# HF Group FTP How To

### URLs

North Carolina and Digital Solutions: <u>http://ftpnc.hfgroup.com</u> Indiana and Book Partners: <u>http://ftpin.hfgroup.com</u> Ohio and AssureVault: <u>http://ftpoh.hfgroup.com</u>

## Login

FGROUP	
	NS
Username	
Password	
Remember Me	
	Login

- 1. Enter the username and password that you were given.
- 2. If you are on your work or home computer you can click Remember me.
  - a. Do NOT use Remember me if on a public computer.
- 3. You can change your password once you login by clicking the User Options button and clicking on Change Password

#### Upload

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- 1. To upload files first click the Add Files Button
- 2. Select your files from the popup as seen above
  - a. You can select multiple files by holding down SHIFT on your keyboard as you select
- 3. Click Open to add the files to your queue

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# DIGITALSOLUTIONS

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- 1. Once all of your files are in your queue click the Upload button to upload them
- 2. Click the X in the upper right of the upload window to close it once all files are uploaded

## Download

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(Total file size in list 225.6 KB) Powered by <u>CrushFTP</u> © 2017 <u>CrushFTP</u> Correct timeout in 1 min, 41 secs.) <b>&amp;</b> Back to top							

- 1. To download multiple files:
  - a. To download multiple files choose the files you want to download by clicking the checkbox next to them
  - b. Click the download button
  - c. This will download all files as a ZIP file to your default download location
- 2. To download files individually:
  - a. Right click the file you want to download and choose Download
  - b. This will download each file to your default download location