Configure FTP over SSL for LA New Hire
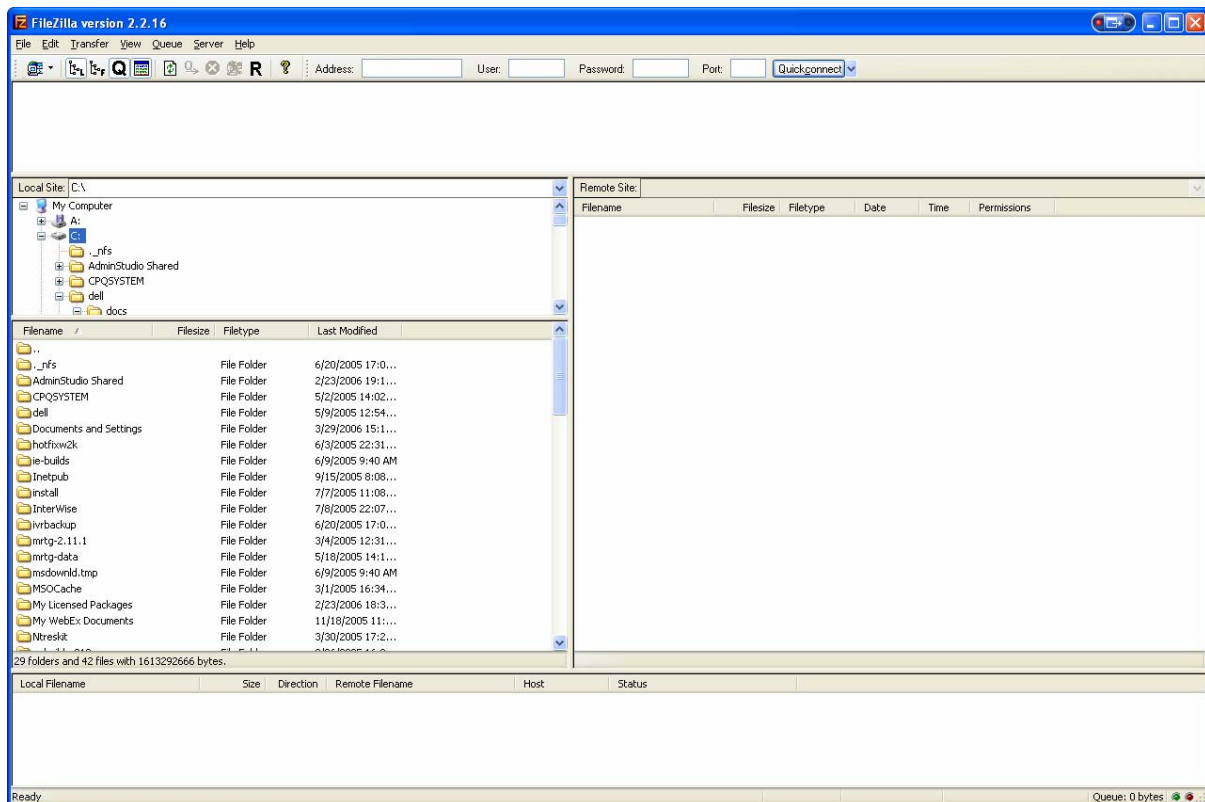
Notes:

- Please make sure that you have downloaded and installed the freeware version of FileZilla (Provided by PSI)

