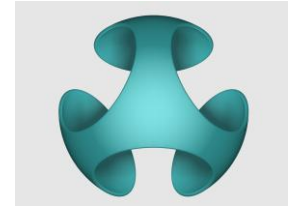


OMNICA CORPORATION INSTRUCTIONS FOR FTP ACCESS

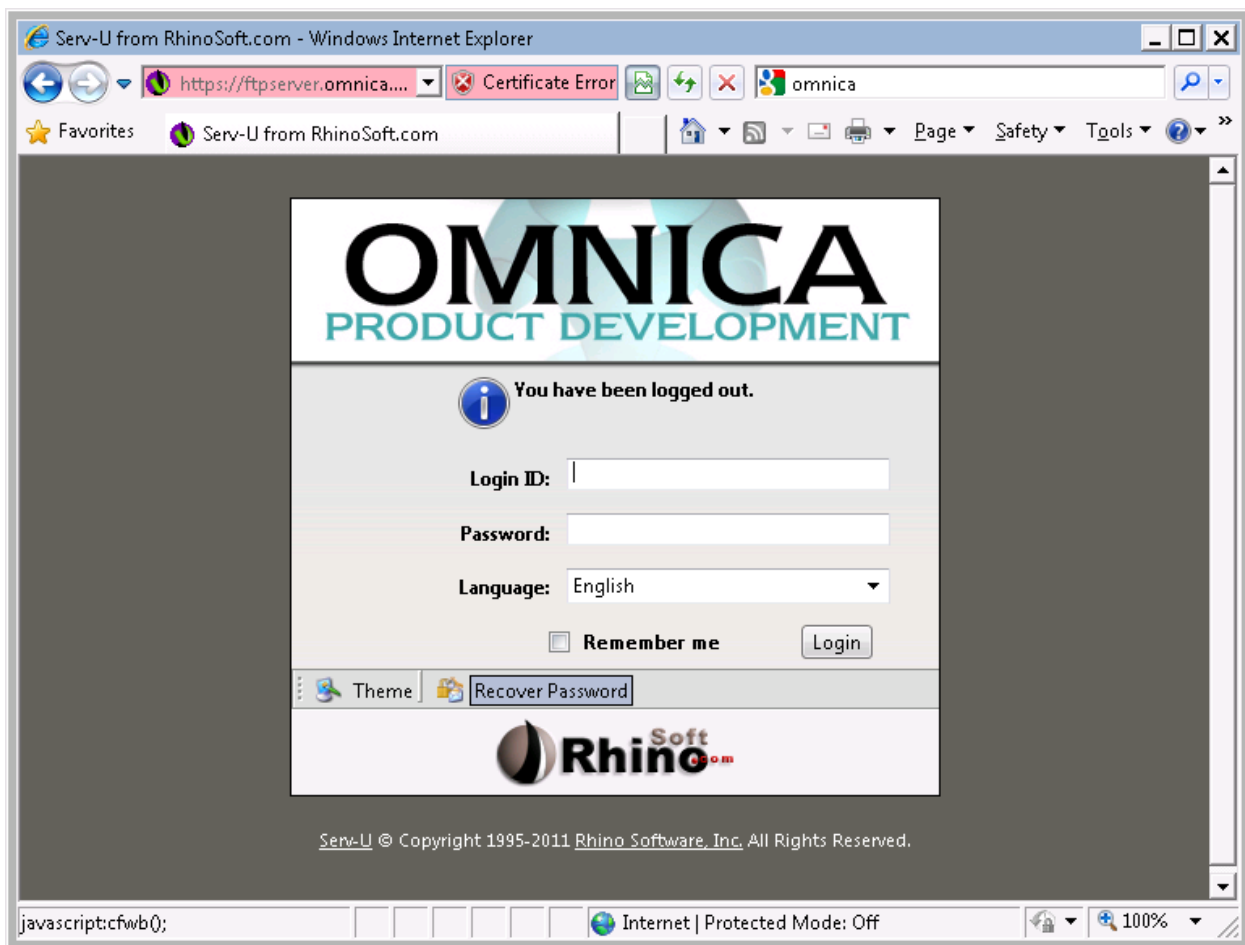


Once you have received your user name from Omnicorp Corporation:

Open the Omnicorp FTP site in your browser by clicking this link:
<https://connect.omnicorp.com>

You will be presented with a screen warning you of a security risk. This is normal as we use a self-signed certificate, and may safely be ignored.

