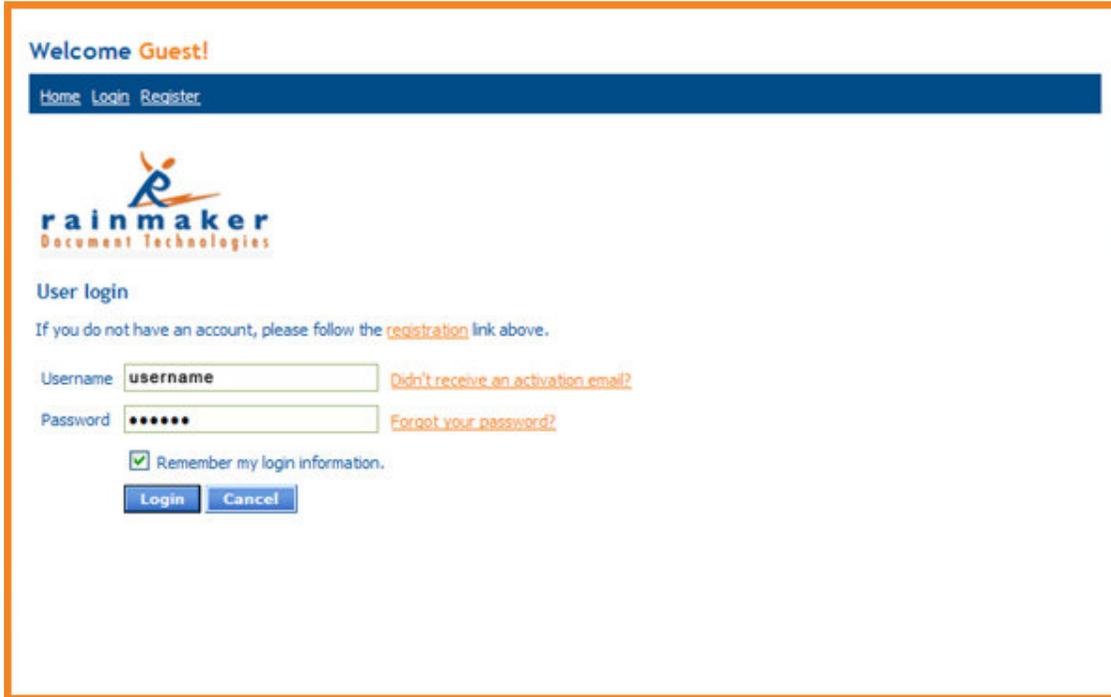


Rainmaker FTP Tutorial

- 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

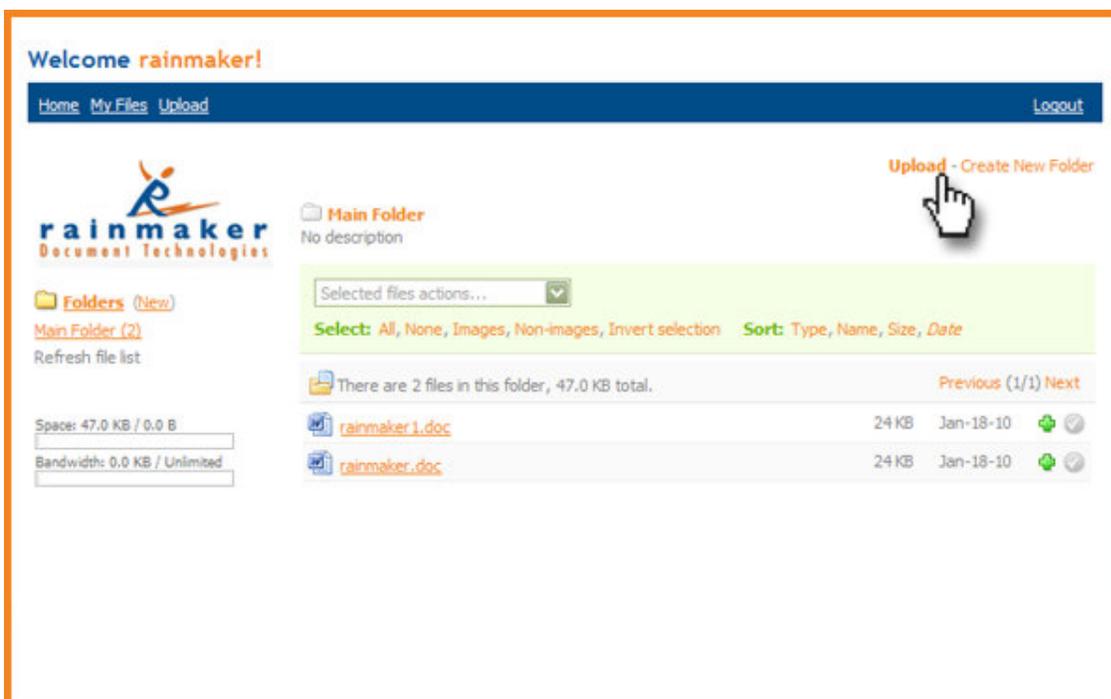
Step 1: Go to www.gorainmaker.com and click on Client Login at the top menu