- Please request a username and password before configuring FTP from the Louisiana Directory of New Hires at:
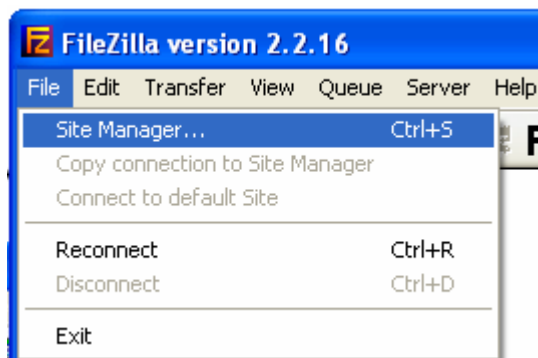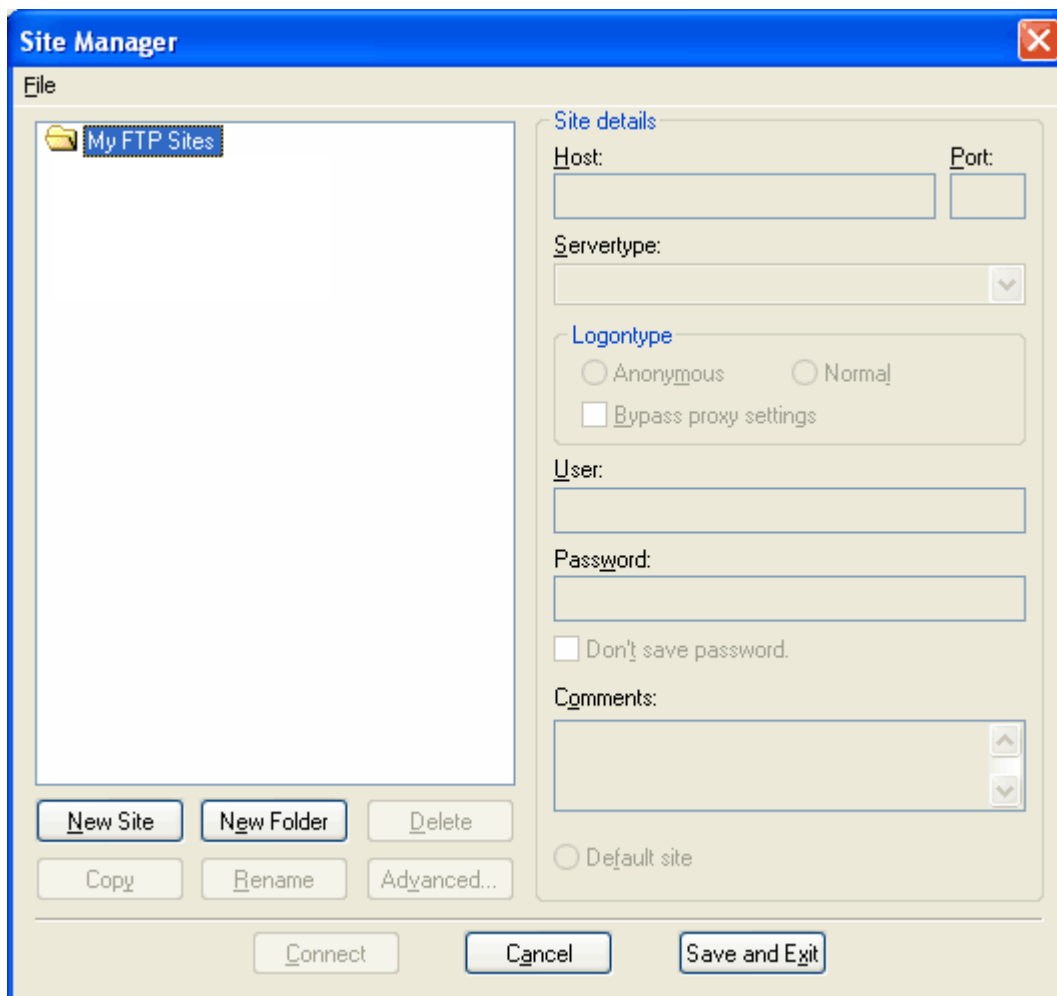
  LA-NewHire@Policy-Studies.com

Double click on FileZilla icon located on Desktop

Click File > Site Manager

Click New Site button (Overwrite Default site name "New FTP Site" with LA SSL New Hire

