

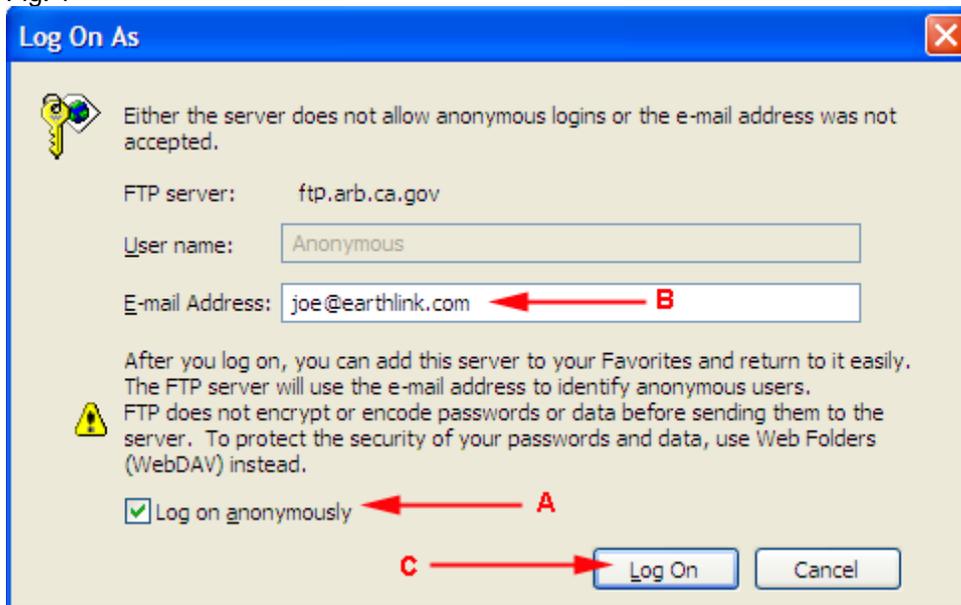
# Use Microsoft Internet Explorer To Access the Public ARB FTP Site

## Step 1. Go to the ARB FTP URL

From In Microsoft Internet Explorer, in the Address box, type: ftp.arb.ca.gov then press Enter. The ARB FTP folders appear (Figure 2). Go to Step 2. If the Login As box appears (Fig 1), follow a thru c below.

- Click to check the Login Anonymously box (Figure 1)
- In the E-mail Address box, type your email address (example: joe@earthlink.com)
- Click Login button. The ARB FTP folders appear (Figure 2).

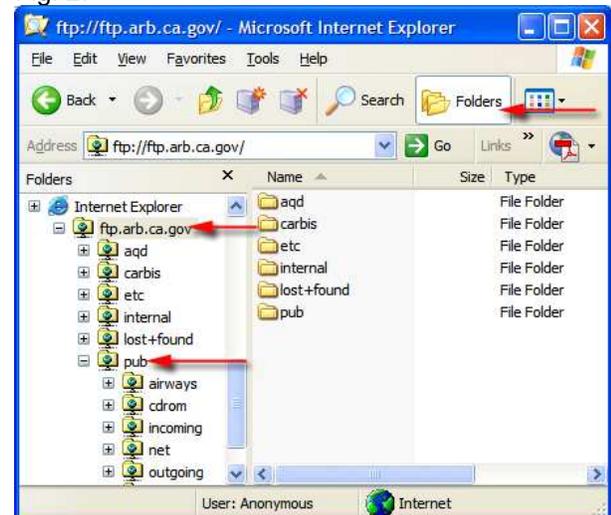
Fig. 1



## Step 2. The ARB FTP Folders Appear in Microsoft Internet Explorer

- On the Toolbar, click the **Folders button**. You may need to scroll down to view them, but the ARB FTP folders appear in the left-hand pane (as well as the right hand pane) under an Internet Explorer 'drive' (Figure 2).
- If necessary, in the left pane, double-click the ftp.arb.ca.gov folder under Internet Explorer to expand the folder.
- In the left pane, double-click to expand the **pub** folder.

Fig. 2.

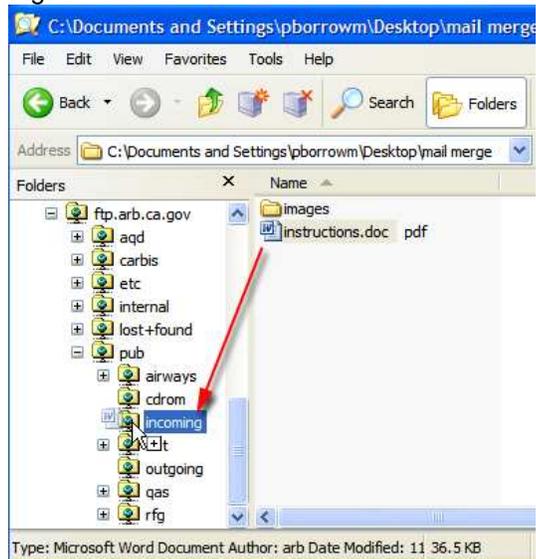


### Step 3. Upload or Download a File

#### Upload a file to ARB FTP Incoming Folder:

- In the left pane, navigate to the location of your file and click the folder so that it appears on the right pane.
- In the left pane, scroll down so that the ARB FTP folders are visible.
- Click and drag your file to the **incoming** folder in the left pane (Figure 3). It will be copied into the pub/Incoming folder. Now you can notify the ARB staff member that your file has been uploaded. **Note: For security reasons, you will not be able to see the file you copied in the incoming folder.**

Fig. 3



For assistance in uploading your Climate Champions entry with ARB FTP, contact Annalisa Schilla. (aschilla@arb.ca.gov) or (916) 322-8514 Monday through Friday from 9 AM – 4 PM.