Windows Core FTP Setup Instructions

STEP 1: DOWNLOADING CORE FTP

a. **Open browser**

b. **Go to http://www.coreftp.com/**

c. **Click on Download Core FTP now!**

d. **Check your operating system & download corresponding package.**

After clicking on correct file, the downloading of Core FTP will begin. Save file in a location that is easily accessible.

    a. **After file has completed downloading, double-click on the file. This will begin the installation.**
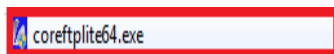
    b. **You will be directed to the installation wizard. There will be a window asking you to review the License Agreement.**

        Click on "I Agree".
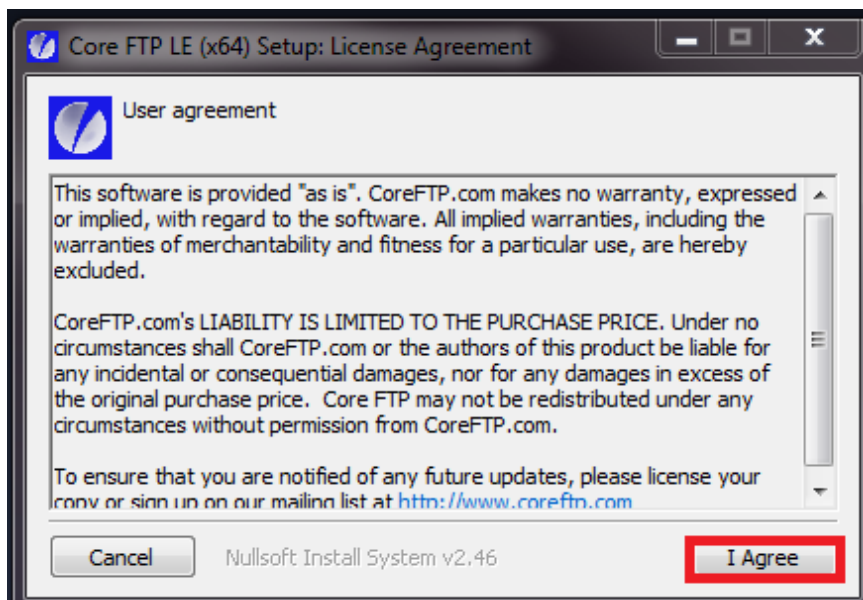
c. **Select all components and click on "Next".**
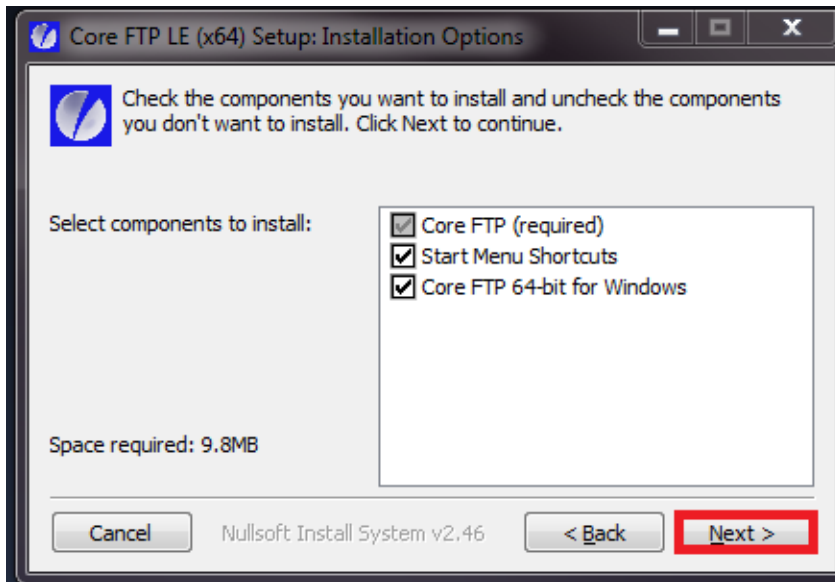
d. **Select where you want to install Core FTP (it is recommended that you keep the destination folder at the default location).**

e. **To install Core FTP, click on "Install"**

f. Once it is installed, you will be shown a window noting its completion. Select "Close" to close the Setup application, and start Core FTP.

