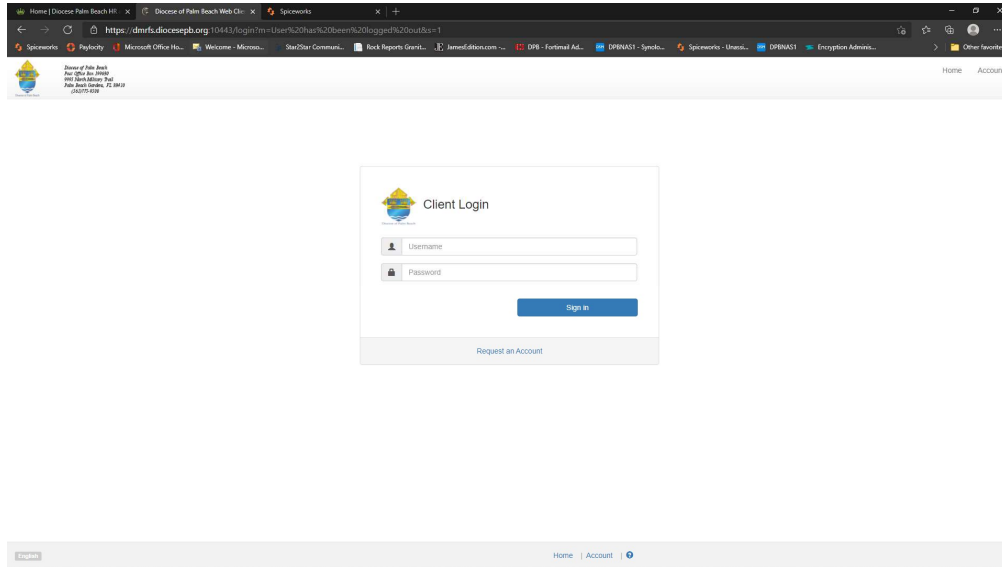


Procedure to Access FTP Site using Web Access

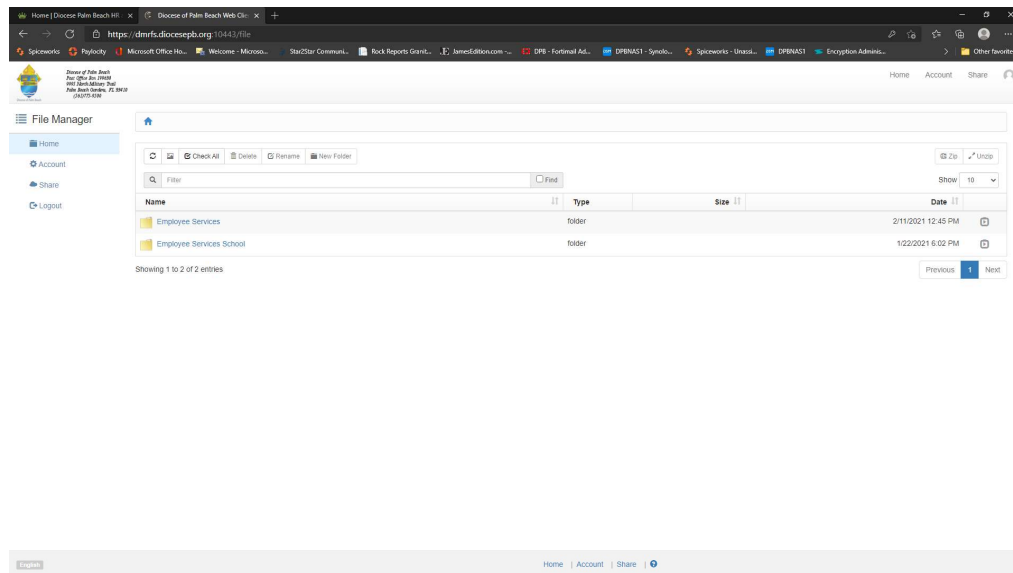
The following procedure outlines the steps required to access the Diocese of Palm Beach FTP site using a Web Browser (Internet Explorer, Google Chrome or Firefox).

- 1) Click on the following link to launch your default web browser and navigate to the FTP website:
<https://dmrfs.diocesepb.org>

You will reach the Client Login page that looks like the one below.

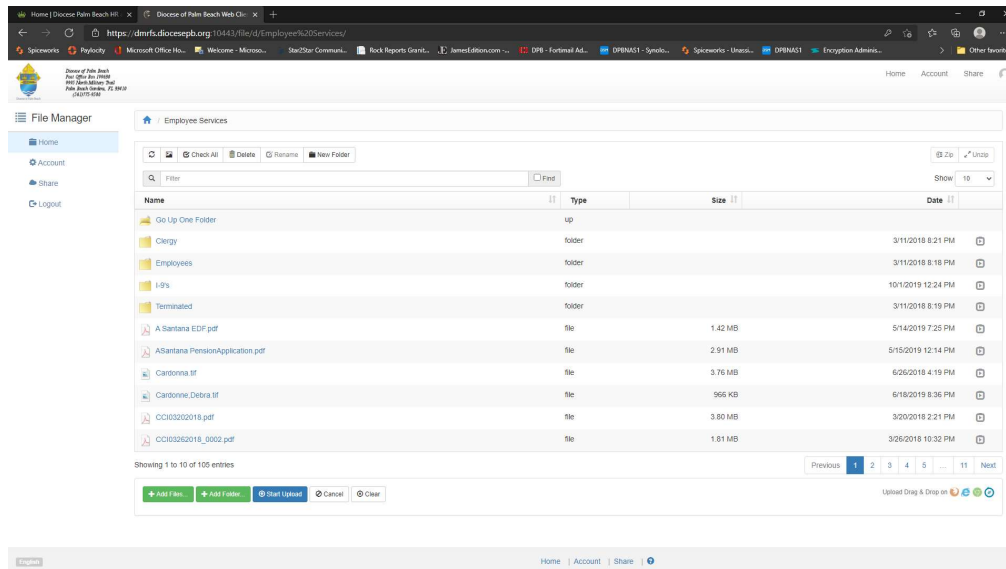


- 2) On the Client Login page, enter your assigned Username and Password and click Login. The File Manager page should then be displayed similar to the following:



Procedure to Access FTP Site using Web Access

- 3) To navigate the File Manager, click on the folder that you wish to access and then click on the file that you wish to open. Only folders that you have been assigned will be listed for you to access.



For PDF's - Click once on the PDF shown to open the PDF in a new window.

For XLSX's – Click once on the XLSX spreadsheet file and select 'Save As' to save the spreadsheet file in a folder on your PC.

- 4) To upload a document to your FTP folders:
- Select the folder that you wish to upload the document into.
 - Click on the File Upload button at the bottom left of the window.
 - Browse to the location on your computer and select the file to upload
 - Once the file is selected, click 'Open' on the browse window to upload the document.
 - The document will be uploaded and verification will be displayed with the file name listed under the File Upload button.
- 5) To update your account information, click on the Account Tab. Enter as much of the account information requested and click on 'Update' to complete.
- 6) To change your password, click on the Account Tab and then select the 'Change Password' button. Fill in the requested fields for old password, new password and confirm new password. Click on 'Change Password' button to complete.
- 7) Click on the Logout tab in the upper right hand corner to sign out of the Diocese of Palm Beach FTP site.