



April 14, 2008

Reference: Use Of B3PE FTP Site

Accessing The Site:

To access the FTP site, use either Windows Explorer, or a FTP Utility Application. A User Name and Password are required to access the site.

When using Windows Explorer, enter the site name <ftp://www.b3pe.com> at the *Address* prompt. When prompted, enter **b3pe_guest** for the *User name* prompt. Enter the provided password for the *Password* prompt.

When using a FTP Utility, enter the site name www.b3pe.com at the *Host* prompt. When prompted, enter **b3pe_guest** for the *User name* prompt. Enter the provided password for the *Password* prompt.

Once logged in, downloads either to or from the site can be performed using common Windows file cut/copy/paste procedures.

Site Use:

The B3PE FTP site is provided as a service to our customers. Please be professional and courteous when using the site. Files or folders belonging to other users may exist on the site. Respect their privacy - do not download, copy, delete, view, or otherwise access or modify another User's files or folders.

Warning: The site is not considered "secure", do not post information that you do not want someone else to see or access.

To Download/Post A File To The Site:

To download a file to the site, if a folder does not already exist for your organization, create a new folder on the site. Use a descriptive name to associate the file to your organization. Download your files to "your" folder. Notify us at help@b3pe.com that you have posted files to the site. If you created a new folder, include the folder name in your notification. We will delete the files from the site after we download them.

To Download A File From The Site:

To download a file from the site, find the folder associated with your organization. Download your files from "your" folder. Please delete your files from the FTP site after you have completed the download.

Thank you for your cooperation...

Brad Bean