

How to Send Files to Village Press

1. Go to the following website:
<https://secure.villagepress.com/files/>

Welcome to the Village Press file transfer utility!
Enter your Username and Password, as provided by Village Press to login.

Username:
Pass word:

2. Enter in "user" and "user" for both the Username and the Password. Do not enter the quotes. Click the button "login". You should see the page below.

3. a. Enter in the company and name.
b. Choose the file you wish to upload by clicking on the "Browse" button.
c. Select the Village Press recipient to whom your file should be sent.
d. Type in any comments that you need to convey to the recipient about the file.
e. Click on "upload" and you should see a status bar come up on the screen representing the file send status.
f. On the next screen, click on "Upload Another File" to send another file, if needed, and follow the same process.
g. If you are done, click on "Logout" to end your session.

- The recipient will then be sent an email notifying him/her that there is a file for downloading. The recipient clicks on a link in the email that then prompts for a location at which to save the file.
- Please note: files are only available for the recipient for one week. Files older than one week are automatically purged from the system.