a. **Launch Core FTP: Click on Start > All Programs > Core FTP > Core FTP LE**

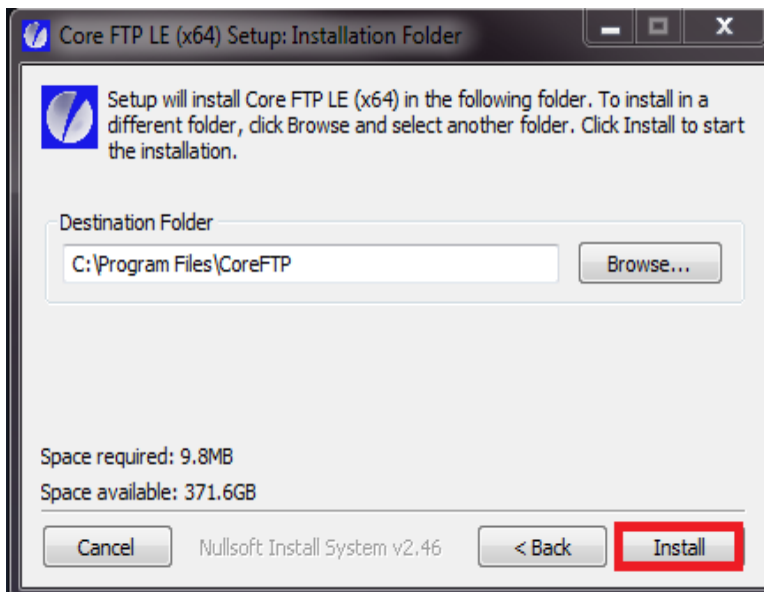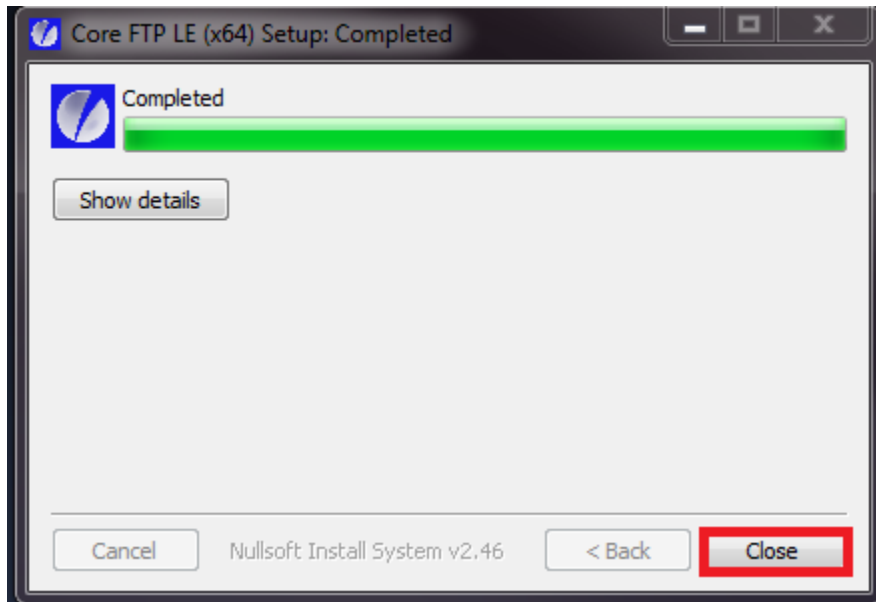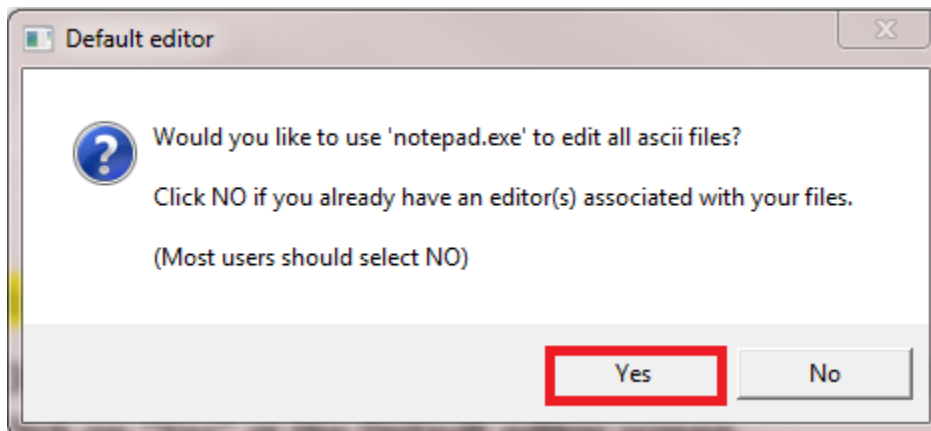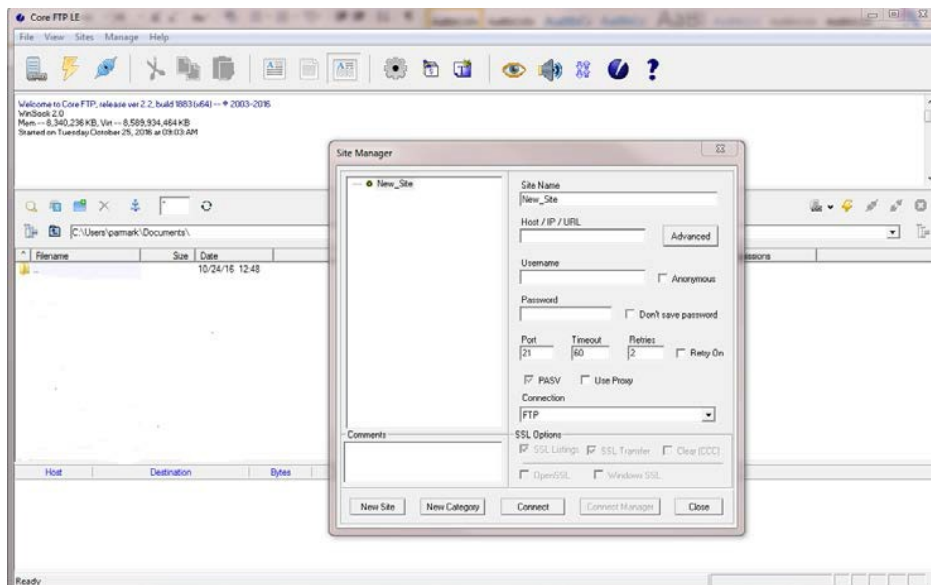b. **Click on "Yes" at the Default editor screen,**

