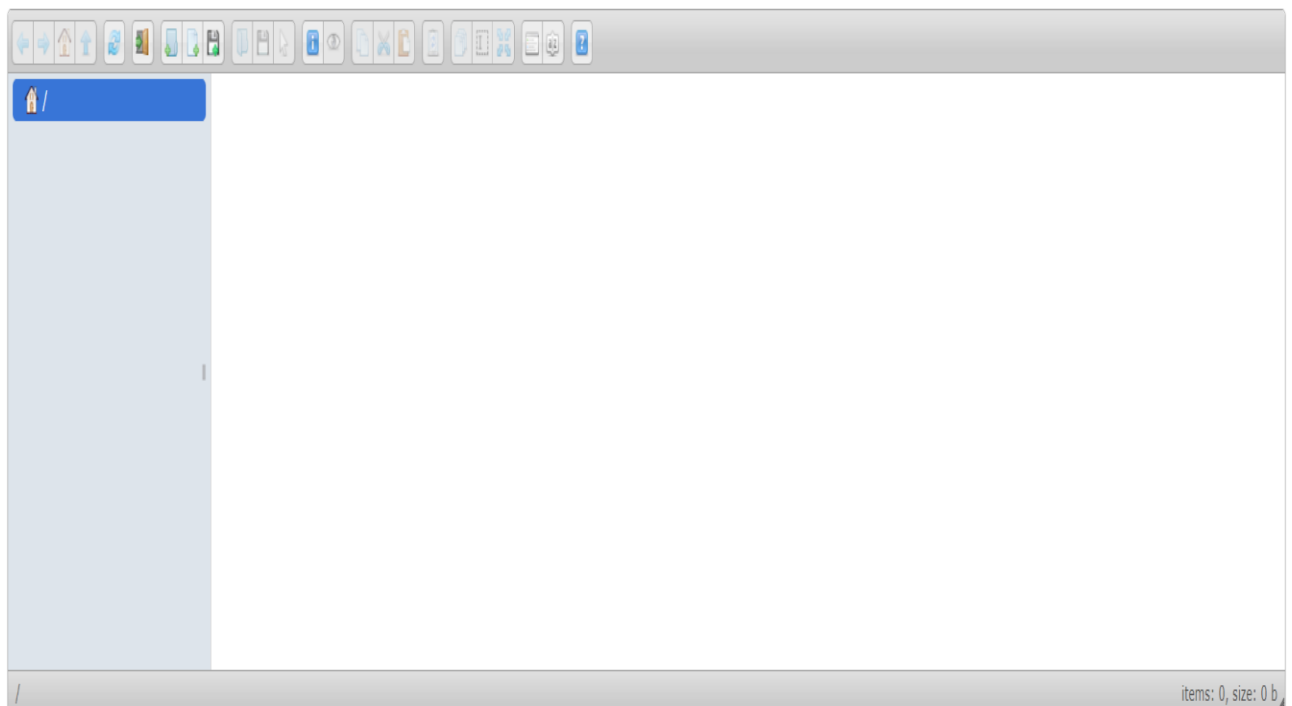## Method 1: Web

1. Open your internet browser (*tested in Google Chrome*)
2. Navigate to the following website URL: https://sftp.ics-corporation.com
