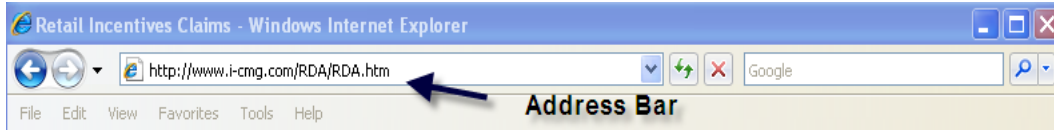
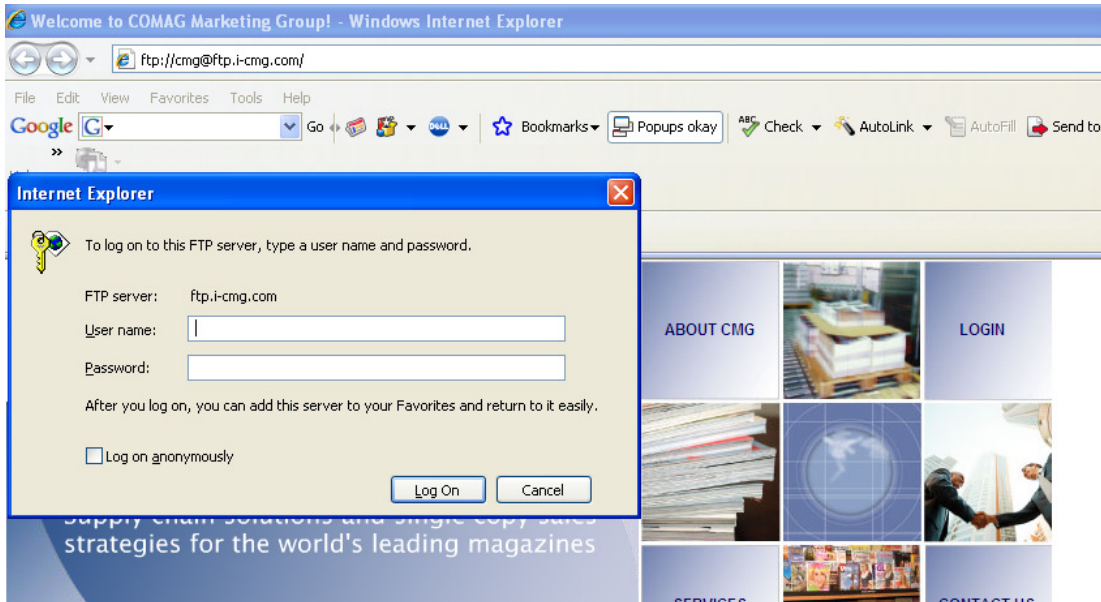


## Uploading Claims to FTP site

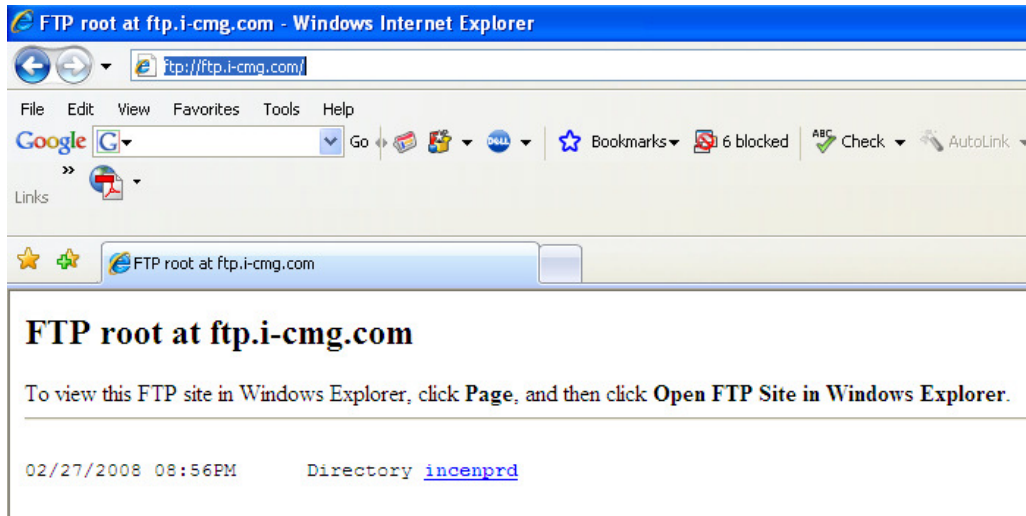
1. Open a new Internet Explorer window on your computer.
2. Copy and paste the following link `ftp://cmg@ftp.i-cmg.com/` or type it into your address bar:



3. You should get a similar screen as seen below. Please enter the username and password that you were sent earlier and then click the Log On button.



