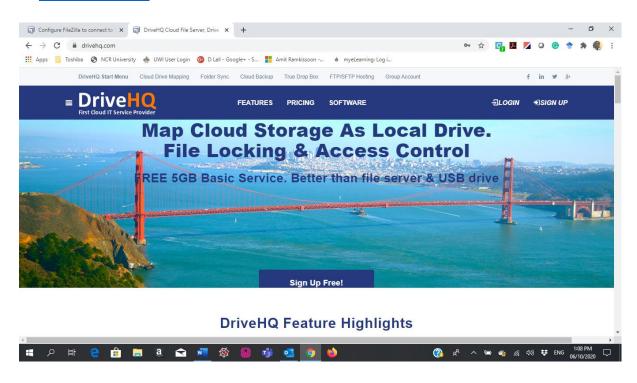
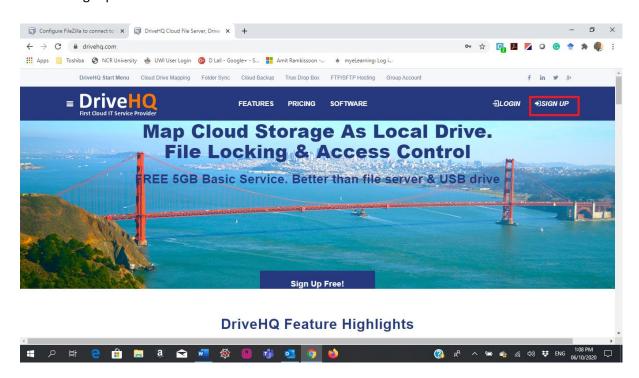
Setting up a Free FTP Server Account

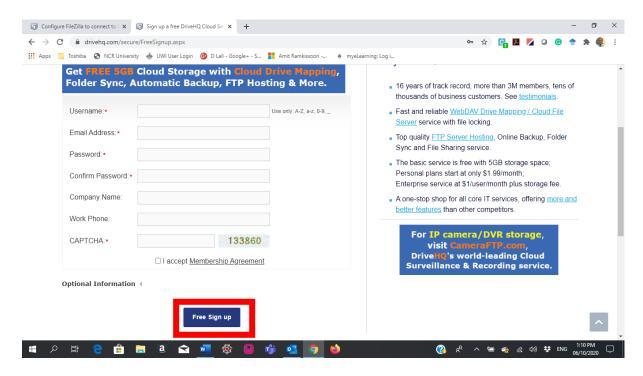
1. Go www.drivehq.com



2. Click the signup button



3. Fill out the simple form asking basic information



- 4. For company name use: The University of the West Indies, St Augustine
- 5. For Work Phone use: **662-2002**
- 6. Click Free Sign up
- 7. Once the sign up is successful you will receive an email to confirm the account
- 8. Open the email and follow the instructions to confirm your account
- 9. Once your account is confirmed your account will be activated
- 10. For use in the **Filezilla** application, use the following credentials to connect:
 - a. FTP Server: ftp.drivehq.com. You can also use the IP address: 66.220.9.50
 - b. Username & Password: Your DriveHQ account username and password
 - c. Port Leave it empty. The default port works fine.