

Instructions for Accessing Secure Client Files via FTP

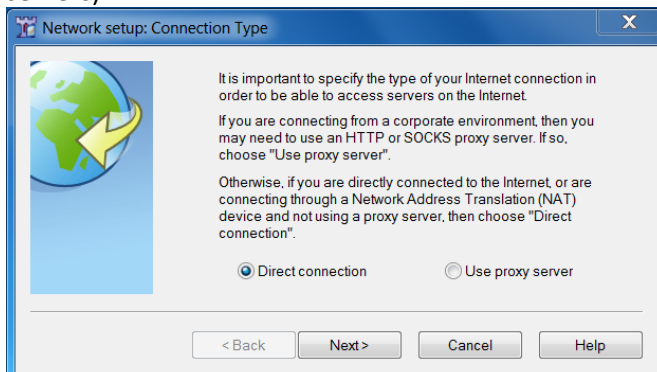
We value quick and effective communication with our clients. To facilitate transfer of important computer files between our offices, we have created a secure FTP account for you on our server. Please use the user information provided by AE2 to configure an FTP client for access to your secure account. If you are unfamiliar with the process, please follow the instructions below for setting up our preferred FTP client software on your computer. Please feel free to contact us with any questions.

Your Secure FTP Account Information

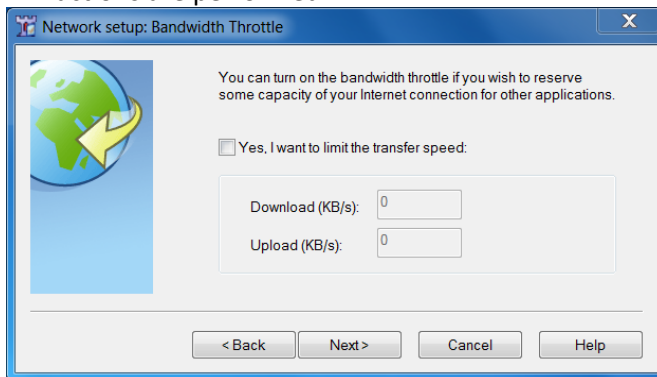
You must obtain secure user credentials from AE2. Please refer to the contact information above.

Installation and Configuration of BitKinex FTP Client Software

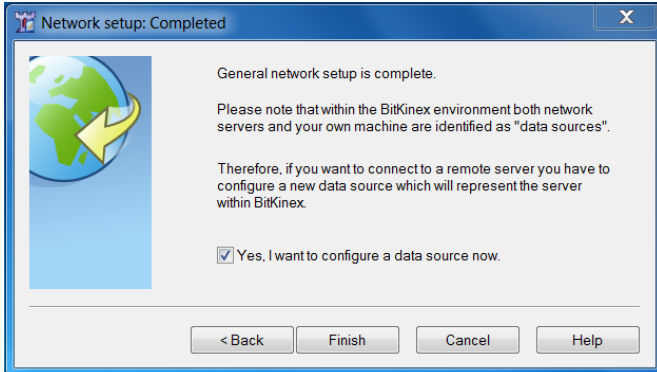
1. Browse to the Client-Login page of www.ae2eng.com to download and install the BitKinex software.
2. Once installed, open the BitKinex software from the Start menu.
3. Select the type of Internet connection you have and click Next. (Ask your IT person if you do need help; generally this will be a direct connection unless you access the Internet through company servers)