4. After logging in, you should see the following screen:

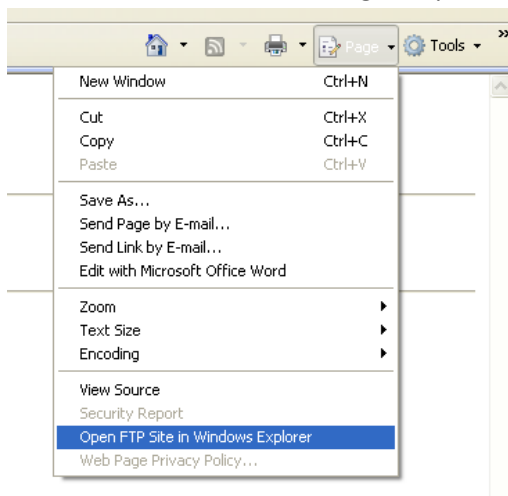


NOTE: If you don't see the text view as shown above and see a folder icon, then you are on a previous version of Internet Explorer and can skip to Step #7

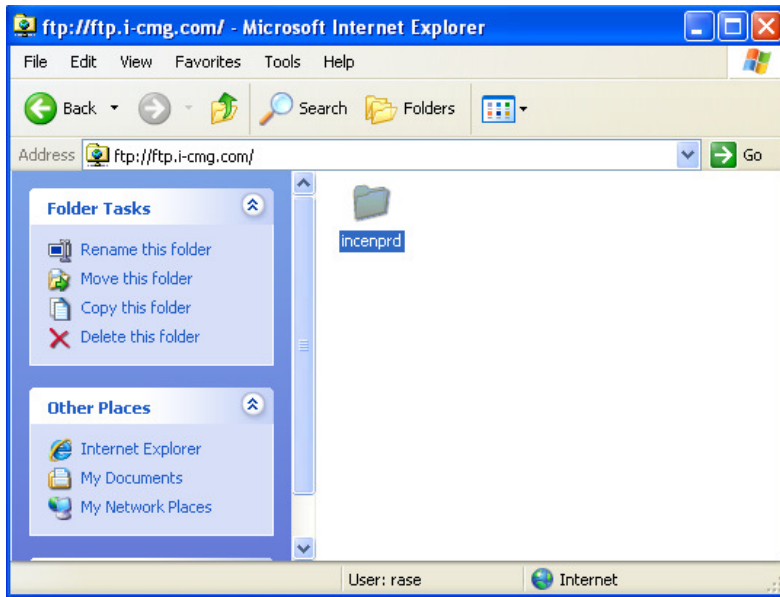


, then you are

5. As it states above, Click on Page > Open FTP Site in Windows Explorer



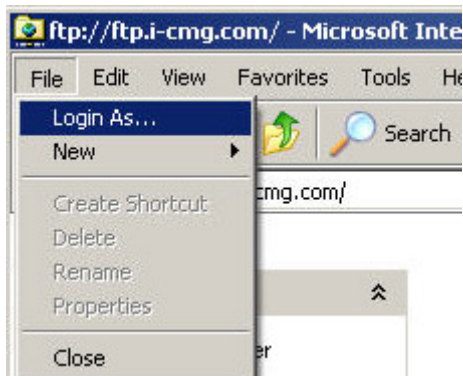
6. This will bring up folder view as seen below:



NOTE: You may get prompted for your username and password again. This is okay. Go ahead and enter the same username and password as you did earlier.