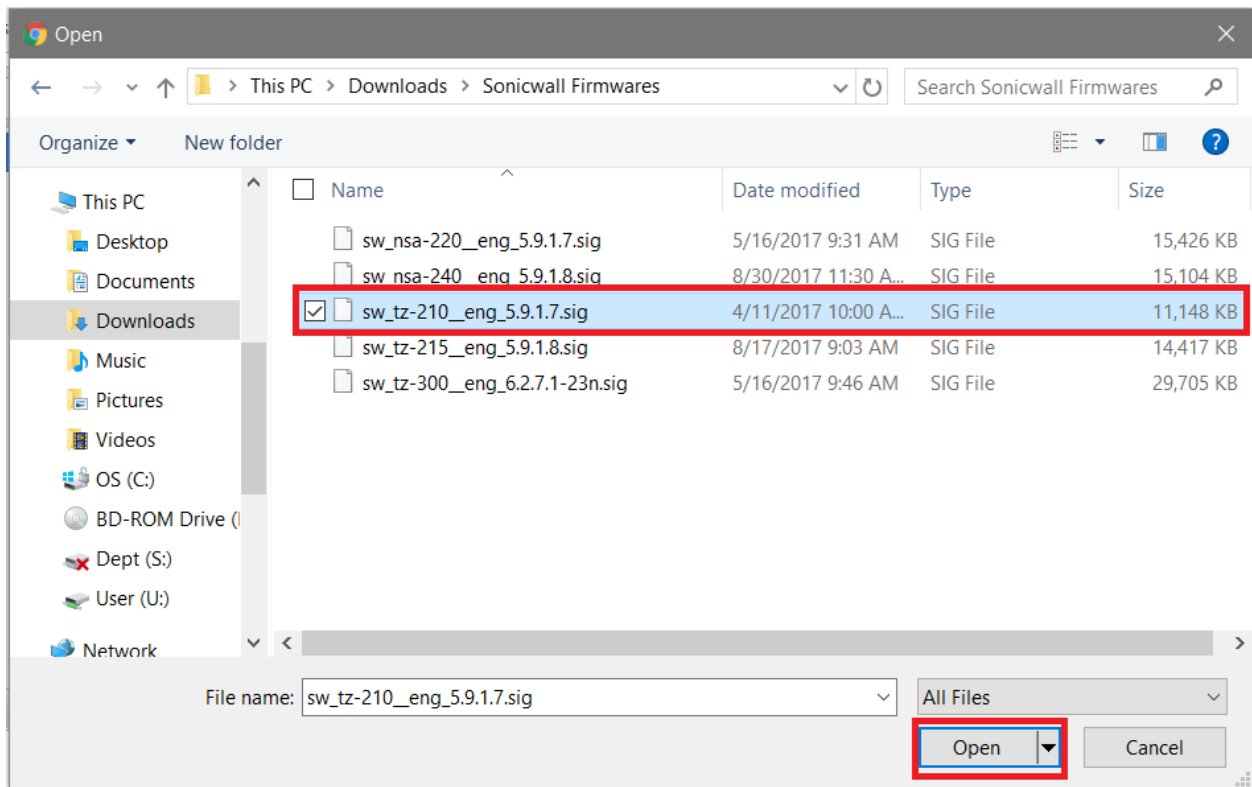3. You will be greeted with a username/password screen:

4. Input your credentials (provided by ICS staff)
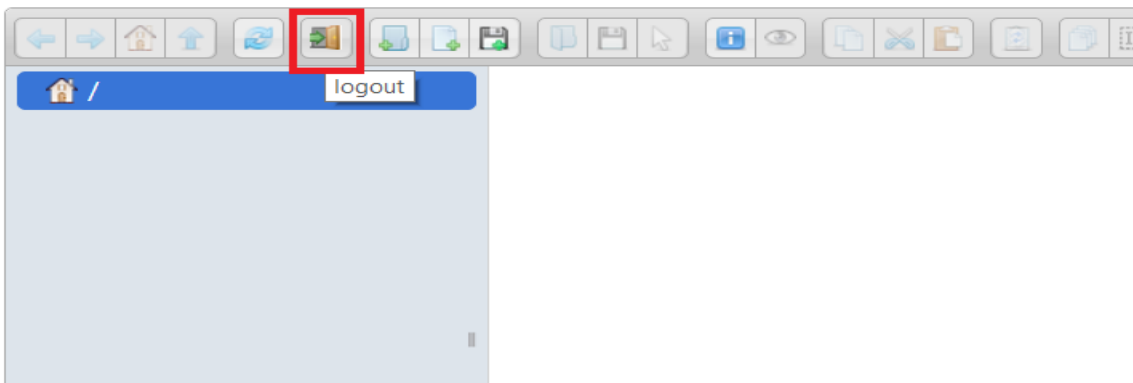5. The next screen is where your files can be uploaded

