attachment 1

Judicial Council FTP Site

Log-In Instructions

1. Go to: <https://ftp.jud.ca.gov/>
2. The login box for the FTP site will appear.
3. Type in the **username** and **password:**

**username = occmguest**  
**password = 123456**

**NOTE**: Login is case-sensitive; use all lowercase for both username and password.

**\*\*Refresh page if site or documents don’t appear AFTER LOGGING IN.**

1. Click on the folder: “**JCC Energy Audits**”
2. Select the document you want to save.
3. Open the document and save/download it to your computer.