

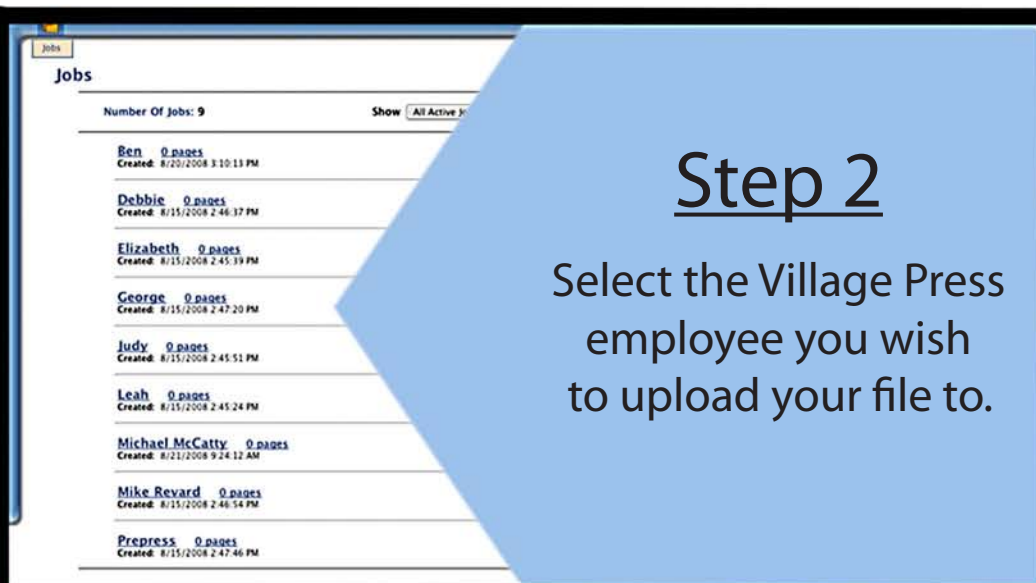
# Village Press Inc.

File Transfer Instructions via: [insite.villagepress.com](http://insite.villagepress.com)



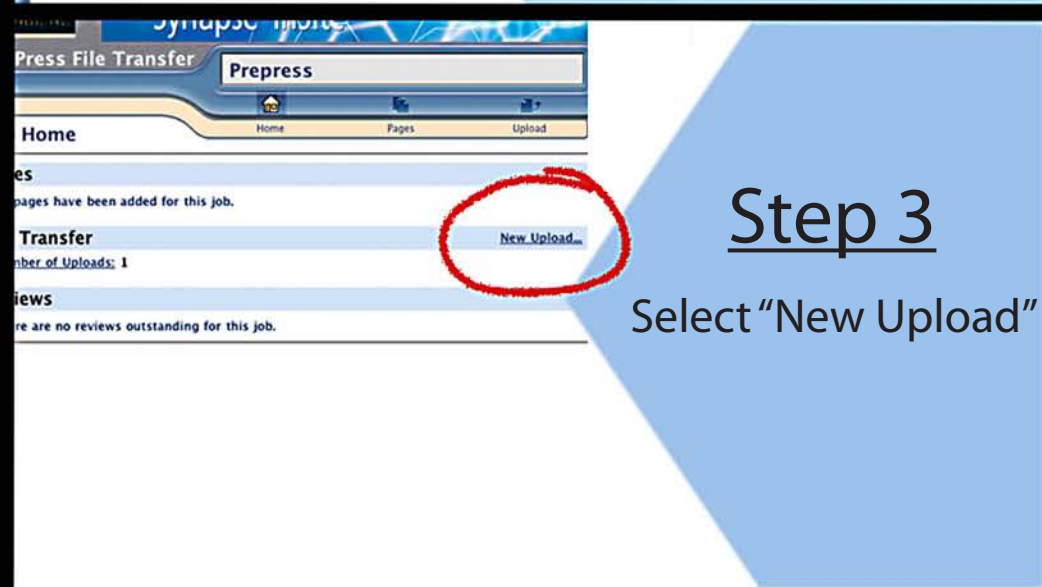
## Step 1

Log in using your account Username & Password. If you do not have an account, please use the word "User" for both Username & Password. (case sensitive)



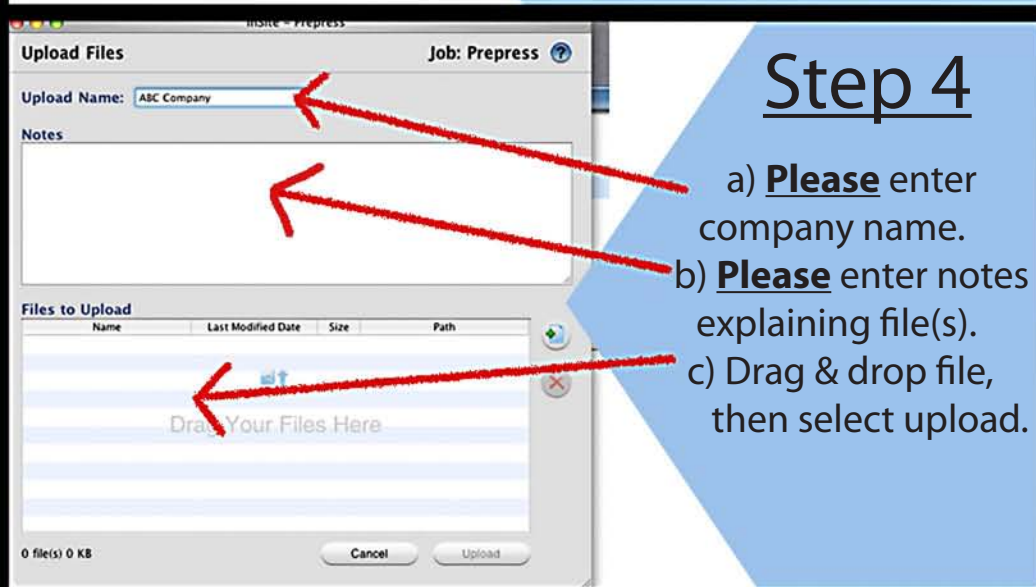
## Step 2

Select the Village Press employee you wish to upload your file to.



## Step 3

Select "New Upload"



## Step 4

- a) **Please** enter company name.
- b) **Please** enter notes explaining file(s).
- c) Drag & drop file, then select upload.