CFCC FTP Site
## Instructions for Shriver Applicants 2020

FTP stands for File Transfer Protocol. We have an FTP server with folder set up for uploading Shriver documents. You can access the FTP site using your Internet browser. Internet Explorer is recommended.
Deadline to upload is 2:00 p.m. PST, February 28, 2020.

To Access FTP Website Using a Browser

1. Open Internet browser. (Internet Explorer is recommended.)
2. Click in Address box to highlight text.
3. Press delete.
4. Type https://ftp.jud.ca.gov/
5. Login box for FTP site will appear. (See example on right.)
6. Copy and paste (or type) **username** and **password**
   username = shriverapplicant2020
   password = 2020#Shriver-Applications
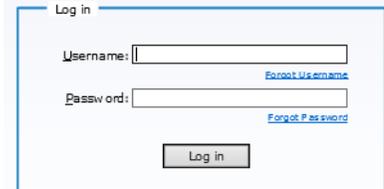
   NOTE: login is case-sensitive
   NOTE: permissions set to upload only. Once application materials uploaded, you will not be able to delete it or edit it.

To Place Files on the FTP Website

1. Save your application file name beginning with your company name and in this format:
   COMPANY-NAME-SHRIVER2020-APPLICATION-PACKET
   or
   COMPANY-NAME-SHRIVER2020-APPLICATION-FILE-1of2
   COMPANY-NAME-SHRIVER2020-APPLICATION-FILE-2of2 (or how ever many files it will be)

2. Click the **Browse** button and select the file to be uploaded.
3. Click on the **Upload** button. (Repeat Steps 2-3 for additional files.)
   NOTE: after Upload button is activated, file name disappears, and file has been uploaded. You will not be able to the uploaded file.
4. Send email to Bonnie Hough alerting upload and number of files.
   bonnie.hough@jud.ca.gov

PLEASE NOTE:
If you have trouble accessing the FTP site, please ask your IT department for help. Some organizations have security measures in place that can block access. If this is the case, asking them to enable "Passive FTP" on your computer will often solve the problem.

Internet Explorer browser works the best.

User name and password are case-sensitive.

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Email bonnie.hough@jud.ca.gov after upload file(s) to alert her that you have uploaded the document and number of files so that she can send a confirmation.