

Internet Explorer FTP Upload Directions

To access the OIC FTP site, you may be able to use an Internet browser. These instructions are for the Microsoft® Internet Explorer version 6 under Windows XP Professional. We have not tested these instructions with any other configuration. This is an experimental method and the OIC provides no technical support. However, it may not run afoul of your company's firewall and does not need to have a transfer type set.

The "WA_EM" email response remains the sole official confirmation of receipt. Screen shots showing your files put on the OIC FTP site using these instructions does not mean the files were processed or even received by the OIC. If this experimental method does not work, then the company should use its prior FTP upload method that worked.

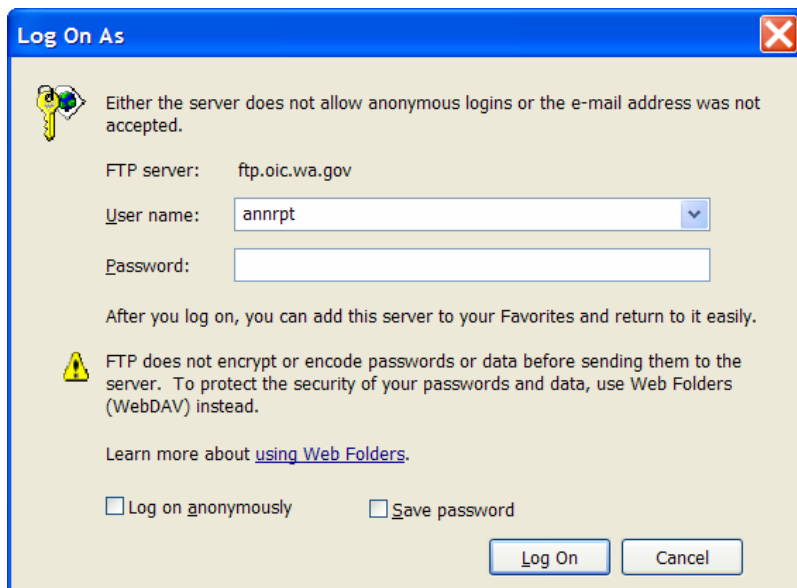
1. Open Windows Explorer: Typically found at Start | All Programs | Accessories | Windows Explorer.
 - o If you don't see this program, see step 10.
2. Change to the directory (folder) that holds the ZIP file(s) you plan to upload. Do this by navigating the drives and folders in the left frame or by typing in the address in the address bar.
3. Open Internet Explorer (IE). Typically, there is a shortcut on your Windows Desktop.

We have found two IE settings that can help ensure that this process works: On the IE menu, click Tools, then Internet Options. Click on the tab labeled "Advanced". In the Browsing section:

- Check "Enable folder view for FTP sites" and
- Uncheck "Use Passive FTP (for firewall and DSL modem compatibility)".

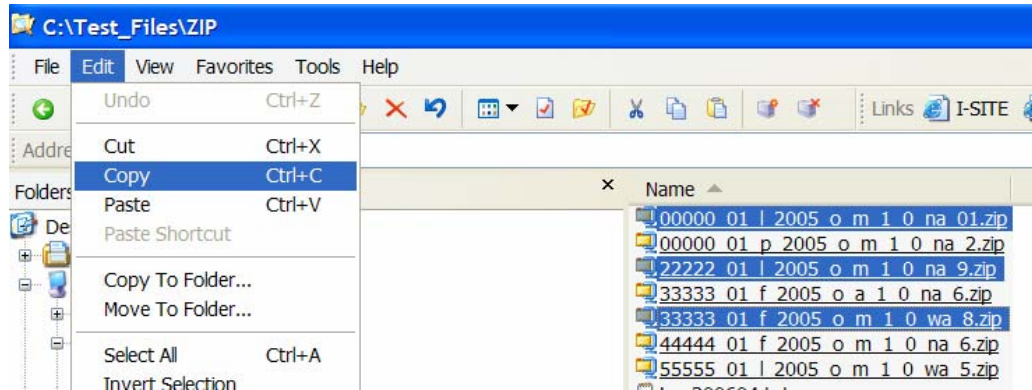
- 3a. You may find it easier to resize the two programs so that you can see both of them at once, but this step is optional.
4. Type **ftp.oic.wa.gov** in the IE address combobox, press the Enter key or click the Go button on the address toolbar. Adding the extra "ftp:" like the standard method may log you in incorrectly and then not work. IE shows a searching icon as it tries to connect.

In our tests, it took less than 10 seconds to connect, but your results may vary. The site should respond with a "Log On As" dialog box. The FTP server address inside the box will say "ftp.oic.wa.gov".

