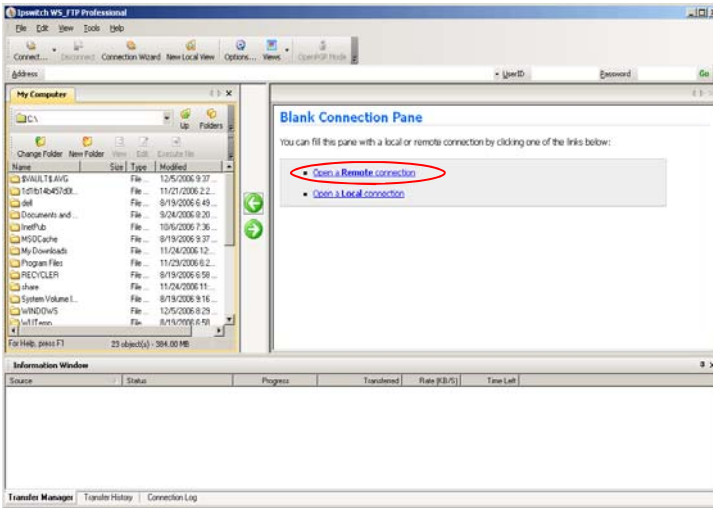
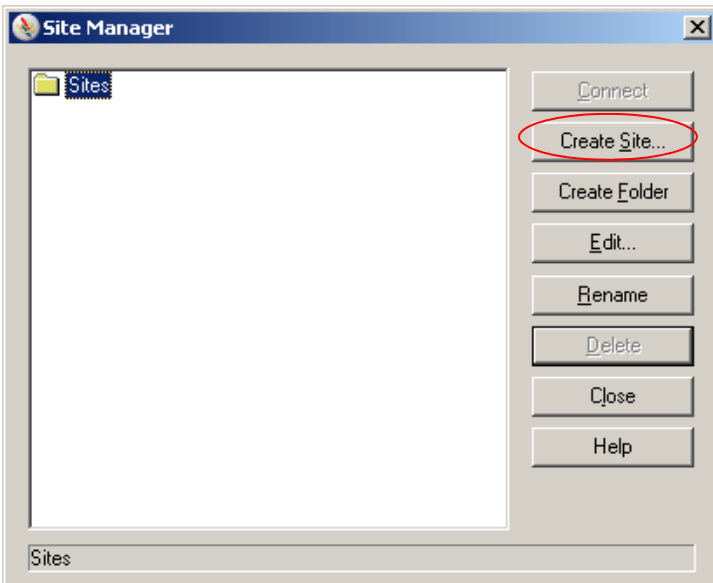


1. Open the WS-FTP program by clicking on the desktop icon. The screen to the right is displayed.

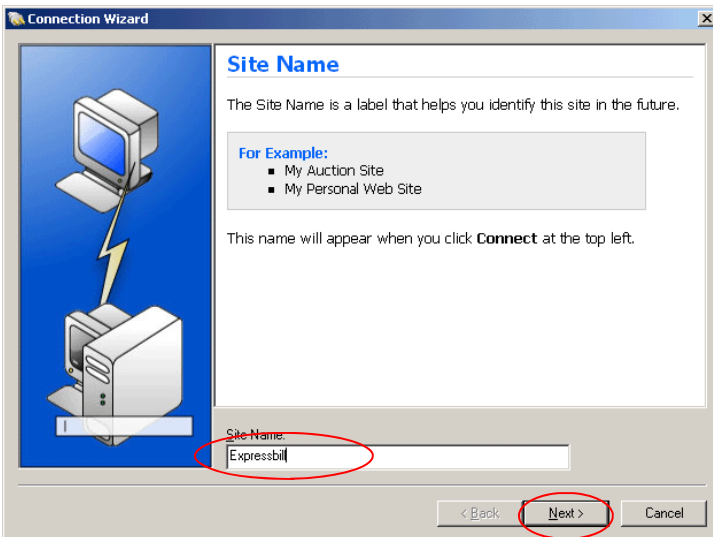
Click on the 'Open a Remote connection' and the site manager will be displayed.