6. Click on the upload button (indicated by the diskette button)

7. Select the file you're looking to upload and click "Open"

8. Lastly, once your upload is finished, click the logoff button (indicated with the open door)

Method 2: FTP Client (for the purpose of the tutorial I will be using FileZilla)

1. Open your web browser and navigate to the following URL:
   https://filezilla-project.org/
2. Click "Download FileZilla **Client**" button

3. Next, the default download is the 64-bit version of the client, if you are running an older version of Windows you will need to click the link for the 32-bit version, otherwise just click "Download"

4. Download the free version of the client software

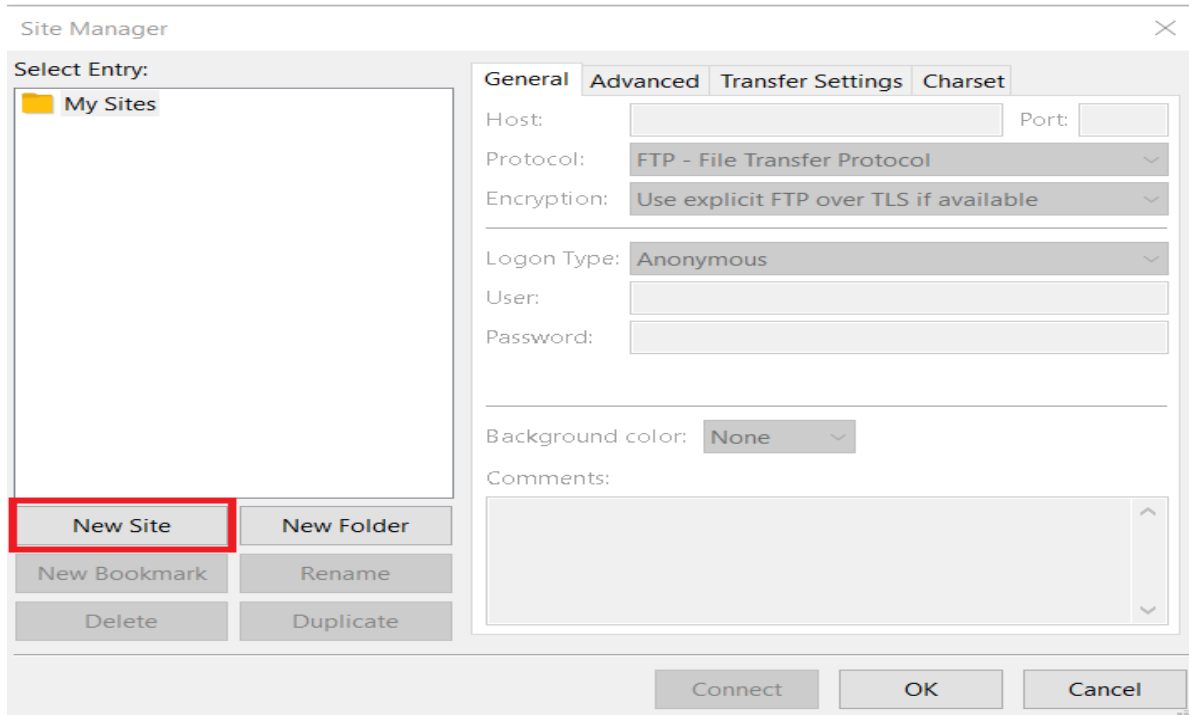|	FileZilla Pro	FileZilla
Standard FTP	Yes	Yes
FTP over TLS	Yes	Yes
SFTP	Yes	Yes
Amazon S3	Yes	-
Priority customer support	Yes	-

