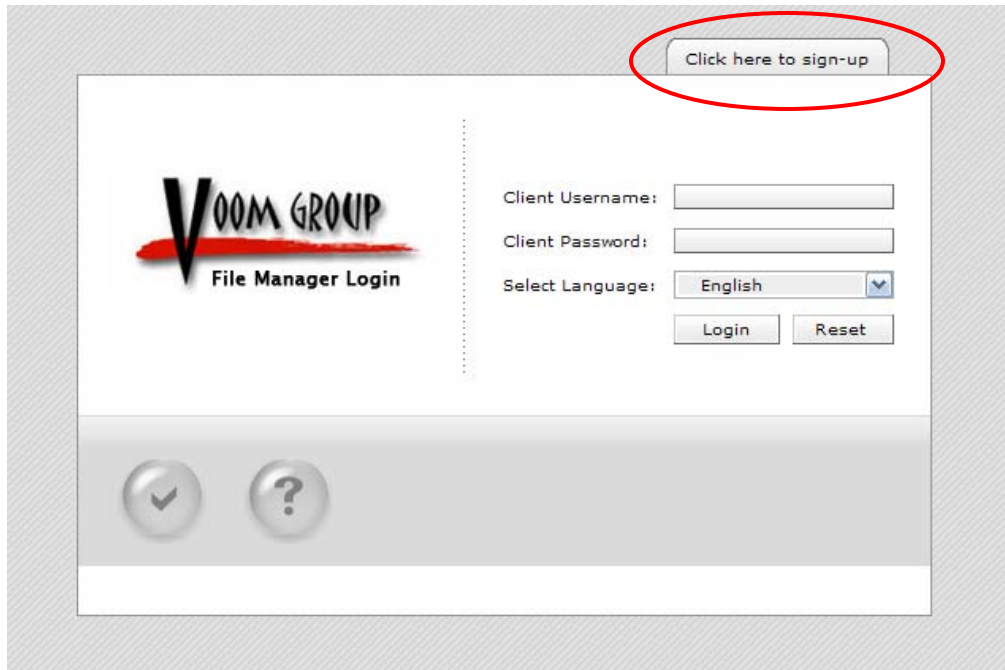


## [www.VoomFTP.com](http://www.VoomFTP.com) Instruction Manual

### How to create an account:

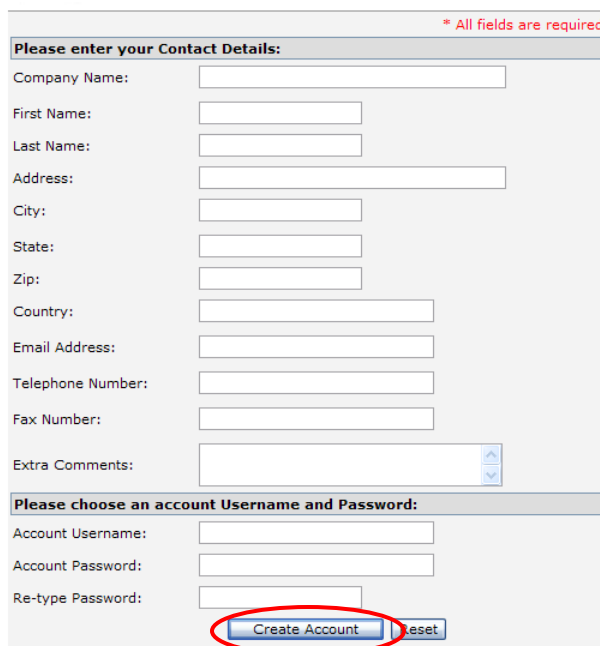
If you are new to voomftp.com, you can easily create a new ftp account that will give you 50 Megabytes of storage space for your files. If you require additional storage space or need assistance with your FTP account, please contact your Voom Group Sales Representative at (972) 424-8887.

1. To create a new account, log into voomftp.com and click on the “Click here to sign-up” button.



The screenshot shows the Voom Group File Manager Login page. On the left is the Voom Group logo with the text "File Manager Login". On the right are the login fields: "Client Username:", "Client Password:", and "Select Language:" (set to English). Below these are "Login" and "Reset" buttons. At the top right, a button labeled "Click here to sign-up" is circled in red. At the bottom left, there are two circular icons: one with a checkmark and one with a question mark.

