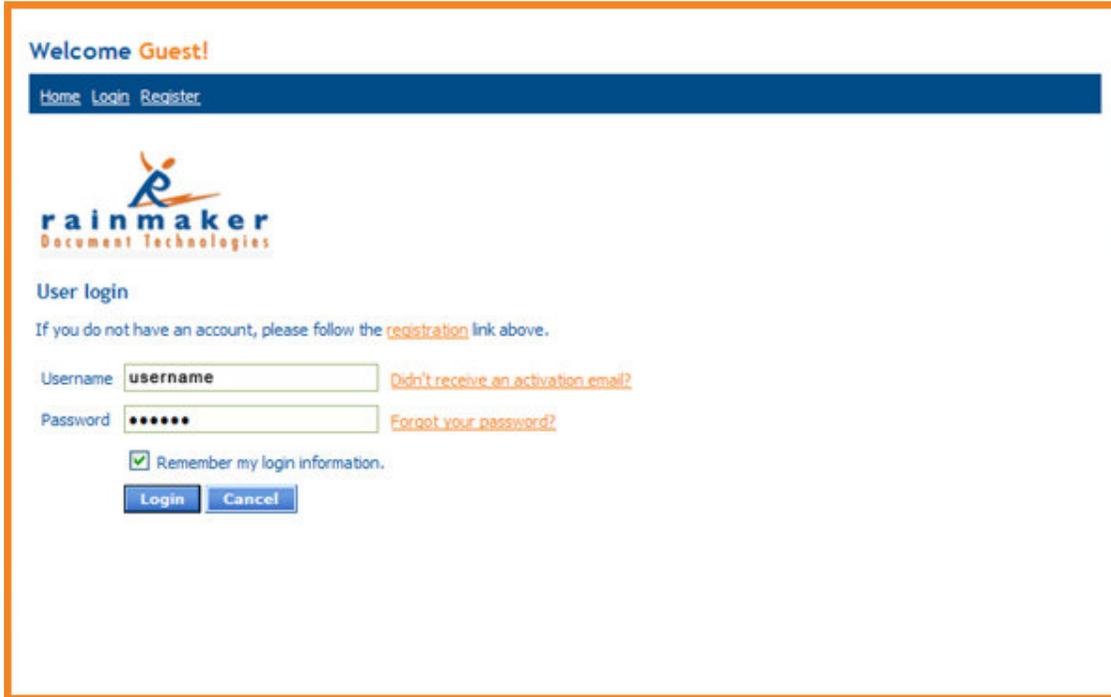# Rainmaker FTP Tutorial

- If your file is under 10 MB, you may email it to your Account Representative
- For files over 10 MB, our new FPT makes it quick and easy to transfer them to us
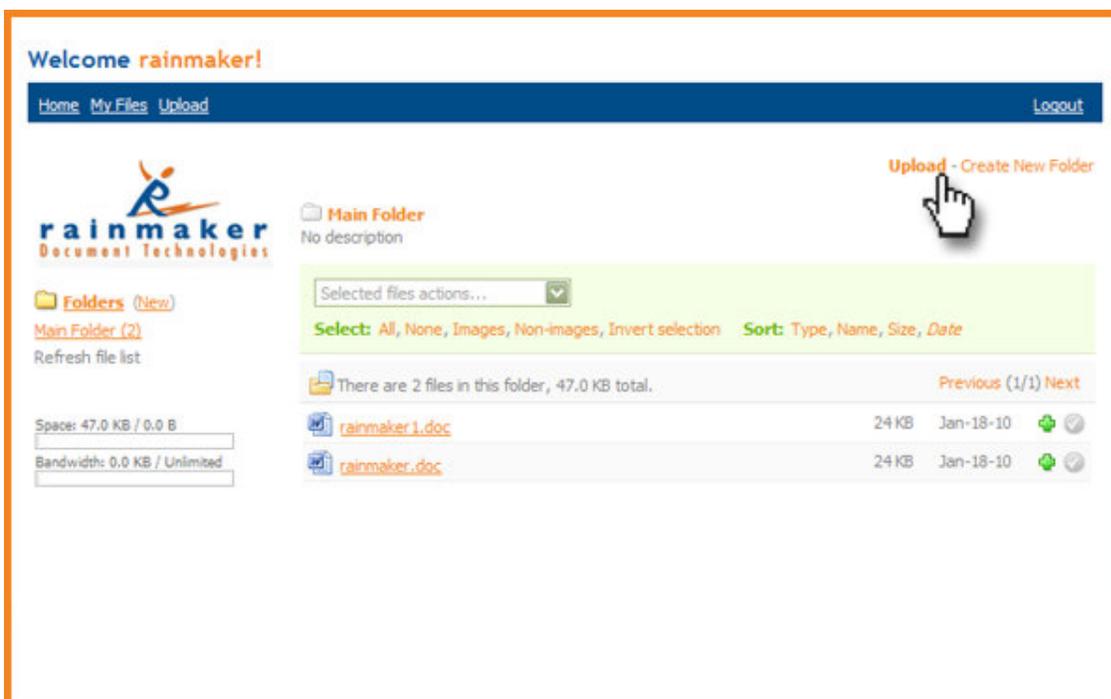
Step 1: Go to www.gorainmaker.com and click on Client Login at the top menu

