

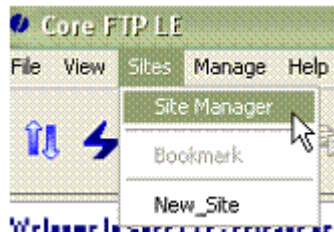
Configuration for Connecting to the Chapman Data Services Secure FTP Server

Note: This documentation uses the [CoreFTP Program](http://www.coreftp.com) (available for download at <http://www.coreftp.com>) for the purposes of providing examples. While other FTP programs will differ slightly, the basic concepts are the same.

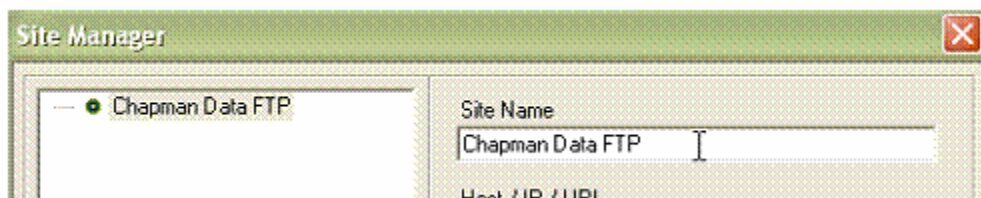
You must use an FTP program that supports SFTP / SSL FTP, otherwise you will not be able to connect with the Chapman Data Services Secure FTP Server. If you encounter problems configuring your FTP program to connect with the Chapman Data Services Secure FTP Server, please call your Chapman Data Services contact, phone 214-915-7050 or complete our [online contact form](#).

Configuring Your FTP Program

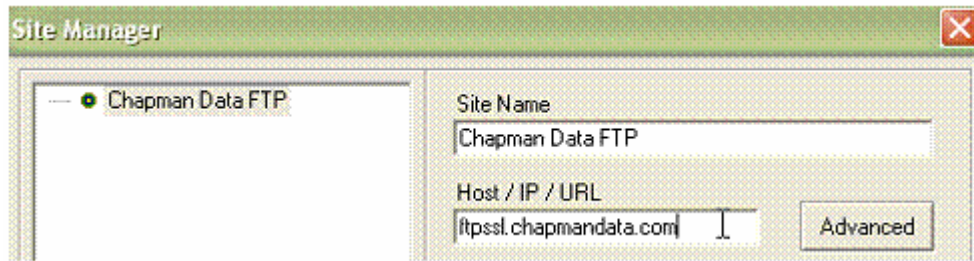
1. Start your FTP program.
 - a. If this is the first time that you have used your FTP program, you will be presented with the Site Manager screen which is where you will configure your FTP program to connect to the Chapman Data Services Secure FTP Server.
 - b. Otherwise, please click on the **Sites** menu and select **Site Manager**:



2. In the **Site Manager** window:
 - a. Change the **Site Name** field from **New_Site** to something that you will remember such as **Chapman Data FTP**.



- b. In the **Host / IP / URL** field, type in the following: **ftpsl.chapmandata.com**

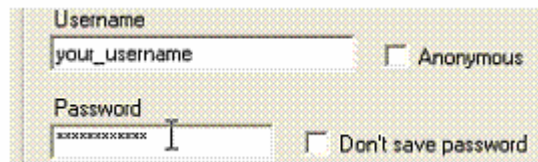


- c. Type the username that you were assigned in the **Username** field.

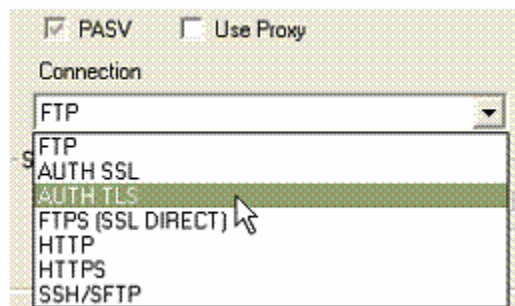
Note: If you have not been assigned a **Username** and **Password**, please call your contact at Chapman Data Services, phone 214-915-7050 or complete our [online contact form](#).



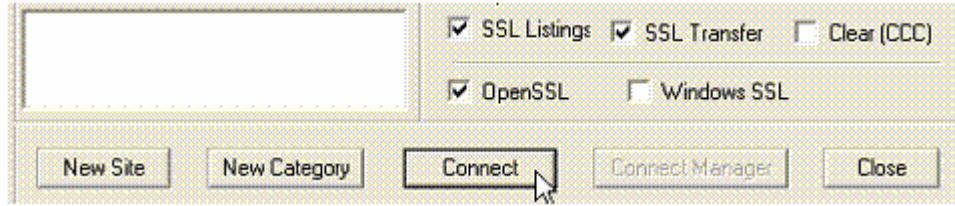
- d. Type the password that you were assigned in the **Password** field and make sure that the **Don't save password** checkbox is **unchecked**.