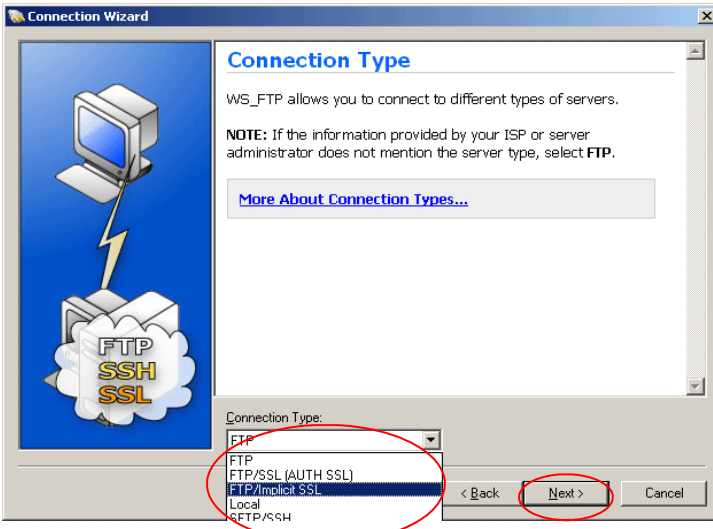


2. Click on the 'Create Site' button to open the connection wizard.



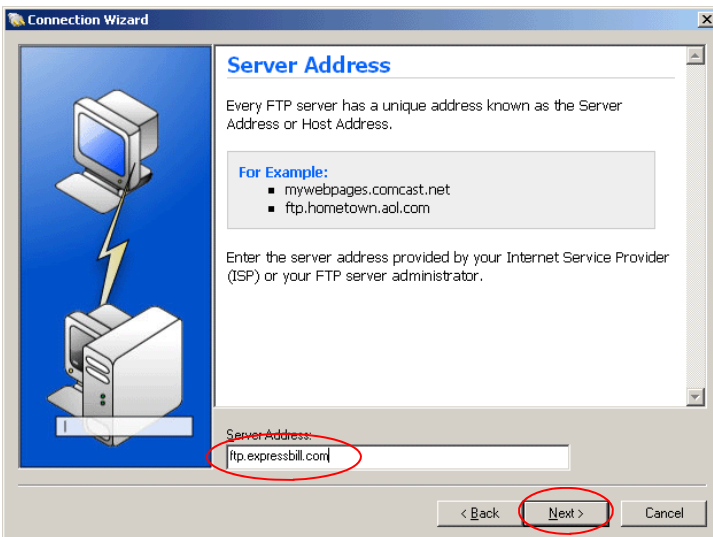
3. Type in the site name of 'Expressbill' and click the 'Next>' button





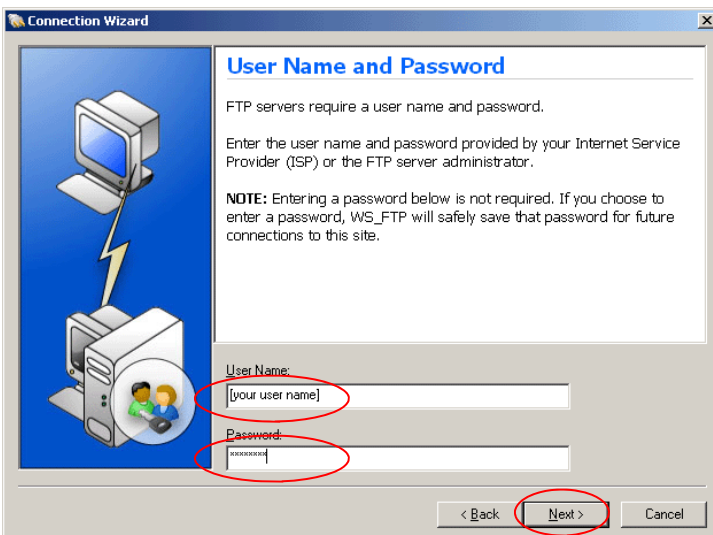
4. Click on the drop down and select 'FTP/implicit SSL' or SFTP/SSH as the connection type and then click the 'Next' button.

Selecting FTP as the connection type will connect you to the server, however you will not be invoking the SSL or SSH encryptions.