Step 2: Enter your provided Username and Password – *if you do not have one, please contact your Account Representative and they will be happy to set one up for you.*

Step 3: Click on "Upload" in the top right hand corner just below the blue bar that says Logout

Step 4: Select "Browse" and locate the file you would like to upload on your computer
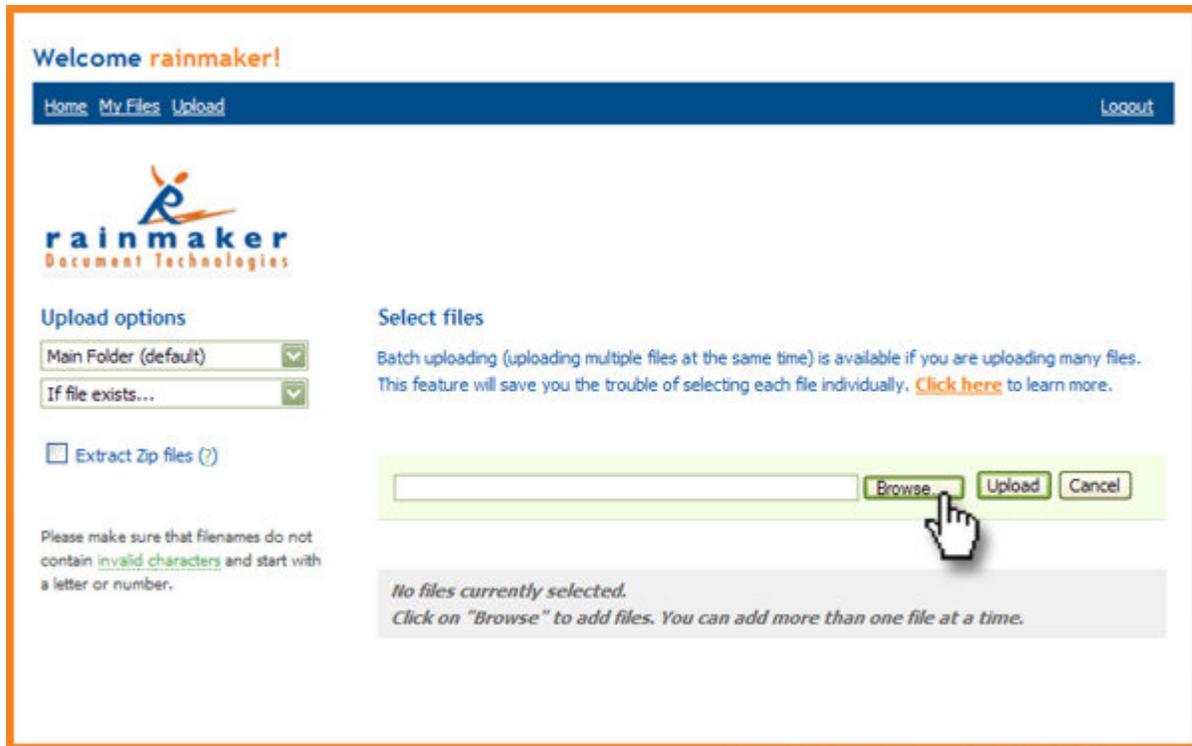
- Follow the step above to add a single file
- If you have more than one file, you can upload one at a time this way *or*
- If you would like to send several files together, you will need to create a folder on your computer and put all your files in it. Then you will need zip that entire folder and upload the single zip file as pictured above

