

# Mills Client Website File Transfer Instructions

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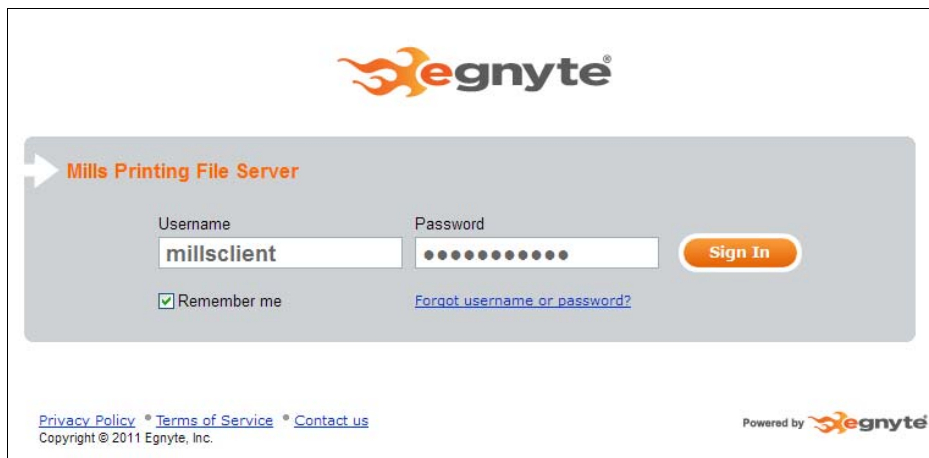
## Connect to Egnyte

Point your browser to <https://millsprinting.egnyte.com/>

Login to our site with the following credentials:

**Username:** millsclient

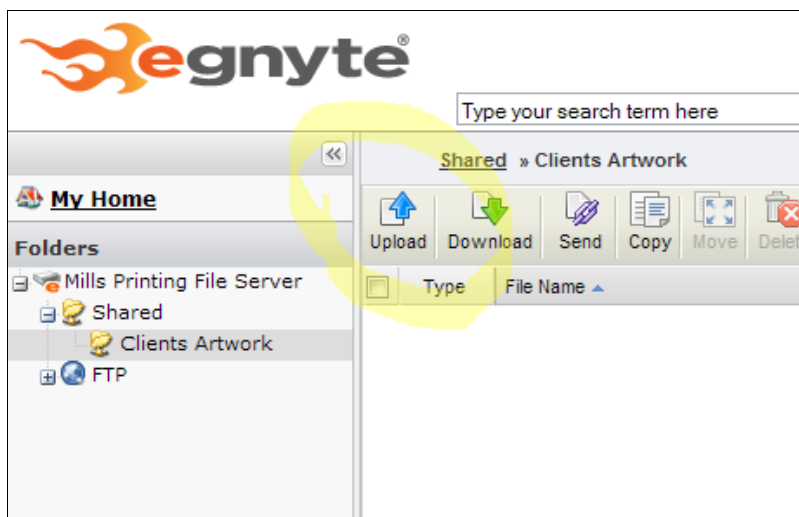
**Password:** millsclient



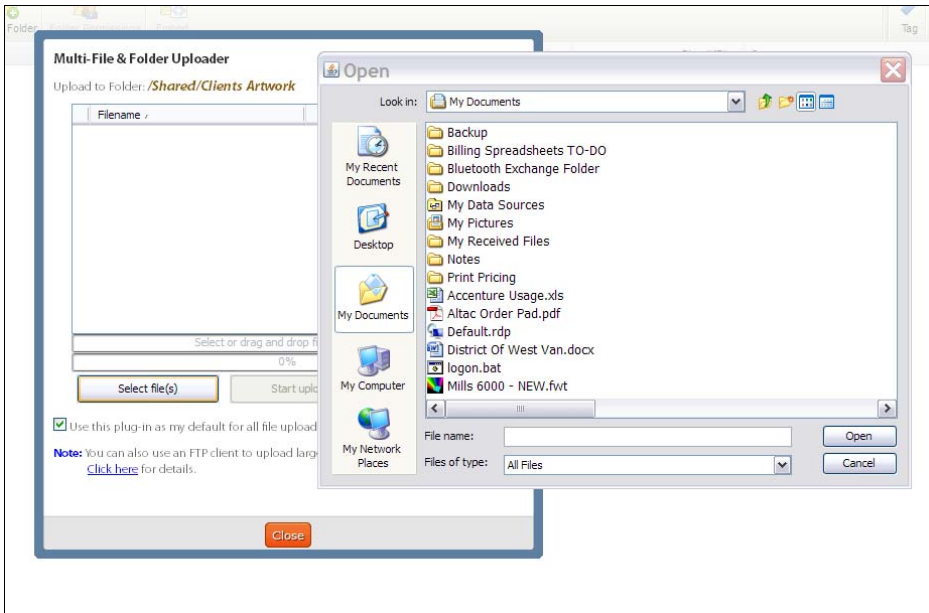
The screenshot shows the Egnyte login interface. At the top is the Egnyte logo. Below it is a grey box titled "Mills Printing File Server" with a right-pointing arrow. Inside this box, there are two input fields: "Username" containing "millsclient" and "Password" with masked characters. To the right of the password field is an orange "Sign In" button. Below the username field is a checked checkbox labeled "Remember me". Below the password field is a blue link that says "Forgot username or password?". At the bottom left of the page are links for "Privacy Policy", "Terms of Service", and "Contact us", along with the copyright notice "Copyright © 2011 Egnyte, Inc.". At the bottom right is the text "Powered by" followed by the Egnyte logo.

## Upload your files

Once you've logged in you should see a small "New Folder" button on the task bar. If you create a new folder with your company name that will keep all of your files in one place for easy use. To send files click on the "Upload" button on the mid-left side of the screen.



Clicking this button should bring up a Java applet that will allow you to browse for and select files to upload from your computer.



Once you've selected the file/files you want to send simply click the "start upload" button to start the upload.