Select   Download

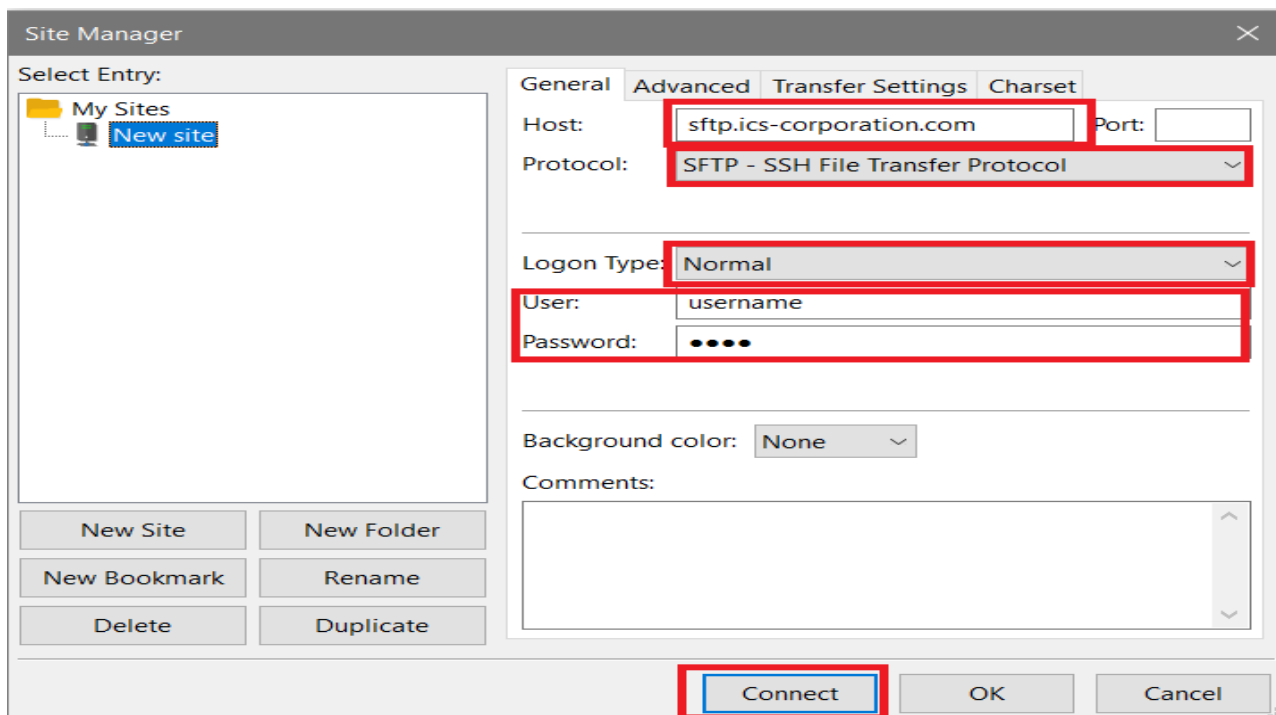5. Locate and run the installer file you just downloaded

