

If you prefer to use an FTP utility to upload your data, instead of a web browser, follow these steps.

1. If you haven't requested an account yet, please complete steps 1-4 of our How to Request an Account Instruction document:

https://variverge.com/wp-content/uploads/2021/02/VV_RequestAccountFTP_Instructions.pdf

2. Download and install FileZilla to your computer. There is a free download that can be found here:

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



3. After successful installation, open FileZilla

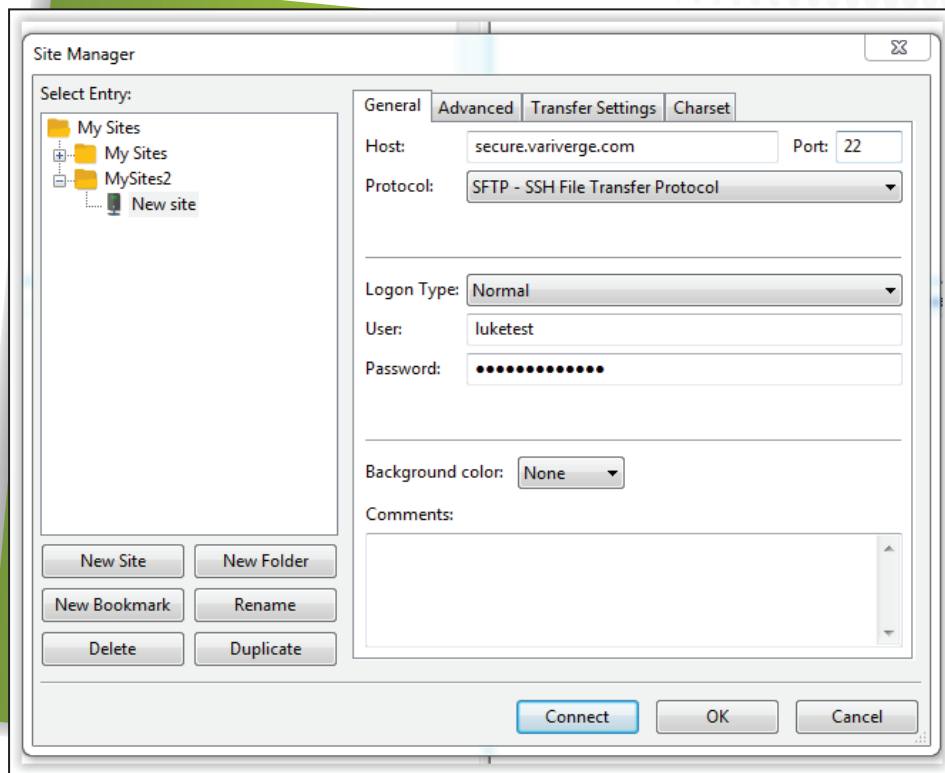
4. Go to File>SiteManager

5. Select New Site

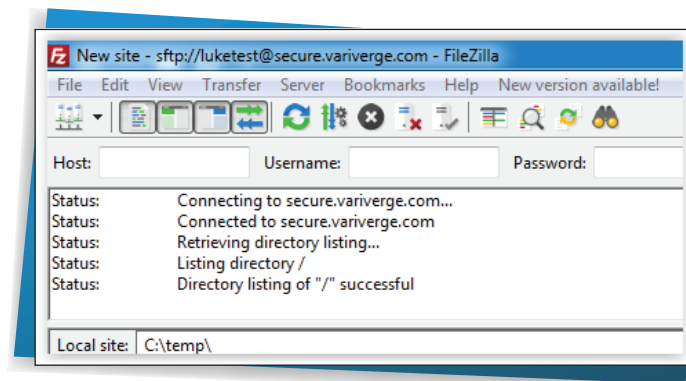
6. Go to the General Tab and enter the following credentials.

- a. Host: **sftp.variverge.com**
- b. Port: **22**
- c. Protocol: **SFTP - SSH File Transfer Protocol**
- d. Your Created Username
- e. Your Created Password

7. Click Connect



8. After you click connect you should see a successful connection in the upper left hand portion of the main screen.



9. In the lower right quadrant you should see an upload folder. Double click this folder. You may now drag and drop your files into the lower right quadrant of the main screen.

10. You will see your file in the Upload folder if it is uploaded successfully.

11. Thank you for uploading your file!