



# NEW ENGLAND WOODEN WARE'S

## *FTP Login Instructions*

1. Click "Click Here to Request Login" button located below the Submit button. This will open your email and in the body of the email, please include your contact information and company name. New users will be contacted to verify information.
2. You will be emailed a "username" and "password"
3. Enter username and password then click the "Submit" button You will be redirected to our upload page.
4. In the text boxes provided, type in your name, email, subject and brief message.
5. Click the "Select File" button, and specify the location of the file. Select Add another file for each additional file (up to five files maximum).
6. Click SEND IT.

You will receive a email confirmation that your file has been successfully uploaded.