

FTP

- How can I access FTP? or instruct a client on how to access FTP?
 - If you are in a WCI office, you should have a Z:\ drive mapping for all WCI Drop Folders and FTP folders on your computer, when you login. The Z:\ drive contains all sites' Drop Folders as well as all WCI's FTP folders. Notice that for each FTP site listed on the Z drive, it shows the site's address in parenthesis to the right.

 - If you (or a client) are not in a WCI office...
 - Open Internet Explorer
 - Type the address of the "FTP site address" (see below).
 - Enter the username\password.

 - The following FTP sites' addresses are as follows...

■ Albuquerque	ftp.abq.wilsonco.com
■ Kansas City	ftp.kcm.wilsonco.com
■ Salina	ftp.sal.wilsonco.com
■ San Bernardino	ftp.sbd.wilsonco.com
■ Colorado Springs	ftp.cos.wilsonco.com

 - The username\password is the same for all the above sites...
Username = **wcea** Password = **wcea-ftp**

Open Internet Explorer. Type the FTP site address in the address field (shown below). In this case, we're trying to access the Kansas City FTP site. Type... [ftp.kcwilsonco.com](ftp://ftp.kcwilsonco.com) This will prompt you to login. Insert the username (**wcea**) and the password (**wcea-ftp**), and click "Log On". You're done. At this point you will see all the folders and files located on the Kansas City FTP site. There are no restrictions once you gain access.