6. Accept the defaults in the installer (make sure to uncheck all optional or trial offers and click decline)
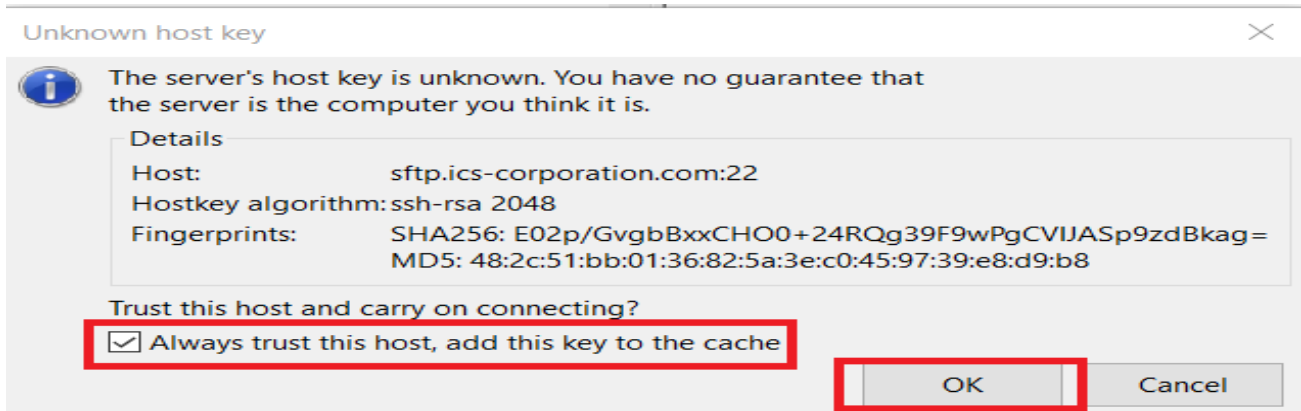