2. Complete all fields in the account creation form and click the “Create Account” button.



The screenshot shows the account creation form. At the top right, it says "\* All fields are required". The form is divided into two sections: "Please enter your Contact Details:" and "Please choose an account Username and Password:". The contact details section includes fields for Company Name, First Name, Last Name, Address, City, State, Zip, Country, Email Address, Telephone Number, Fax Number, and Extra Comments. The account creation section includes fields for Account Username, Account Password, and Re-type Password. At the bottom, there are "Create Account" and "Reset" buttons, with "Create Account" circled in red.

3. Your account has now been created. You can now go to [www.voomftp.com](http://www.voomftp.com) and follow the instructions below for log-in and uploading files.

## How to log into your FTP account:

1. To log into your FTP account, go to [www.voomftp.com](http://www.voomftp.com)

Click here to sign-up

**Voom GROUP**  
File Manager Login

Client Username:

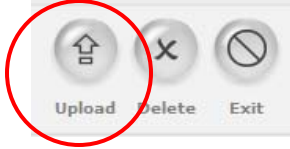
Client Password:

Select Language: English

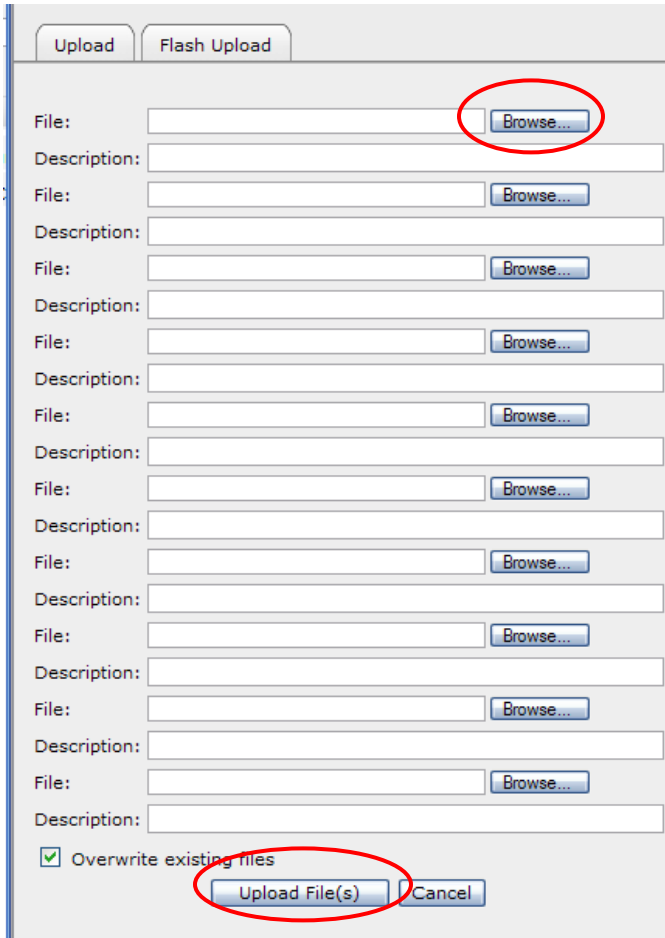
2. Enter in your Username and Password and click the “Login” button.
3. You are now logged into the VoomFTP system and can follow the instructions below for uploading files.

## How to upload and store files using [www.voomftp.com](http://www.voomftp.com)

1. Log into your FTP account using the instructions above.
2. Once you are logged in, click on the “Upload” button at the bottom of the screen.



3. Next, click on the first “Browse...” button to select a file from your computer. Once you have located and selected the file, click the “Open” button.



4. You can optionally choose to enter a description for the file that you have just located on your computer.
5. If you would like to upload multiple files, repeat steps 3 and 4 above for each additional file.
6. Once you have selected all of the files to upload, click on the “Upload File(s)” button at the bottom of the window.
7. You will be shown a progress bar. Once this bar reaches 100%, your files have been uploaded.