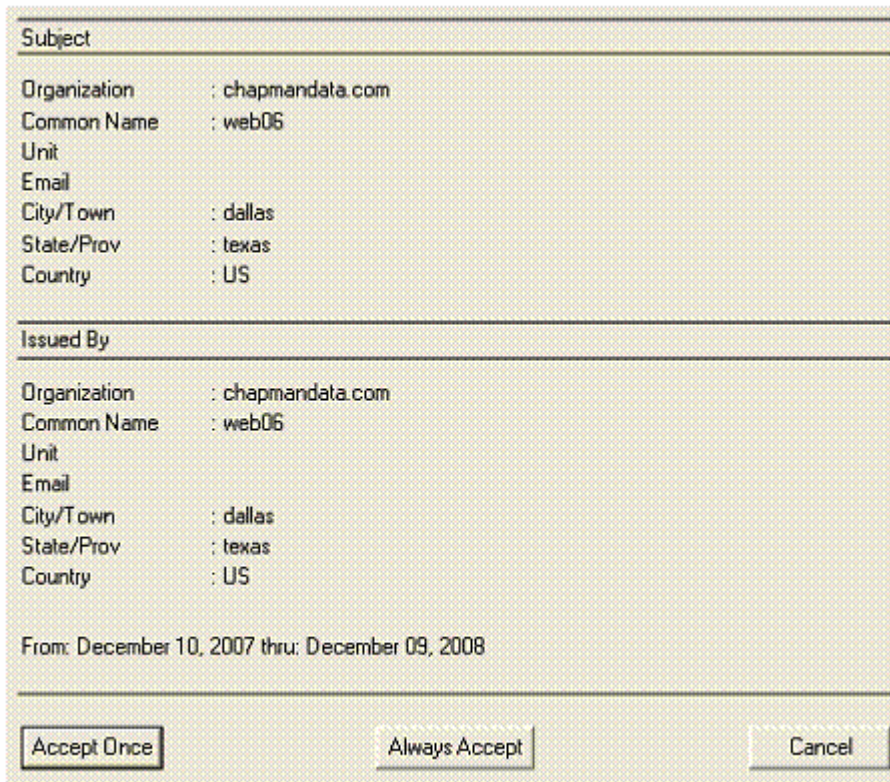
- e. In the Connection drop down box, select **AUTH TLS**.



- f. Click on the **Connect** button to establish your connection with the Chapman Data Services Secure FTP Server.



- g. When you connect to the Chapman Data Services Secure FTP Server for the first time you will see the **Certificate Information** window. Make sure you click on the **Always Accept** button.



- h. When you are connected to the Chapman Data Services Secure FTP Server you will see two windows. The **left window** shows the contents of **your computer**. The **right window** shows the contents of the **FTP Server**.



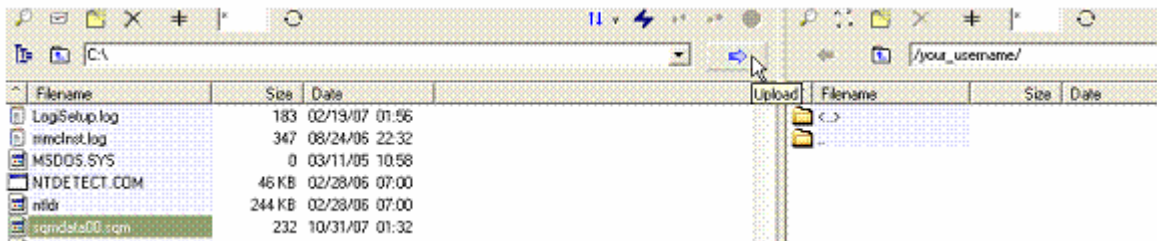
To Upload A File From Your Computer To The FTP Server:

1. Inside **Core FTP LE**

- a. Connect to the Chapman Data Services Secure FTP Server by clicking on the **Sites** menu and select **Chapman_Data_FTP** (or whatever you named it during step 2a above).



- b. In the **Right Window** (FTP Server), double click on the folder that will match your username.
- c. In the **Left Window** (your computer), find the file that you wish to upload. Click on it once and then click on the rightward pointing arrow at the top right of the **Left Window** (your computer). *Think of the arrow as saying "I am going to put the file from my computer to the FTP Server".*



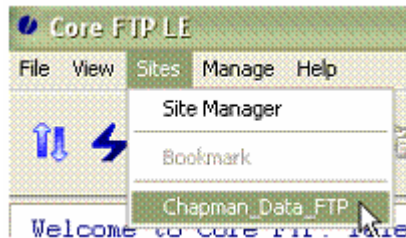
- d. Once the transfer has been completed, you will see the file in the **Right Window** (FTP Server).



To Download A File From The FTP Server To Your Computer:

1. Inside **Core FTP LE**

- a. Connect to the Chapman Data Services FTP Server by clicking on the **Sites** menu and select **Chapman_Data_FTP** (or whatever you named it during step 2a above).



- b. In the **Left Window** (your computer), go to the location on your computer where you want to put the file.
- c. In the **Right Window** (FTP Server), click once on the file that you wish to download and then click on the leftward pointing arrow at the top left of the **Right Window** (FTP Server). *Think of this arrow as saying "I am going to put the file from the FTP Server onto your computer".*



Remember:

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