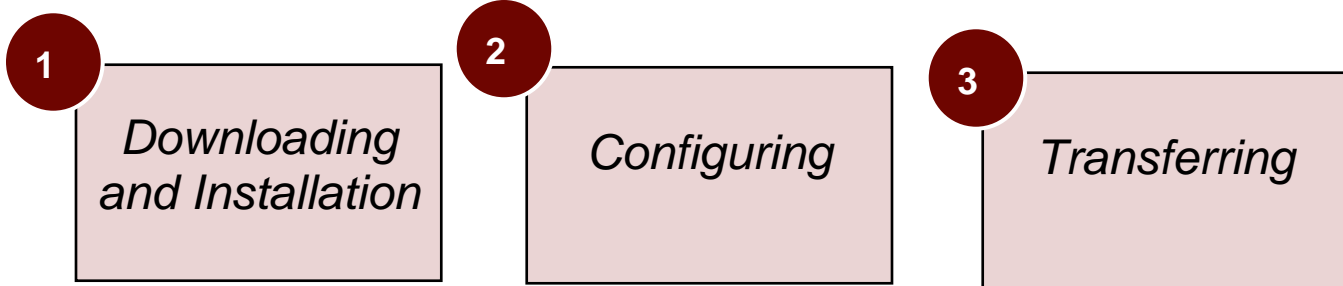


Step by Step Guide: To Submitting Electronic Applications:



All Local Government Innovation Fund Application must be submit online via the **Filezilla application server**. Filezilla allows you to transfer files from one computer to another using the File Transfer Protocol (FTP).

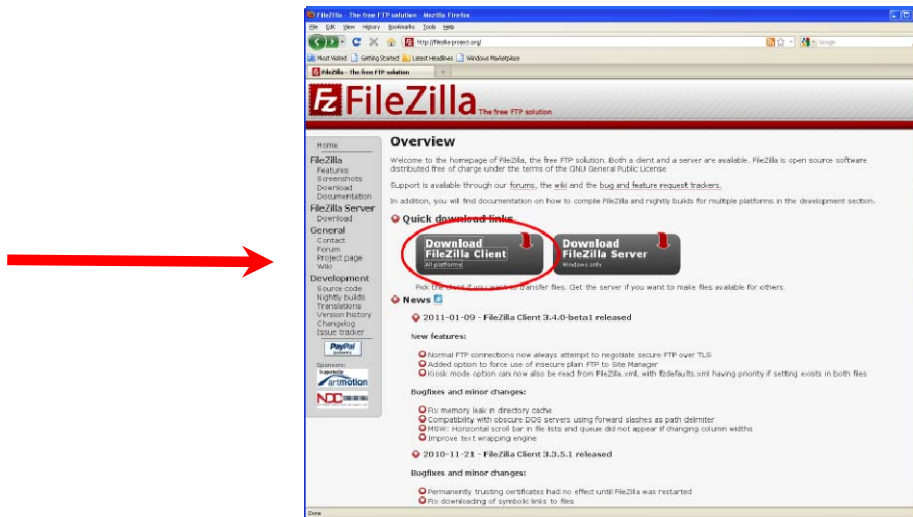
This program is very easy to use, however the process can seem strange if you have not used FTP software before. We have created this guide as a reference to help you with the process – you might like to print it for your records.

You need to have the following information after installation is complete to connect and upload your application materials:

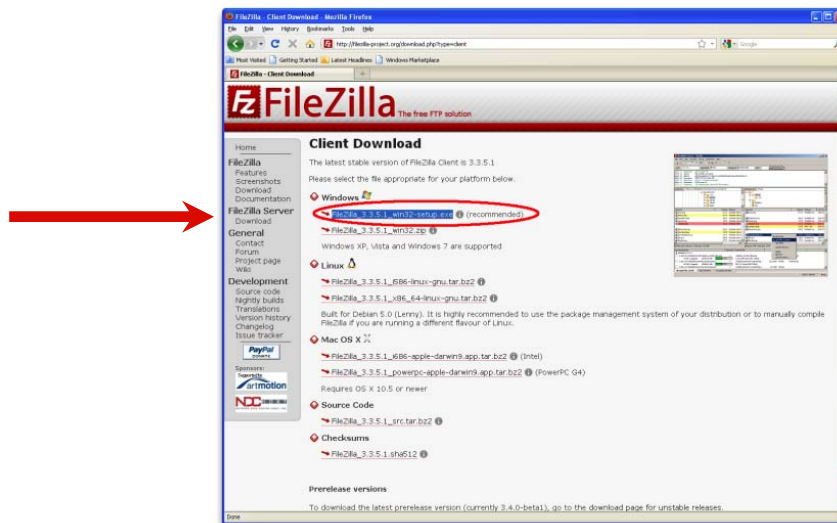
- **Hostname:** 198.234.148.37
- **Path:** 20
- **Username:** LGIF
- **Password:** LGIFu\$er

Step 1: Download and Install

1. Go to <http://filezilla-project.org/>. Click on “Download FileZilla Client”.



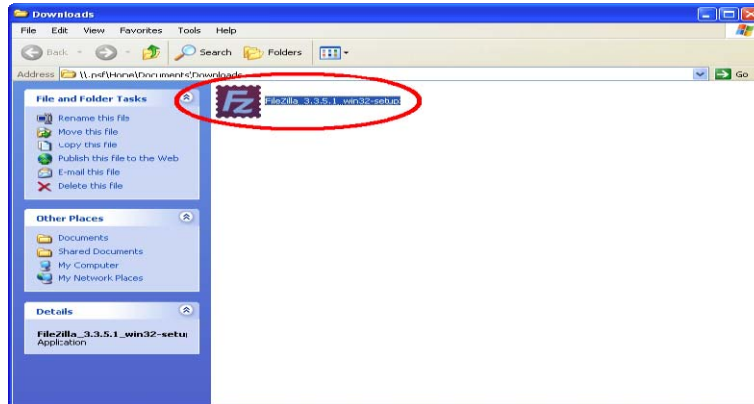
2. You will then be directed to the **Client Download** page: Under the heading for your computers operating system (Windows, Mac or Linux), download the software application.



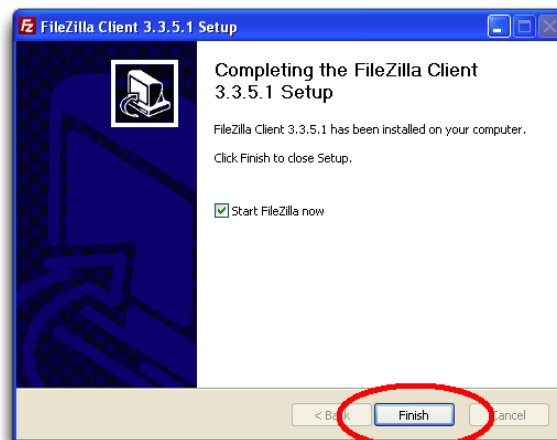
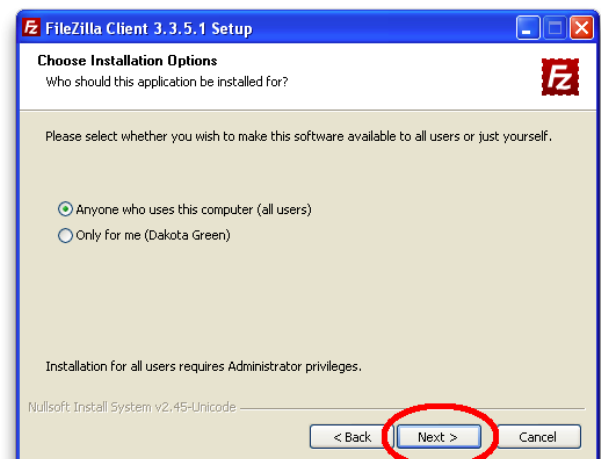
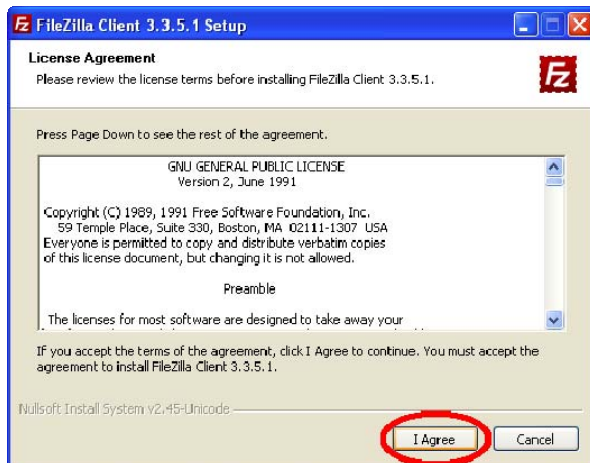
3. Click on the correct setup option, and you will then be re-directed to a **SourceForge** site.