In the section for Site Details, enter the following:
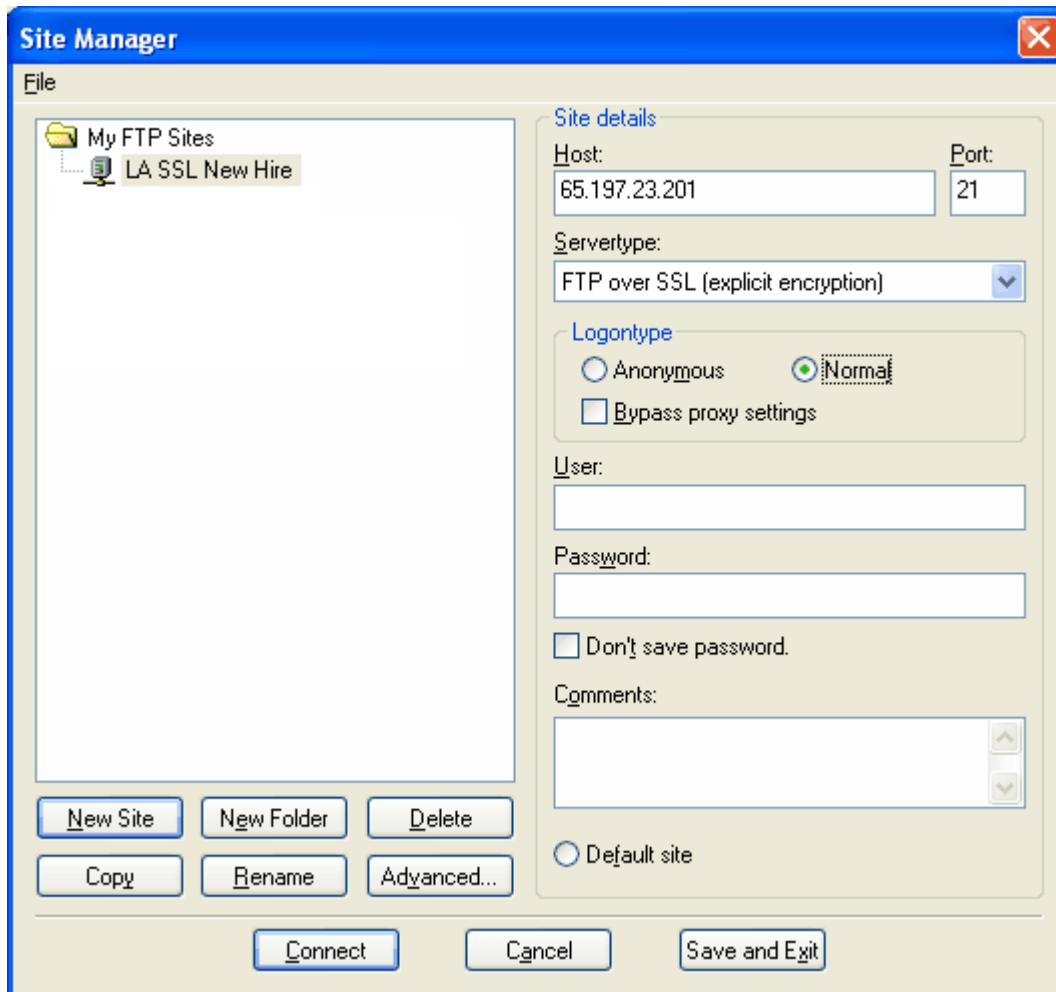
Host: 65.197.23.201   **Port**: 21

Servertype: FTP over SLL (explicit encryption)
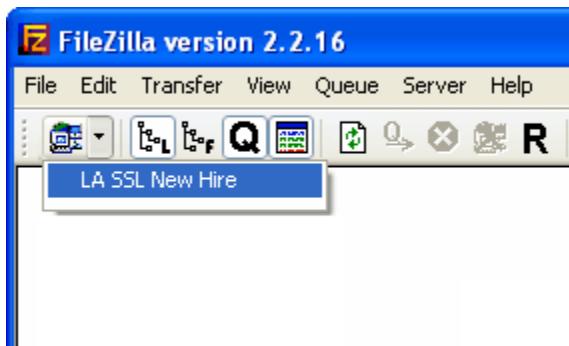
Logontype: Normal

