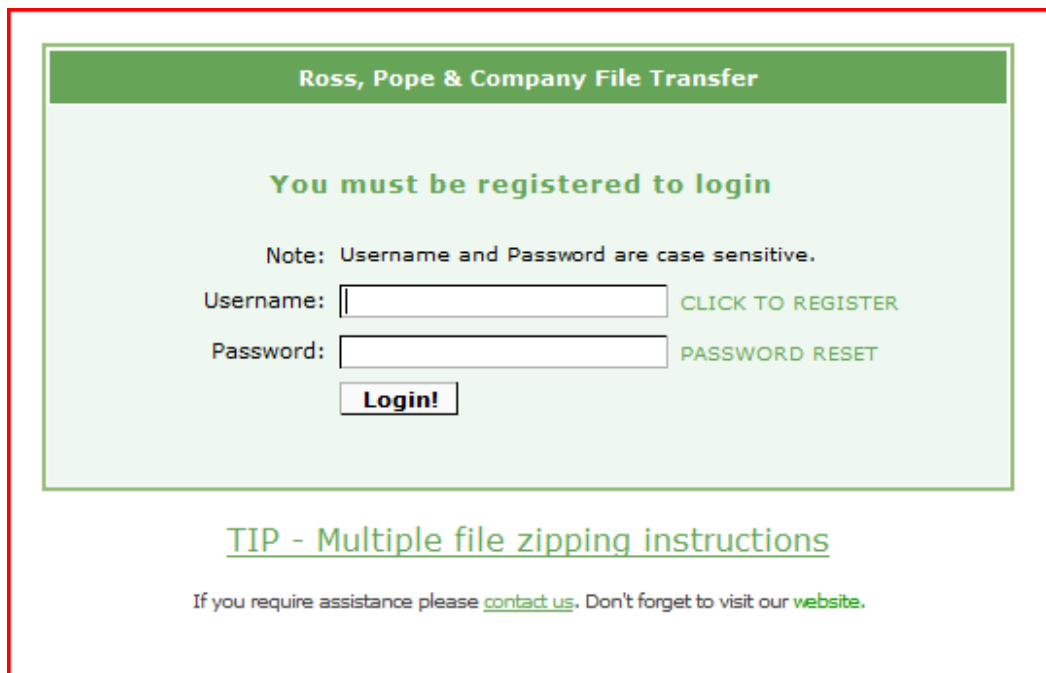


# USING THE ROSS POPE UPLOAD WEBSITE

## Note:

1. Before you can login you must register for a username and password. Ensure you enter your correct e-mail address because your username and password will be e-mailed to you upon registration.
2. If you are trying to transfer a file to someone at Ross, Pope & Company please make sure they know your username and password.

Visit <http://upload.rosspope.com>



Ross, Pope & Company File Transfer

**You must be registered to login**

Note: Username and Password are case sensitive.

Username:  [CLICK TO REGISTER](#)

Password:  [PASSWORD RESET](#)

**Login!**

[TIP - Multiple file zipping instructions](#)

If you require assistance please [contact us](#). Don't forget to visit our [website](#).

If you already have a username and password...  
Enter your *username* and *password*. Click "**Login**"

If you don't have a username and password...  
Select "**CLICK TO REGISTER**" on the main page.



Once you are logged in you will see a folder with the same name as your username. Click on the **folder name** to open it.

**Note:** Clicking on the image of the folder won't open the folder.

# UPLOADING A FILE

Virtual Folders User Setting Log out [ test1 ]

/test1

upload file delete file createdir

Thumbnail List/Detail

Name ▲ type	Size	Date	Description	Author
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[Search files>>](#)

Click on “Upload file”

Username: test1

Password: \*\*\*\*

Description:

File:  Browse...

send an email alert to all the authorized users

Upload Stop Show upload progress

Click on “Browse”. From the pop-up window select the file that you wish to upload and click “Open”.

Enter a *Description* for the file that you are uploading and click on “Upload”.

Once your upload is complete you will see the file in your Virtual Folder.


Send an e-mail to the person who is waiting for your file with your username and password.

# DOWNLOADING A FILE

[Virtual Folders](#) [User Setting](#) [Log out \[ test1 \]](#)

/test1

[uploadfile](#) [deletefile](#) [createdir](#) [Thumbnail](#) [List/Detail](#)

Name	type	Size	Date	Description	Author
 3110cn_brochure.pdf		374KB	01/21/2008 08:39:18 AM	Brochure	test1

[Search files>>](#)

Click on the file you wish to download. A window will pop-up. Select where you would like to save the file.