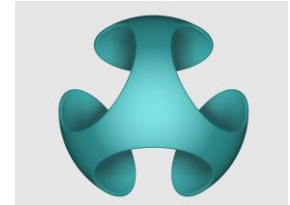
Upon accepting the security certificate, you will be presented with the following screen:



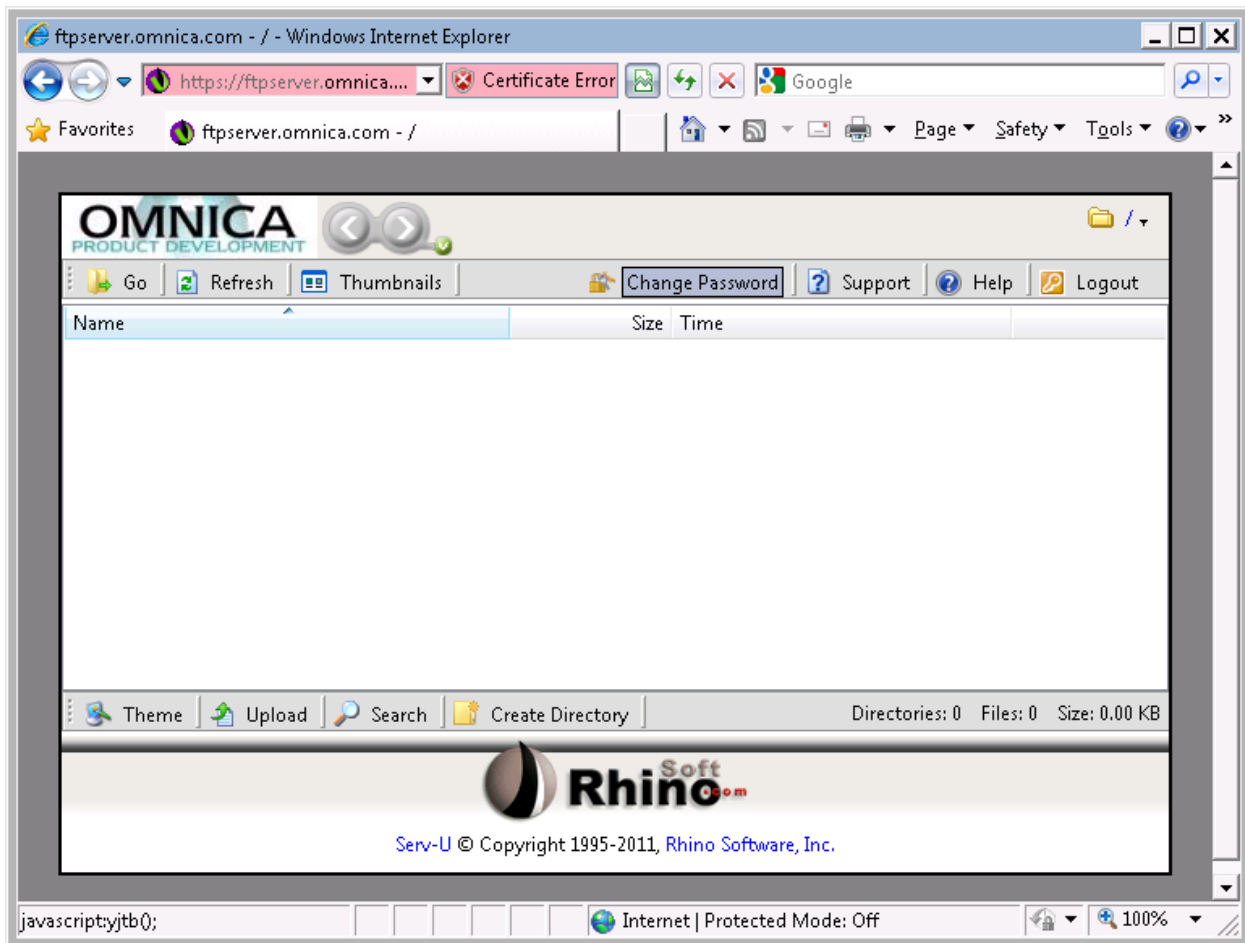
Enter your user name in the **Login ID:** field and click the **Recover Password** button. Once you have received an email from the FTP server you may use the password it contains to login for the first time.

Note: The Recover Password function may be used at any time to have your current password sent via email.

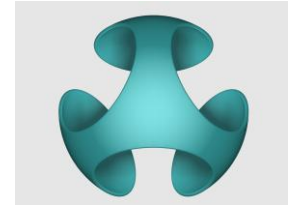
OMNICA CORPORATION INSTRUCTIONS FOR FTP ACCESS



To login you must agree to Omnicorp's terms and conditions. Once you have logged in you will see the following screen:



Click the **Change Password** button and follow the prompts to choose a more meaningful password to use for subsequent logins.