- A username and password will be provided to you by contacting the Louisiana Directory of New Hires via email at:

    LA-NewHire@Policy-Studies.com

Click Save and Exit (Must have username and password entered before saving site configuration)
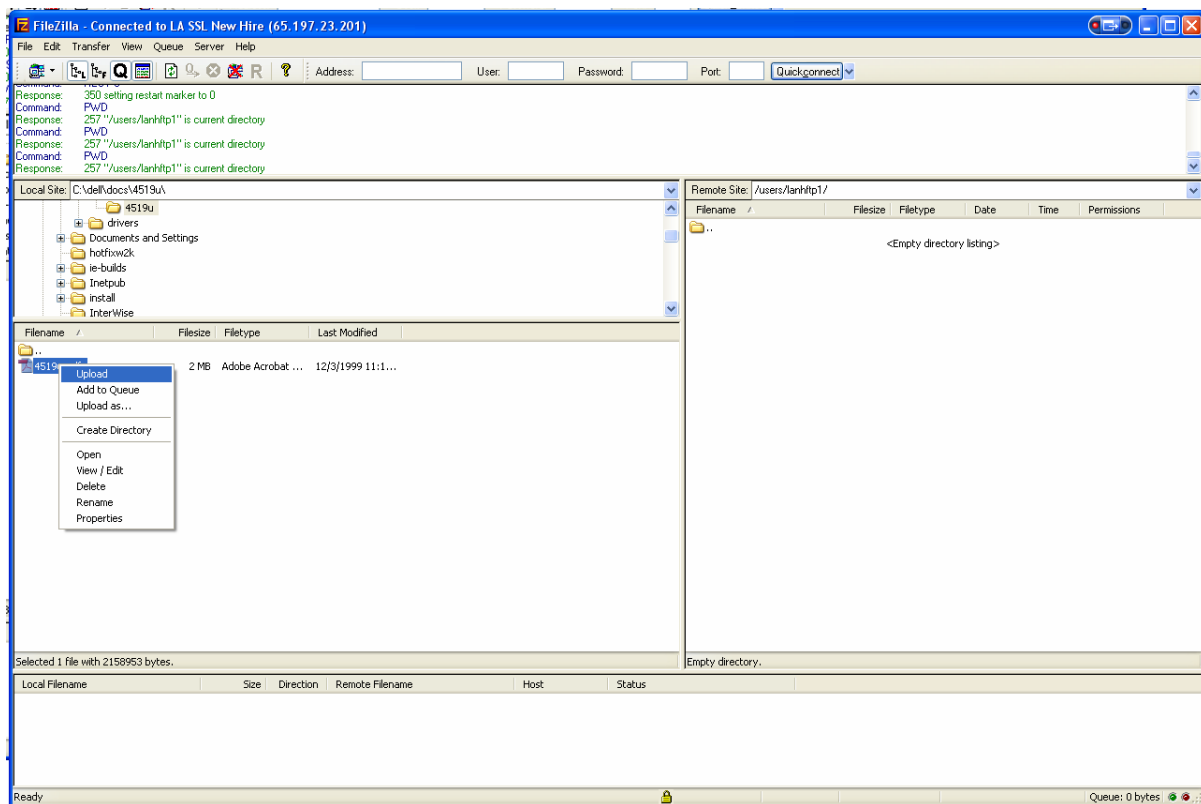
Click on down arrow. Click LA SSL New Hire

Note: If SSL Certificate Window appears select "Accept Certificate Permanently"

Right click on file to be submitted then click upload.

Upload is complete!