



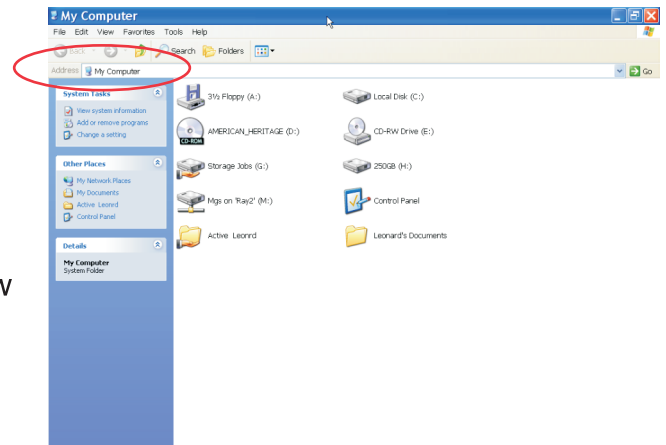
## FTP Login

An FTP site is used to send and/or receive large files.  
To access our ftp site follow the instructions below.

**1**

From the Start button go to My Computer, in the address bar type: <ftp://data.bpsabq.com>

If your address bar is not displayed, open the view tab click on the toolbars, then the address bar.

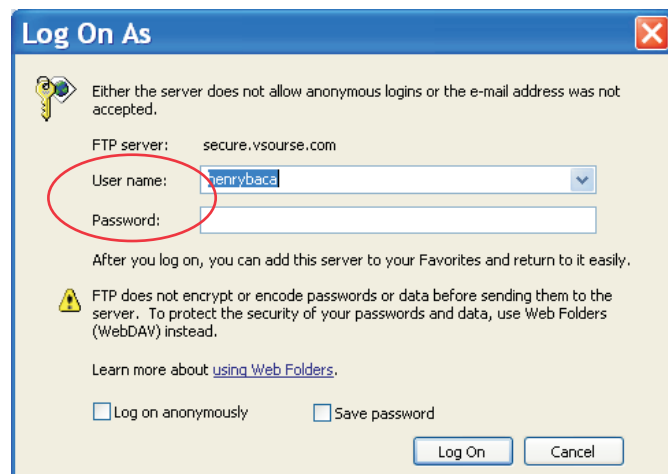


**2**

The “Log On As” Screen will open and type in the user name and password (**lower case**). Your User name and password should have been given to you by your Sales Associate. Call the office if you need help 266-4011.

User name:

Password:



**3**

A window screen will open then just drag and drop you files and/or folders into the screen. Your sales associate may have created folder for you to keep jobs organize. If you are sending multiple files, folder are a good way to keep organized.

Any question call  
Leonard Baca  
Office 505- 266-4011  
Cell 505-480-8292  
[printing@bpsabq.com](mailto:printing@bpsabq.com)