c. **New File Site Manager dialog box will open asking to setup profile. This will enable you to add FTP configuration information.**

d. **Enter the following configuration information and click on "Advanced".**

   Site Name: TLC FHV Upload

   Host/IP/URL: Enter "ginger.nyc.gov"

   Username: Enter your Base Number
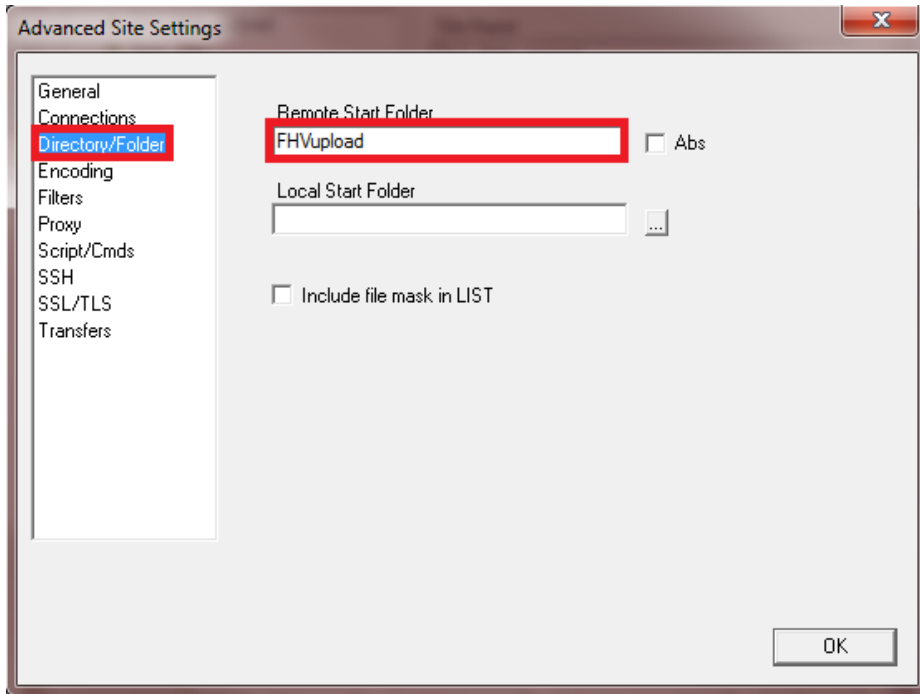
   Password: Enter your password

   Port: 990

   Connection: FTPS (SSL DIRECT)