- After a countdown, the downloading of FileZilla will attempt to begin. Make sure to save the installation file in an easily-accessible location on your computer (the Desktop is a highly-recommended suggestion).

Once the download is complete, navigate to the location you saved the file to, and double-click to start installation.

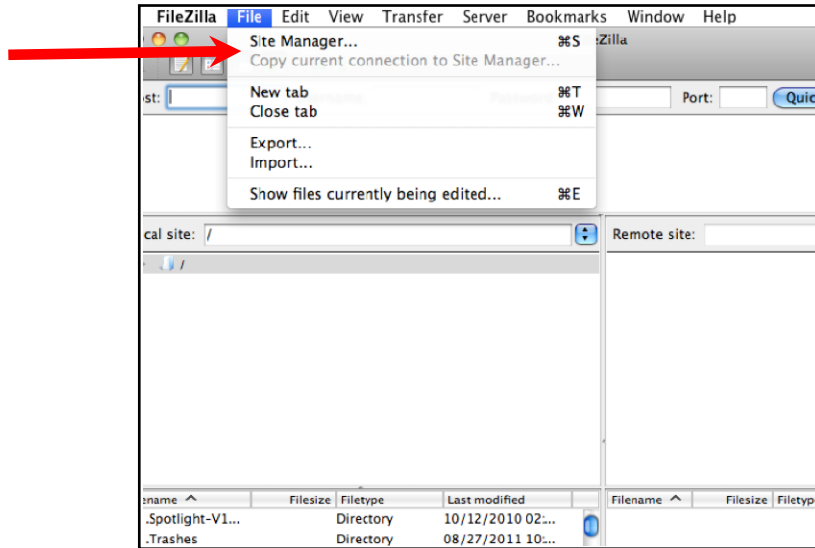


- Agree to the license, and click **Next.**, then leave the pre-selected options for 'Choose Installation Options', and click **Next** . Once the wizard has completed installing the program, click **Finish**.

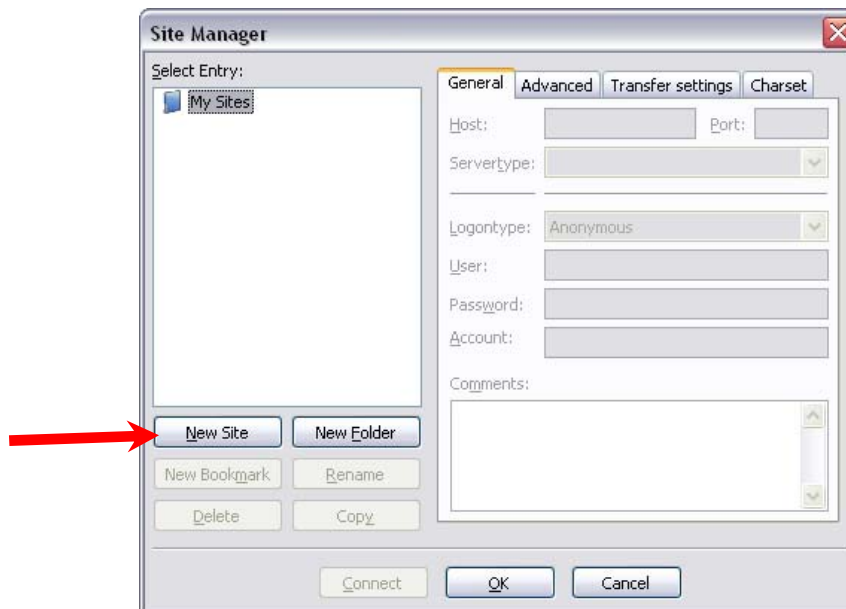


Step 2: Configuring

1. Double-click the FileZilla shortcut icon on your desktop (It was placed there during installation). This will launch the FileZilla program. Note: At this point you will not be connected to your server.
2. From the menu bar, select **File** and then **Site Manager**. This will open the Site Manager window.