Step 5: Once your file is selected and the filename appears below, click the Upload button
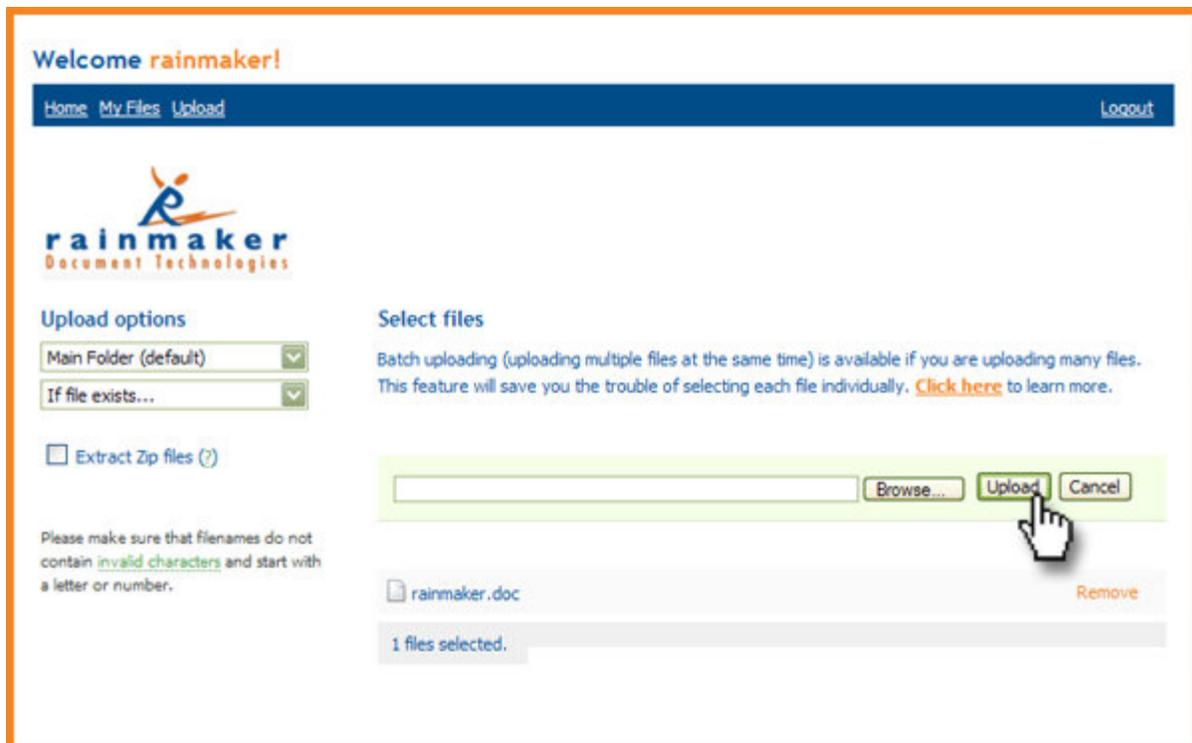
- If it is a very large file or folder, it may take some time to upload and please note there is no progress or "time remaining" bar
- You will know your upload is successful when the name of the file or folder is visible, along with an upload date as pictured below:
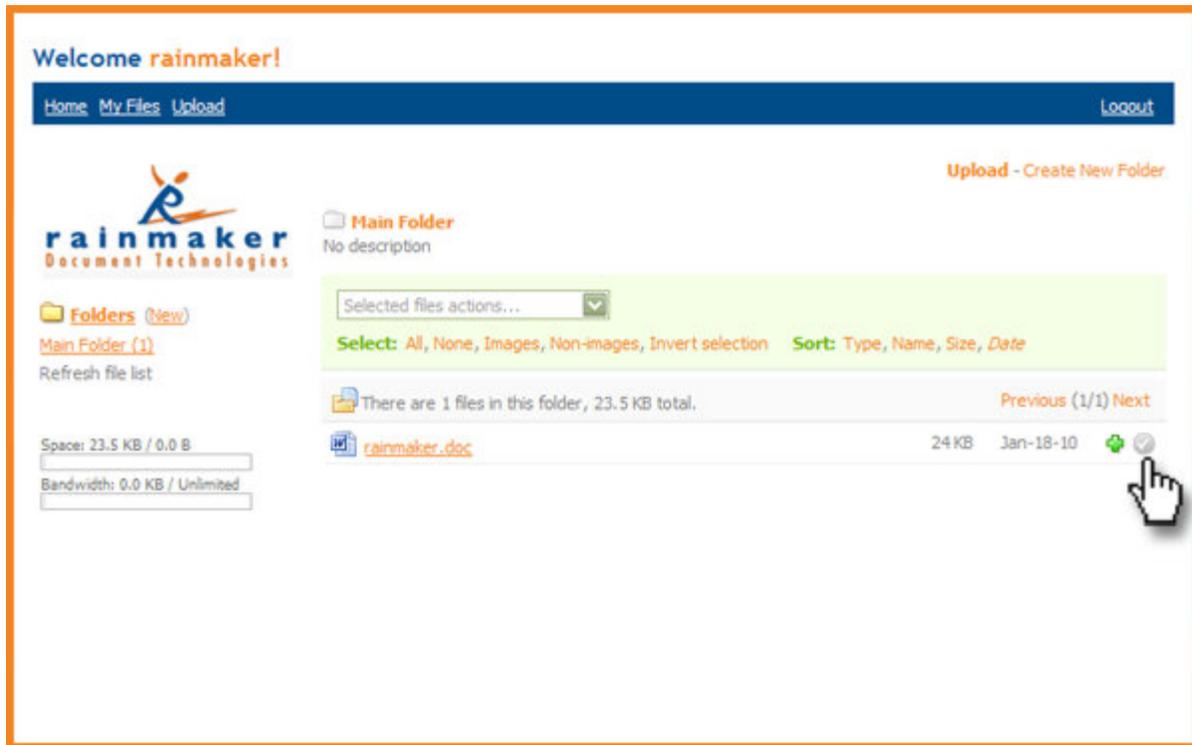
- If you need to delete a file for any reason, click the check box next to that file and select Delete in the file actions drop down menu

Step 6: Email your Account Representative with the following information:
- * The Username you used to upload the files
- * The name of the file(s) you have uploaded
- * If you uploaded a zip folder, the number of files it contains
- * Your billing number
- * The copy/print instructions
- * When you would like the project completed and delivered

Please Note: We download and delete files from our FTP so they are not stored there. Make sure you have a back-up copy of your file for your future use.

Questions? Problems? Want to learn more about what Rainmaker can do for you and your company? Give us a call at 512-472-9911