



CP DIRECT FTP INSTRUCTIONS

Using an FTP Client (FileZilla for PC's, or Fetch for MAC's, for example)

Step One: Open your FTP Client. If needed, click "New Site", name site "CP-Direct-FTP"

Step Two: Login credentials are:

Protocol: SFTP-SSH File Transfer Protocol

Host: **ftp-cpdirectinc.egnyte.com**

Username: **cpd-ftp-access@cpdirectinc**

Password: **CPD-Client-PW-\$26**

Step Three: Browse to file you want to send and follow your FTP Client transmission instructions.

***** CP Direct will be notified via email when your files are uploaded to our server, and we will confirm receipt with you.**

CP DIRECT FTP INSTRUCTIONS

Using SFTP link on CP Website

Step One: Contact your CSR and have them set up an account for you

Step Two: Go to www.cpdirectinc.com, and hit the “Upload Artwork” link at top right corner of page.

Step Three: You will receive an email with login information that looks something like the below:

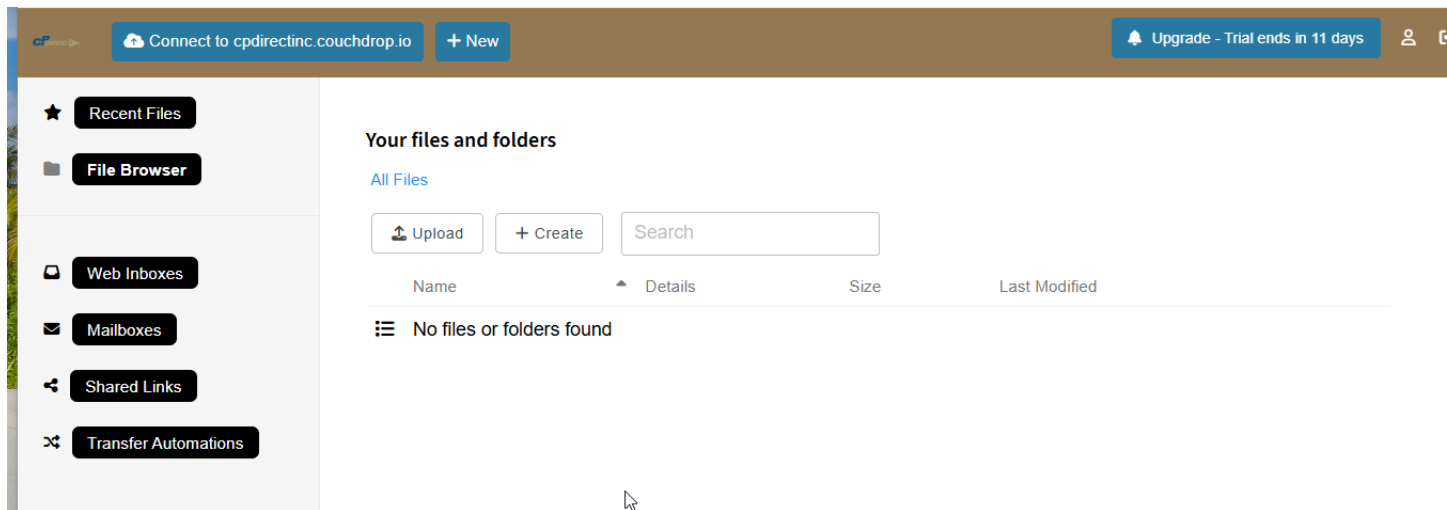
Your username is: astahl

Your email: astahl@cpdirectinc.com

The current password is: cpdirectinc4600

You will be directed to create your own password when you log in for the first time.

When you log in you will see this page below then page DoubleClick on that 2nd tab where it says “file browser”



Then you can click and create a new folder, then double-click to open that folder & upload a file into the folder.

***** CP Direct will be notified via email when your files are uploaded to our server, and we will confirm receipt with you.**