5. Enter 'ftp.expressbill.com' as the Server Address and click the 'Next>' button

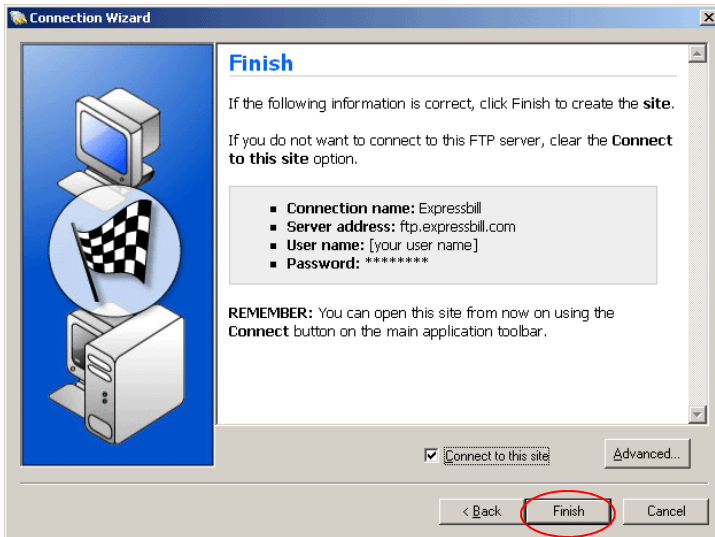
Note: the ip address is 170.138.220.80 Please use this only if you have internal IT/computer support that would need to establish routing through your firewall.



6. Enter the User Name & Password as supplied by your Expressbill representative or dealer in the proper areas.

Be sure to enter as they are given to you, as they are case sensitive.

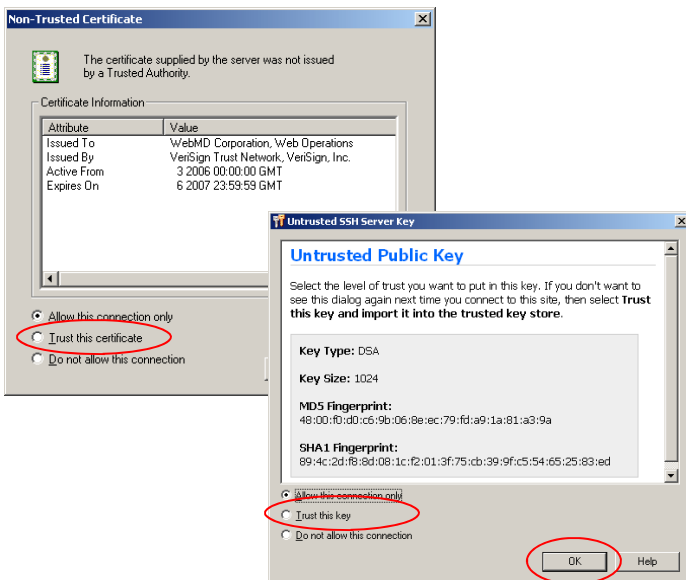
Click the 'Next>' button when you are done entering them.



7. Verify that the information and if all is correct , click the 'Finish' button

Click the 'Back' button to go to the previous screens to make and necessary changes.

Notice the 'connect to this site' has a checkmark by default... upon clicking the 'Finish' button you will be connected to the server.



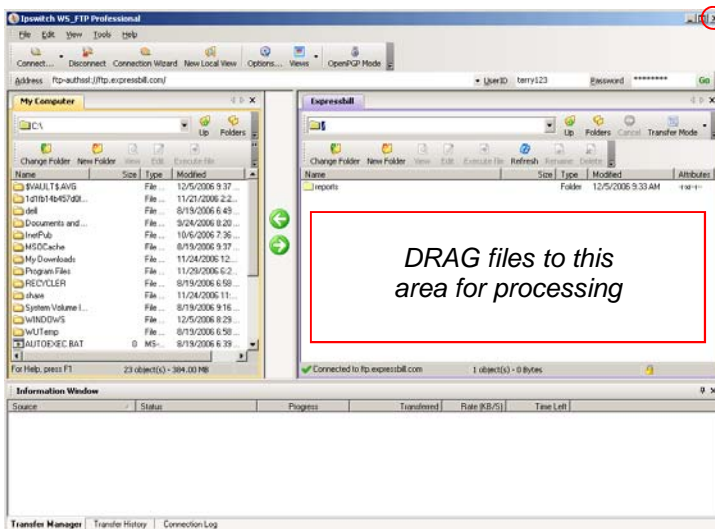
8. Depending on the type of connection that you have selected in the site manager (step 4) ... you will receive either a Certificate or Public Key.

Please select :

Trust this Certificate
or
Trust this Key

to add to your ftp software.

*If you do not see either of these, you **MAY** be connecting to our secure server in a non-secured mode.*



9. You are now connected to the server and you can place any files that you wish to be processed in the large white area (just drag and drop them).

Click on the 'X' in the upper right to log off and close the software.