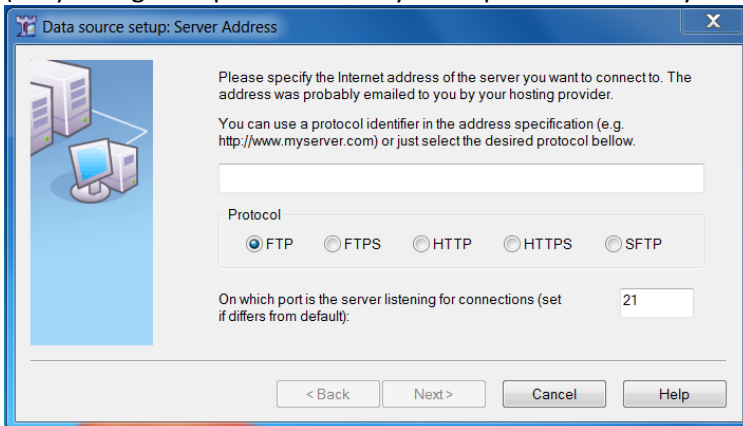
4. If desired you can use a bandwidth throttle to conserve Internet bandwidth for other activities while FTP actions are performed.



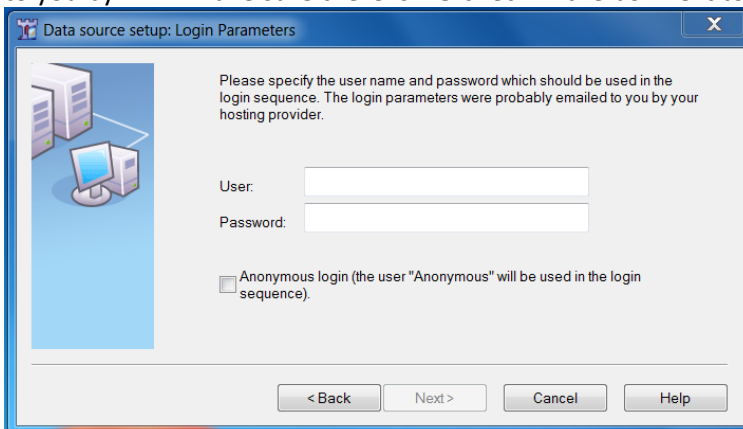
5. On the “Network Setup: Completed” window, make sure there is a check in the box next to “Yes, I want to configure a data source now” and click Finish. If you forget, you can create a new FTP account later.



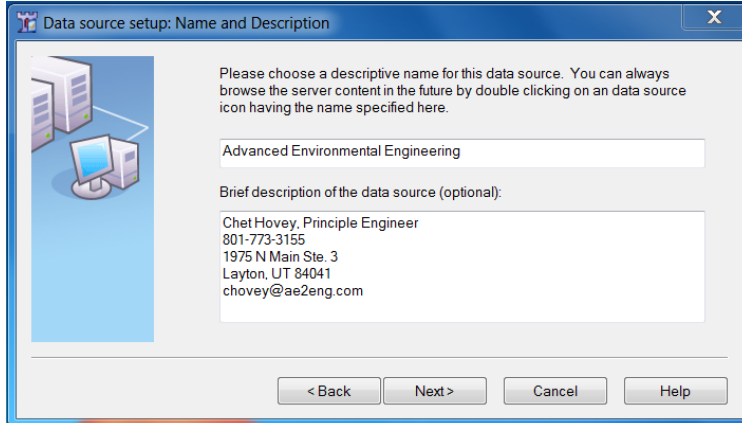
6. On the “Data source setup: Server Address” window, enter the ftp server address listed in the information section above. Make sure that FTP is the selected protocol. Click Next. (Only change the port number if your IT person instructs you to do so)



7. At the “Data source setup: Login Parameters” window, enter the username and password assigned to you by AE2. Make sure there is NO check in the box next to “Anonymous login.” Click Next.



8. On the “Data source setup: Name and Description” window, enter Advanced Environmental Engineering (or AE2). You may also enter a brief description of this FTP account. Click Next.



9. Click finish on the following window. If you leave a check in the box next to “I want to browse the server content now.” An FTP connection will begin for your secure account.
10. Each time you open BitKinex, you must double click the desired FTP account to begin a connection for secure file download/upload.
11. You may delete the sample FTP accounts to reduce clutter.

Troubleshooting

If the account username and password do not appear to work, right click the FTP account you just created in the small BitKinex window and select “properties.” Under the “Server” folder in the menu, make sure that the server address, user, and password information is exactly correct. If this does not fix the error, please call for help.