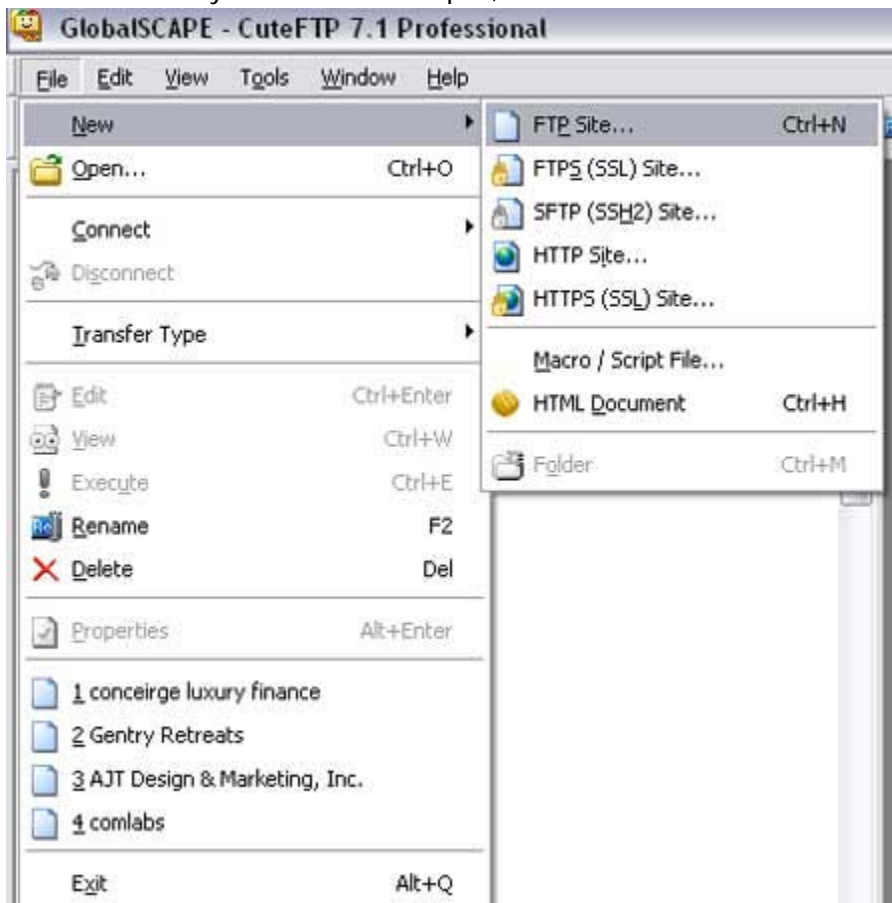




We welcome you to AJT's Hosting Services! Here you will find detailed instructions on how to FTP your files to your new hosting space on our servers. The instructions below are for FTP through CuteFTP (www.CuteFTP.com) which is just one of many third party FTP programs. Most are similar in setup, but if you run into problems, please utilize the help section of your FTP program on how to properly setup your FTP program.

If you continue to have problems after ensuring each step was followed completely, please contact our support team online at www.ajtsupport.com so that our technical support staff can assist you personally, but please be advised, that we cannot support third party software. *Once again, thank you for entrusting your web and email hosting needs with AJT and we look forward to serving you for many years to come.*

STEP 1: Once you have CuteFTP open, click on "FILE" and then "NEW" -- then "FTP SITE".



STEP 2: On this screen, you only need to change information on the GENERAL TAB. Please do not touch the other three tabs. Label the website as you please (this is only for your internal reference). Your host address is www.yourdomain.com (substitute your domain here or use the dedicated IP address assigned to your account (both will do the same thing). This information can be found in the "Welcome Email" along with your Username and Password which are CASE SENSITIVE. Please enter the information required - click "OK" and you are all setup! Please proceed to STEP 3 for important information on uploading.



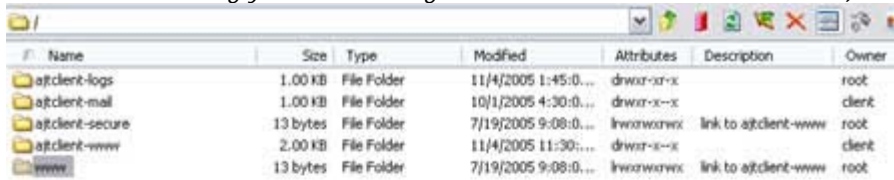
The image shows a dialog box titled "Site Properties for: Your Website Name". It has four tabs: "General", "Type", "Actions", and "Options". The "General" tab is active. The fields are as follows:

- Label: Your Website Name
- Host address: www.yourdomain.com
- Username: YOUR USER NAME
- Password: [masked with dots]
- Login method: Normal, Anonymous, Double
- Comments: [empty text area]

At the bottom, there are four buttons: "Connect", "OK", "Cancel", and "Help".

STEP 3: Now that you are setup, you can CONNECT. When you connect to the server you will see several directories. (yourdomain-logs, yourdomain-mail, yourdomain-secure, yourdomain-www and www). Please do *NOT* remove any of these preset directories. **Double click into the WWW folder - and this is where you will upload your files.** (Quick Tip: Make sure you do not use any spaces or special characters in ANY file names - this causes problems. We also

recommend naming your "Home Page" either *index.html* or *index.htm*)



Name	Size	Type	Modified	Attributes	Description	Owner
ajtclient-logs	1.00 KB	File Folder	11/4/2005 1:45:0...	drwxr-xr-x		root
ajtclient-mail	1.00 KB	File Folder	10/1/2005 4:30:0...	drwxr-xr-x		clerk
ajtclient-secure	13 bytes	File Folder	7/19/2005 9:08:0...	lrwxrwxrwx	link to ajtclient-www	root
ajtclient-www	2.00 KB	File Folder	11/4/2005 11:30:...	drwxr-xr-x		clerk
www	13 bytes	File Folder	7/19/2005 9:08:0...	lrwxrwxrwx	link to ajtclient-www	root

****ALWAYS MAKE SURE TO CLICK INTO THE "WWW" DIRECTORY****

Any website file needs to be placed into the live or www directory. Please do not remove any of the preset directories as this may adversely effect your site.



```
200 PORT command successful
LIST
150 Opening ASCII mode data connection for file list
226 Transfer complete.
STATUS:> Directory listing completed.
```