

USING THE SECURE FTP WEBSITE

TO SEND YOUR LEMIS BACKUP FILE:

1. Open your Internet Browser and type <https://ftp.lsa.org>
2. A box will come up with the message "Please read the following before using the ftp website". Click on the last statement that says "click here to continue".
3. Type your Username and Password provided by LSA. Click LOGIN.
4. Click on the **LEMIS_UPLOAD** folder.
5. Click **BROWSE**.
6. Locate your LEMIS backup file on your computer.
7. Click **OPEN**.
8. Click **UPLOAD THIS** – the file should appear in the list.
9. Click **LOGOUT**.
10. Close window.