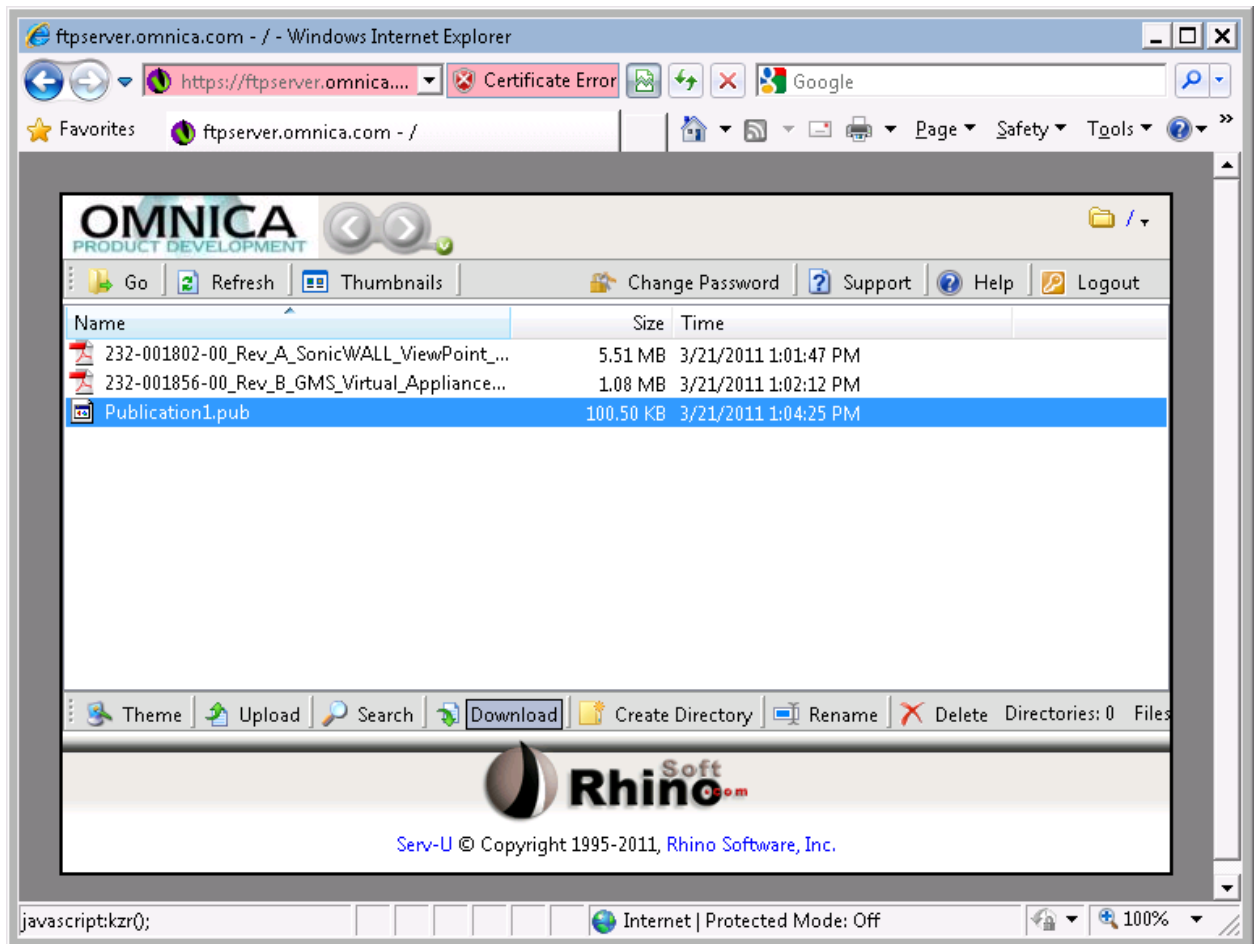


The Web Interface

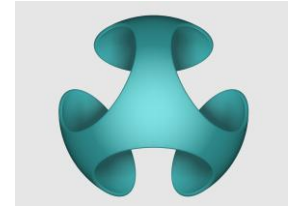
The web interface is best suited for the transfer of a small number of files or a .ZIP file. If you need to transfer larger files see [Using an FTP Client](#).

Click the **Upload** button and browse to the file you would like to transfer to Omnicor. Then click **Upload** from the pop-up.

To download a file select the file to highlight it, and click **Download** as shown:



Then browse to the location on your computer where you would like to save the files.



Using an FTP Client

FTP client software is the preferred method when transferring large files or large groups of files at the same time.

If you do not have one, there are several free versions available from the Internet.

The one we will reference here is FileZilla, which can be found at:

<http://filezilla-project.org/>

Follow the instructions to install FileZilla and then launch the program.

In the **Host:** dialog box enter *connect.omnica.com*

In the **Username:** dialog box enter the login name you received from Omnica

In the **Password:** dialog box enter your password

In the **Port:** dialog box enter *21* for the port number

Once connected you will see on the left a listing of the files and folders on your local computer and on the right will be a listing of any files (this window may be blank) you may have on Omnica's FTP server.

Follow the instructions that came with your particular FTP client software to transfer your files.

NOTE: Omnica maintains copies of files on our FTP server for a maximum of 7 days. This includes files uploaded by an Omnica client as well as files deposited by Omnica for download.