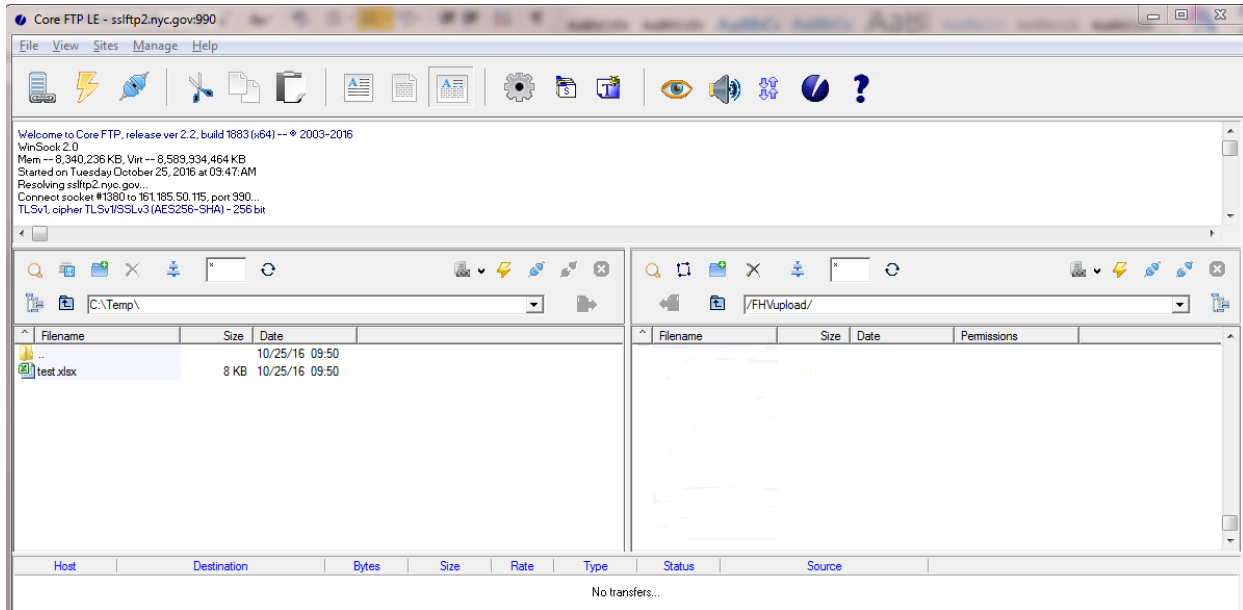e. **On Advanced Site Settings screen, enter the "FHVupload" under Remote Start Folder.**

f. **After clicking on Connect, the following Certificate screen will be displayed, select "Always Accept"**

g. Upon clicking on "Always Accept", you will be connected to TLC Server.
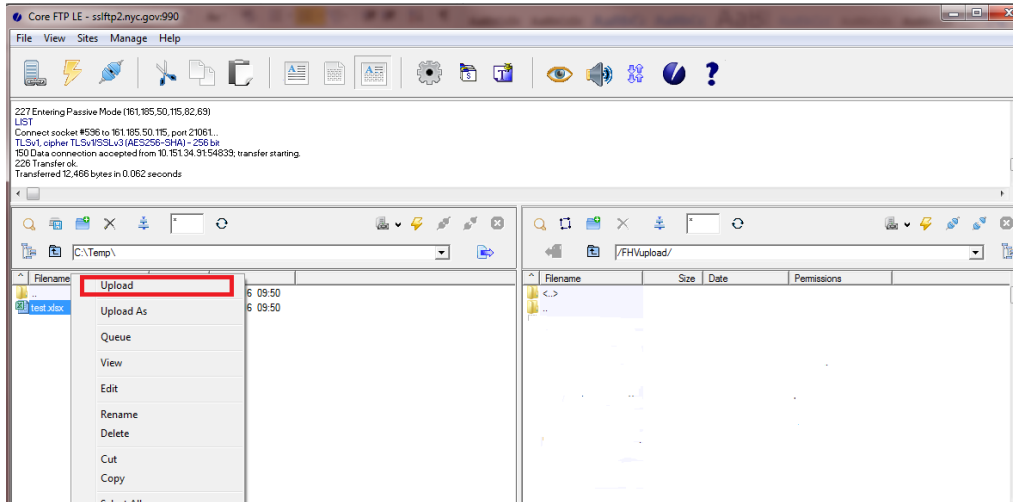
h. Once connected, following screen will be displayed:

STEP 4: UPLOADING FILE TO FHVupload FOLDER

a. **Select file on local computer that you wish to upload**

b. **Right-click on selected file and choose Upload option.**

c. **File will be transferred and displayed under Remote site.**