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.*



The screenshot shows the Rainmaker login page. At the top, it says "Welcome Guest!". Below that is a navigation bar with links for "Home", "Login", and "Register". The Rainmaker logo is prominently displayed. Underneath, there's a "User login" section with a message: "If you do not have an account, please follow the [registration](#) link above." The login form includes fields for "Username" (containing "username") and "Password" (with masked characters). There are links for "Didn't receive an activation email?" and "Forgot your password?". A checkbox for "Remember my login information." is checked. At the bottom of the form are "Login" and "Cancel" buttons.

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

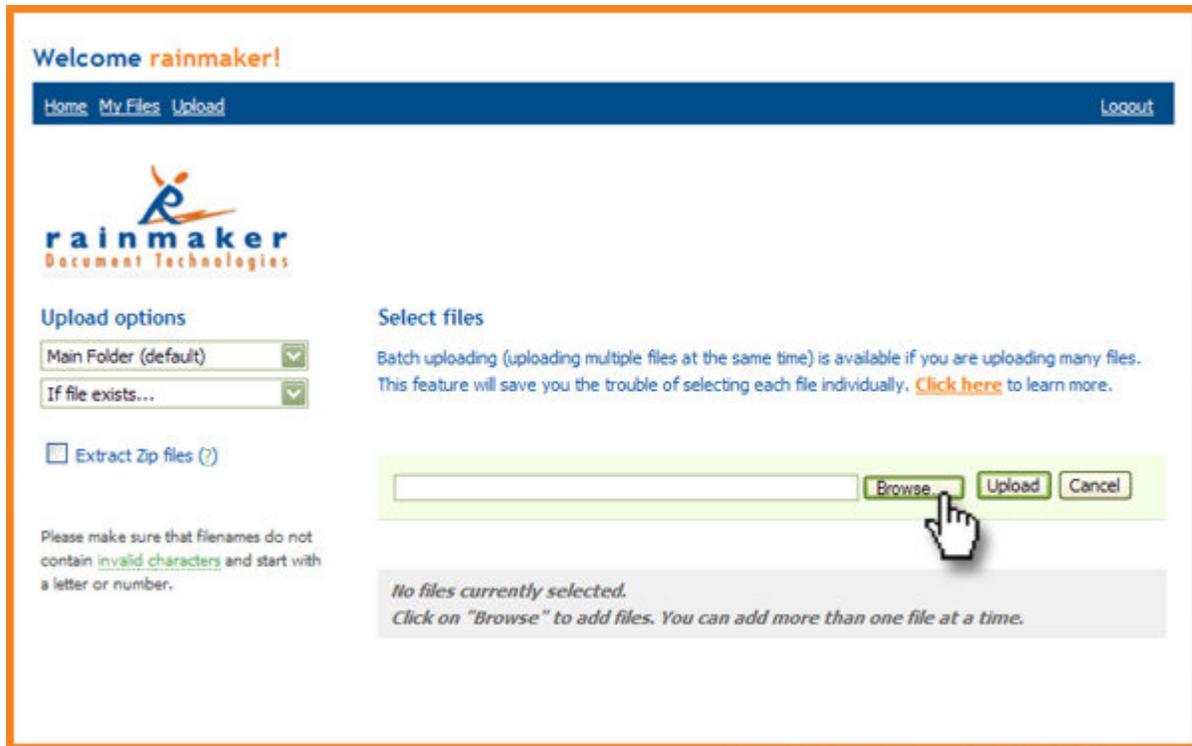


The screenshot shows the Rainmaker file management interface. At the top, it says "Welcome rainmaker!". Below that is a navigation bar with links for "Home", "My