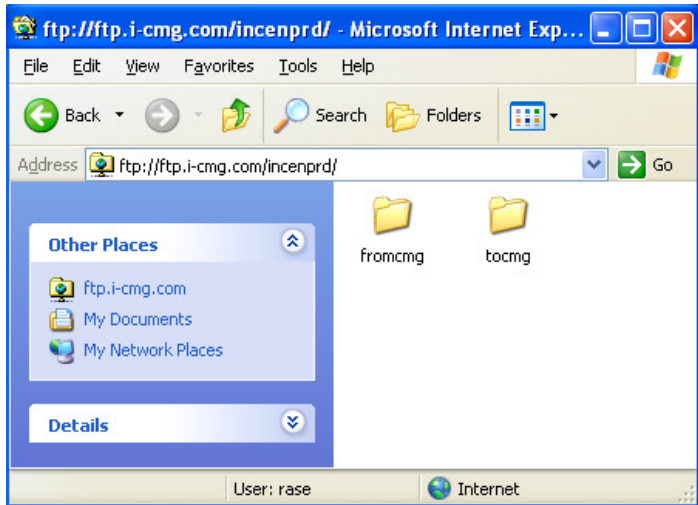
If you don't see the **incenprd** folder as shown above and see an **uploads** folder instead, you will need to login by clicking on **File > Login As** as shown below

You will need to do this also if you get an error after clicking on **Page > Open FTP Site in Windows Explorer**.

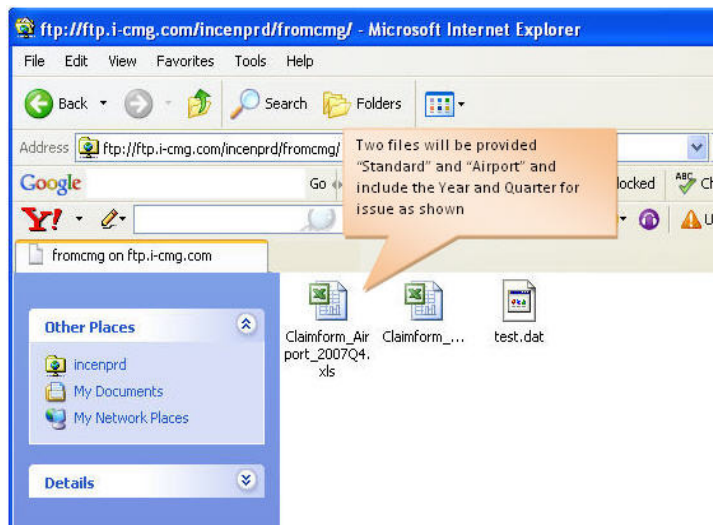


This will prompt you for your username and password and after that you should see the **incenprd** folder.

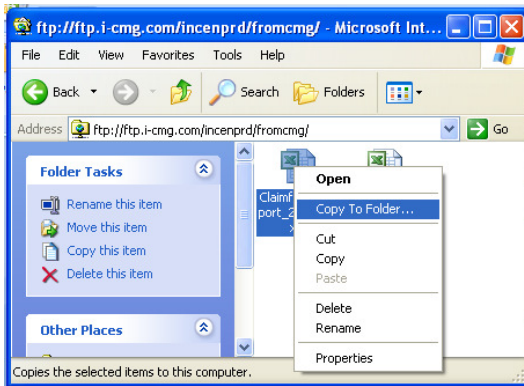
7. Double click on the incenprd folder.