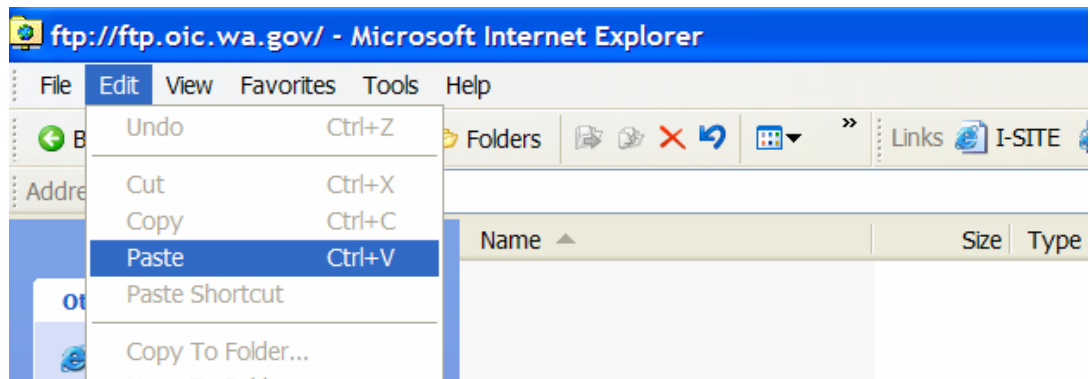


Internet Explorer FTP Upload Directions

5. Confirm the FTP server is correct. If it is not, click the Cancel button and repeat Step 4. If it is, type in the user name and password and click the Log On button. We have found that checking the Save Password box will remember the password, so this dialog box does not come up in the future.
6. Switch to Windows Explorer, then select the zip file(s). On the program menu, select Edit | Copy.

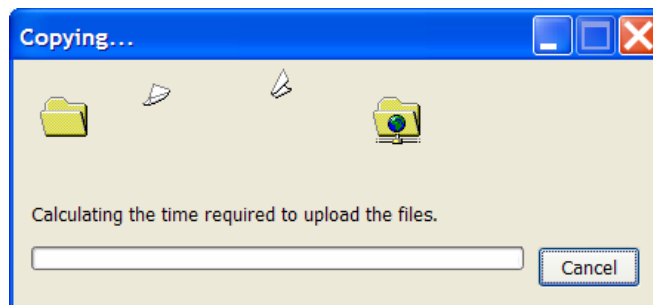


Then switch to IE, select Edit | Paste from the menu.



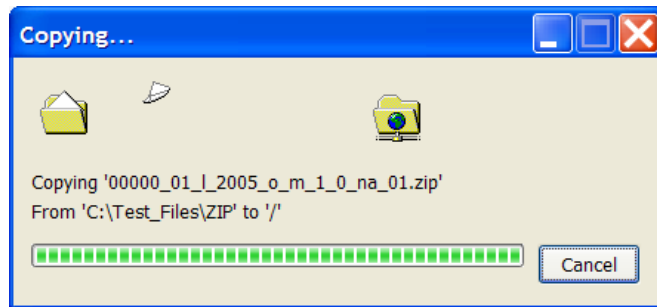
You can also drag and drop the files if both programs are visible.

7. Sometimes a box informs you that it is calculating the upload time.

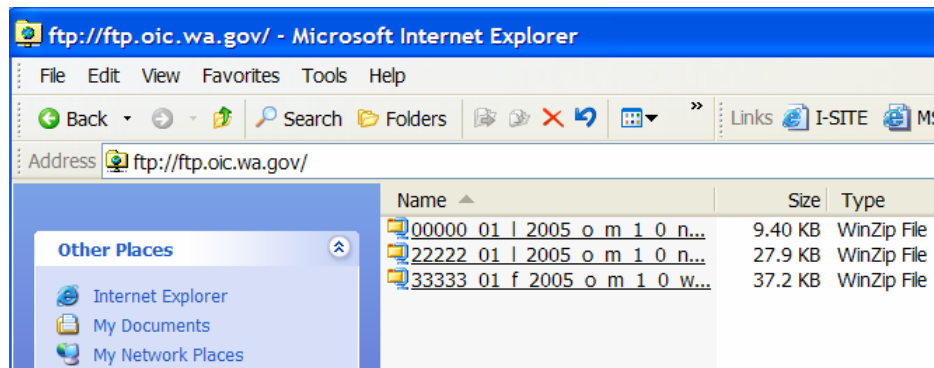


Internet Explorer FTP Upload Directions

Then the file(s) should be copied (uploaded).



8. After the copy, you should see your files on the IE window.



9. Since you are still logged in, you may send more files, if applicable. There does not appear to be a way to logout.

IE may hide your home icon, making it difficult to navigate. You can use the Back button to return to a website, which should restore the standard toolbar. Otherwise choose File | Close to close IE (which should reset the toolbar).
10. If any step does not work or generates an error, please contact your company's computer support personnel. They will be in the best position to troubleshoot problems at your computer.