Files", "Upload", and "Logout". The Rainmaker logo is on the left. On the right, there's a link for "Upload - Create New Folder" with a hand cursor icon. The main area shows a folder named "Main Folder" with "No description". Below that is a "Selected files actions..." dropdown menu. There are options for "Select: All, None, Images, Non-images, Invert selection" and "Sort: Type, Name, Size, Date". A message states "There are 2 files in this folder, 47.0 KB total." Below this is a table of files:

| There are 2 files in this folder, 47.0 KB total. | | Previous (1/1) | Next |
|--|-----------------|----------------|-----------|
| | rainmaker 1.doc | 24 KB | Jan-18-10 |
| | rainmaker.doc | 24 KB | Jan-18-10 |

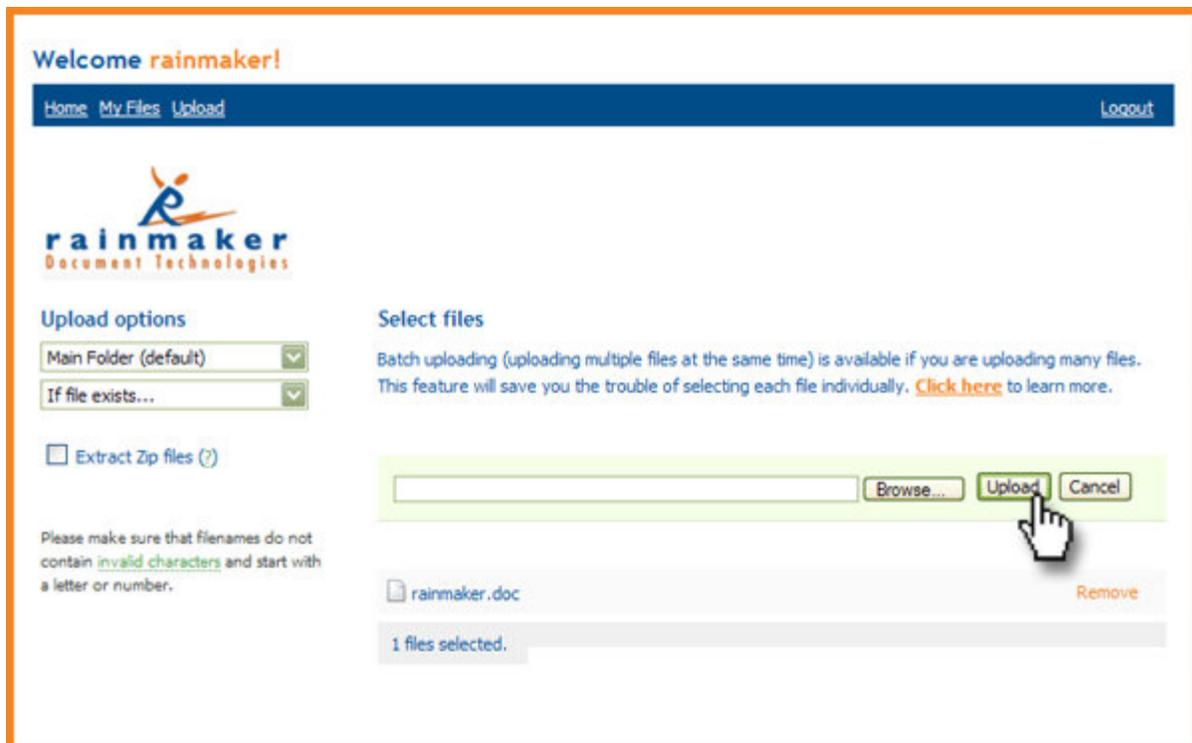
On the left side, there's a "Folders (New)" section with a link for "Main Folder (2)" and a "Refresh file list" button. At the bottom left, there are statistics for "Space: 47.0 KB / 0.0 B" and "Bandwidth: 0.0 KB / Unlimited".

