

FTP GUIDELINES

Before using Grapevine's FTP site, contact your Project Manager for a custom log-in and password.



USING FTP SOFTWARE:

URL: upload.grapevinevc.com
Username and password provided
Default port and file location



WEB ACCESS:

Go to: <http://upload.grapevinevc.com>
Username and password provided



DOWNLOADING:

Your file should be listed on your home page. If you do not see your file, it may be in a folder. Once you have located your file for download, click the arrow located to the right. When finished, log off to ensure safety of your files.



UPLOADING:

From your home screen, please click on upload file(s) and follow instructions. If you would like to upload to a folder, please click create folder. After your folder is created, return to file listing. Click on the folder name to bring you into that directory. Click on upload file(s) and follow instructions. When finished, log off to ensure safety of your files.

If you have any questions or concerns, feel free to contact us.