8. The “fromcmg” folder is the location where you will retrieve your Incentive Claim Files when notified.

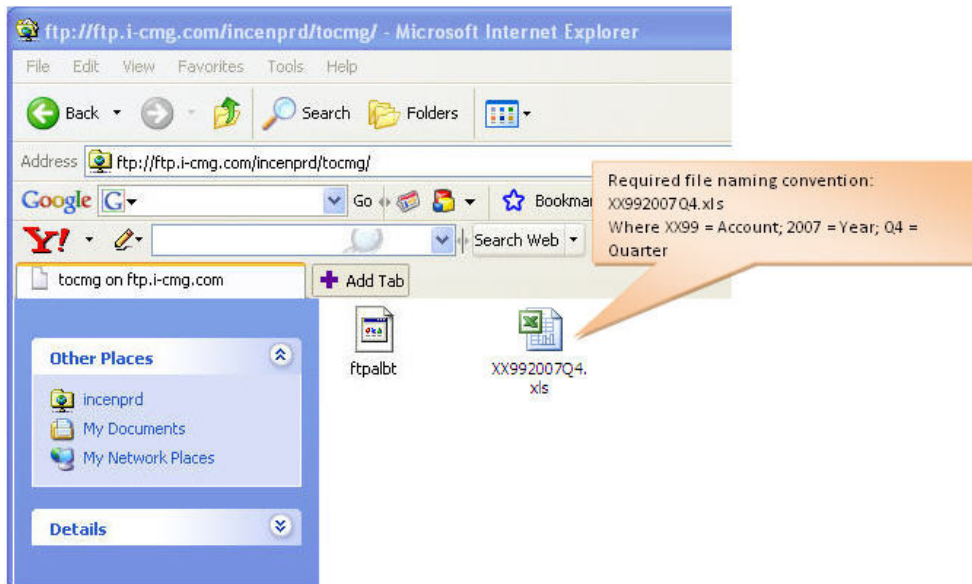


9. To download the file, right click the file and choose Copy to Folder.

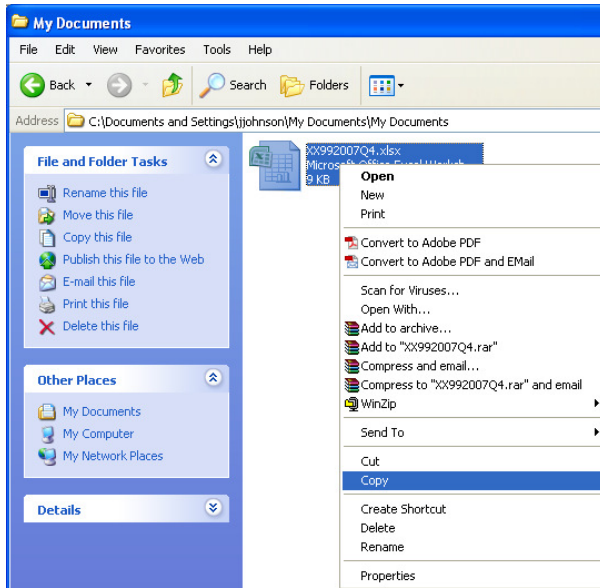


Then choose the location on your computer you want to save it.

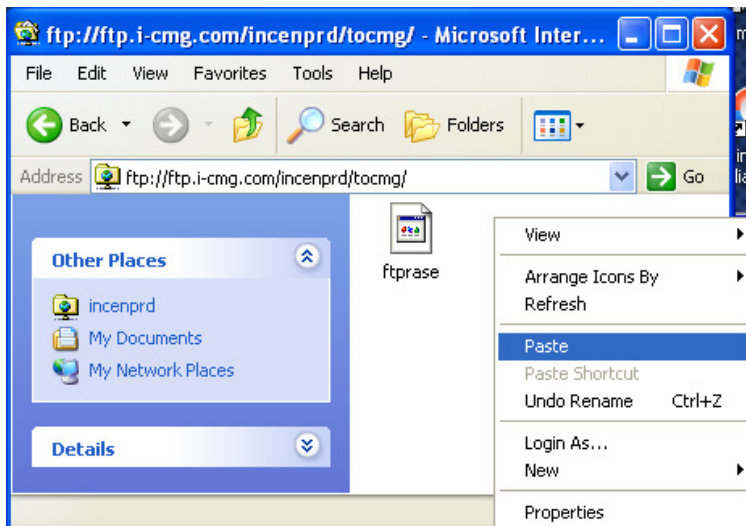
10. The “tocmg” folder is the location that you use to transfer your completed Incentive Claim files once complete.



11. Once you have completed the claim form, go to the folder in which you saved the file. Right click the file and choose Copy as shown below:



12. Go back to the FTP site and right click an empty area in the “tocmg” folder.



This will copy the file to FTP server. It will be gone in a few minutes as there is an automated process that moves it to another server.

You have successfully uploaded your claim to CMG.