7. Open the program and create a new site
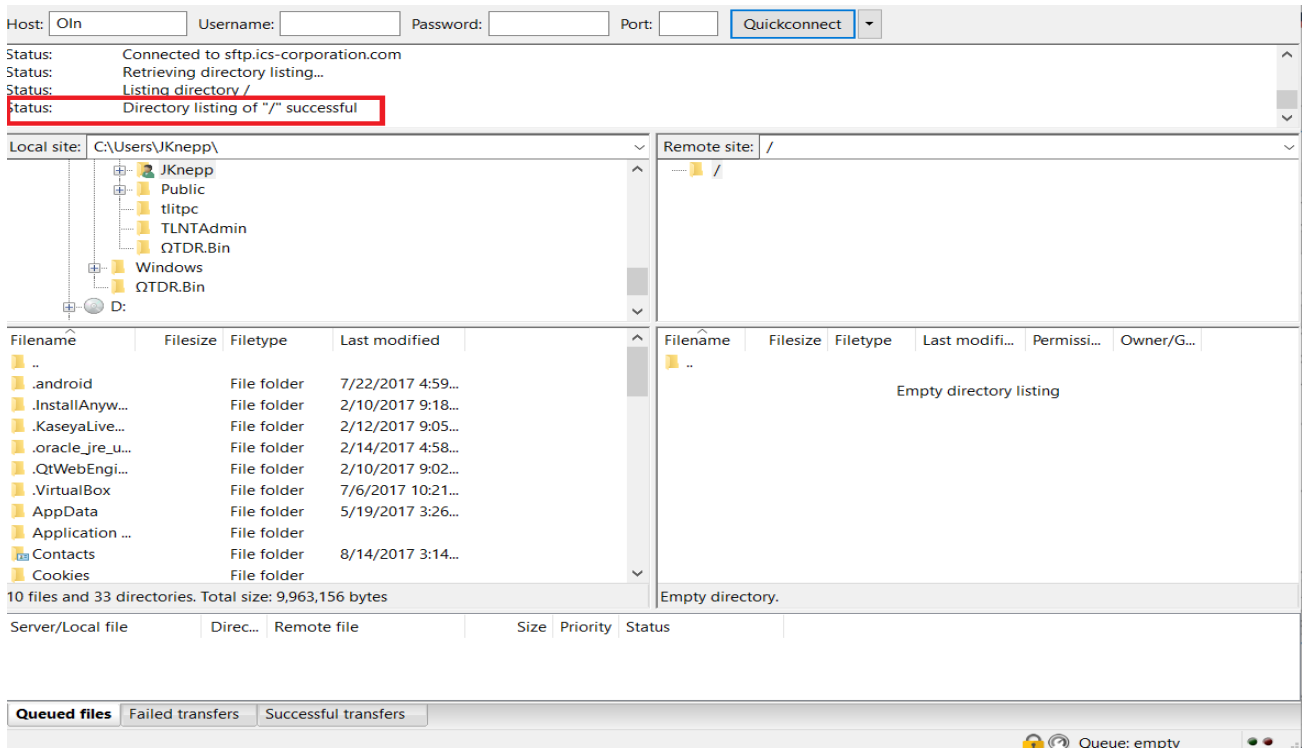   a. File→Site manager→New site

8. Add the host: sftp.ics-corporation.com
   a. Leave port blank
   b. Change the protocol dropdown to "SFTP"
   c. Change the Logon Type to "Normal"
   d. Type in provided credentials
   e. Click Connect

9. Choose password saving option (ICS policy is **NOT** to store password)
10. Next you'll be prompted with the unknown host key, select "Always trust this host" and click OK
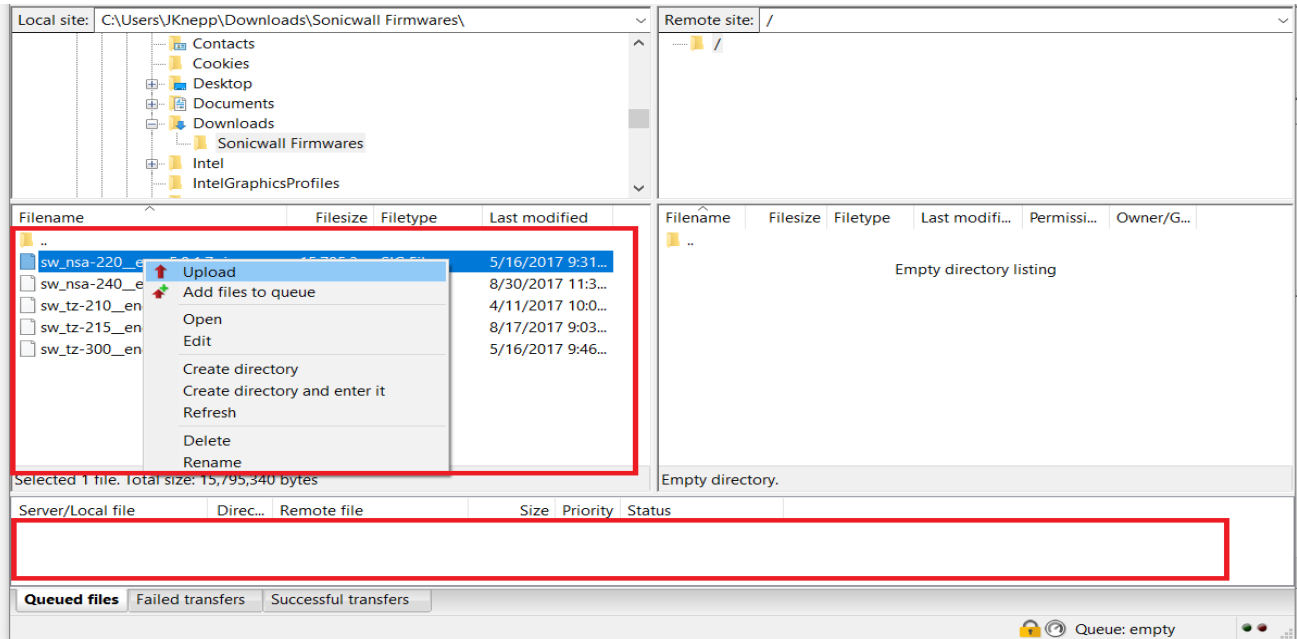

11. Once connected, you will be greeted with the Upload screen and should receive a status of "Successful" in the log

12. From this screen, select the folder where you stored the files you would like to upload (file listing will happen below directory list)
    a. Right click on the file you would like to upload

b. Select Upload
c. You will see the status under the directory listing

13. Once finished, please close your connection by click the computer with the "X" on it