Step 4: Select “Browse” and locate the file you would like to upload on your computer

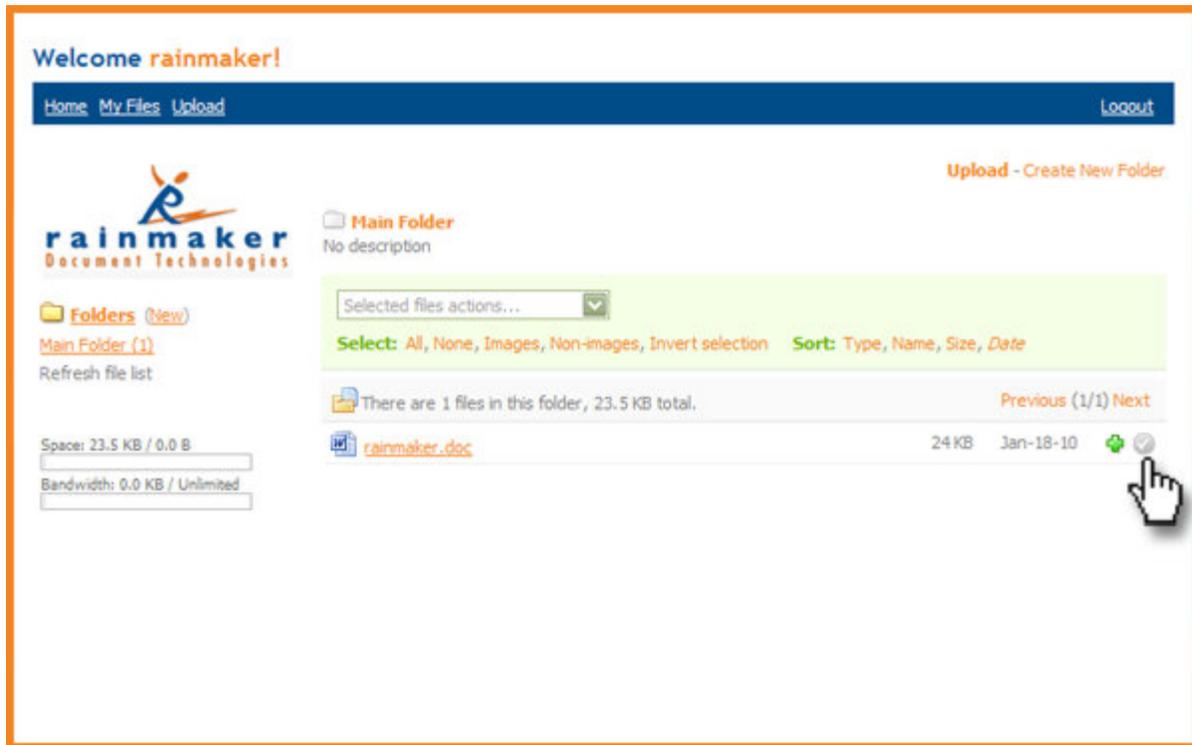


- Follow the step above to add a single file
- If you have more than one file, you can upload one at a time this way *or*
- If you would like to send several files together, you will need to create a folder on your computer and put all your files in it. Then you will need zip that entire folder and upload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