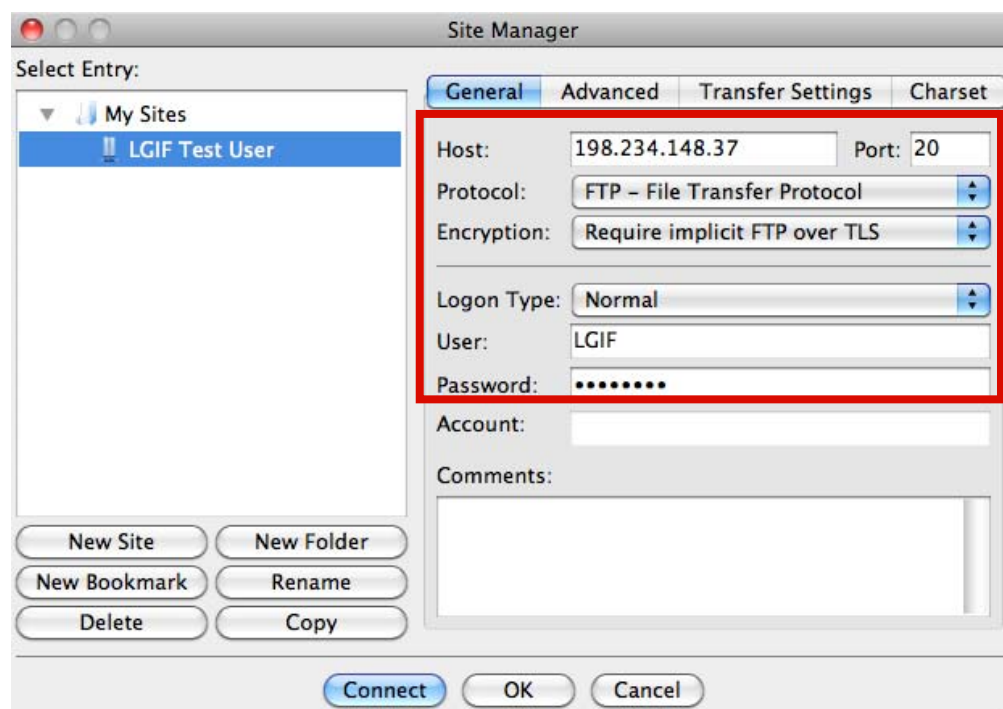


3. Next, Click on the button that says **New Site**.



4. For the new site, Give it any name you want and use the following settings:

Host:	198.234.148.37
Port:	20
“Encryption:”	“FTPES--- FTP over implicit TLS/SSL”
Logontype:	Normal
Username:	LGIF
Password (Case Sensitive):	LGIFu\$er
Click “Connect”	



Please Note: If connecting to the server for the first time, you may receive a message about an unknown host. Press **OK** to continue connecting to the server. Once you have successfully connected to the server, a file list as “test page” will appear on the right side of the main window.

Step 3: Transferring

When you successfully connect, you'll see a note in the status area at the top of your screen indicating that you are connected. The files and folders on your own computer will appear in the "**Local Site**" window on the left side of your screen (1). The files being submitted to the Local Government Innovation staff after transfer will appear in the "**Remote Site**" window on the right (2).

You can now transfer files and folders between your computer and the local government innovation staff by dragging them from one window to another!

1. The first step is to locate the files or folders on your local machine.
2. Then drag the file or folder from "Local Site" to the Remote site panel. The file is transferred and the Successful transfers tab at the base of the window displays the files and quantity transferred. *Please include the applicants name on all files uploaded.*

