

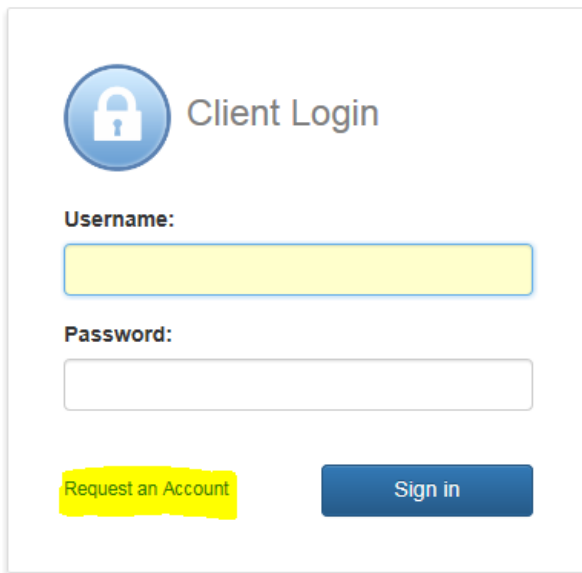
Welcome to Linamar Corporation's Secure FTP Services

Linamar IT has implemented a new secure FTP site for file transfers between client/partners and Linamar employees. New enhancements allow for encrypted file transfers to and from our system, self-serve, password recovery and streamlined service to better serve you.

This document will explain how to request/create new FTP accounts, manage them and upload and download files through the new HTTPS interface.

Request/Create A New FTP Account:

1. Open an internet explorer web browser.
2. Go to the following web page <https://sftp.linamar.com>
3. The following page will be displayed. Click on the request account link.

The image shows a 'Client Login' form. At the top left is a blue circular icon with a white padlock. To its right is the text 'Client Login'. Below this are two input fields: 'Username:' followed by a yellow rectangular box, and 'Password:' followed by a white rectangular box. At the bottom left is a yellow button labeled 'Request an Account', and at the bottom right is a blue button labeled 'Sign in'.

4. You will then be redirected to the Account Request Sign-Up Form. Enter in a unique username, your name, your email, your 5-digit extension or plant number and a justification. Now you have to create a password that meets the minimum password policy requirements and click Submit.

Minimum Password Requirements:

- Minimum length must be 7 characters
- Requires 1 letter
- Requires 1 number
- Requires 1 special character

Account Request Sign-up Form

You can request a new account using this form. All account requests will be reviewed by an administrator before approval.

User Name	<input type="text" value="Test1"/>
First Name	<input type="text" value="Test"/>
Last Name	<input type="text" value="User"/>
Email	<input type="text" value="adrian.wise@linamar.com"/>
Telephone	<input type="text" value="36202"/>
Mobile	<input type="text" value="A mobile phone number"/>
Justification	<input type="text" value="Required for client Ford Motor Company"/>
Password	<input type="password" value="••••••••"/> <div>Very Strong</div>
Confirm Password	<input type="password" value="••••••••"/>

Submit Request

5. You will then see the following screen that your secure FTP account has been submitted and the administrator has been notified. An email will be sent to IT to approve the request and activate the account you created. Then an automatic email will be generated notifying you the account is ready to use.

✔ Account request submitted for 'Test1'

Thank you for submitting your request for a new account. The administrator has been notified and you will receive an account creation notification once your account has been approved.

Sample Email Notification:



Your Account has been Approved

Thank you for your request for a new account. The administrator has **Approved** your account request.

Account Details

Username:	Test8
Name:	Test User

Internal Users (Linamar Employees):

To access your FTP account internally at Linamar please visit the link at the bottom of this email. Login with your username and password that you created. You can upload and download files using this interface and all communications are secure. You can also go to the account tab and set your security questions in the event that you forget your password as well as reset your password from this location.

External Users (Clients/Partners): Provide your client or partner with the following information:

You must use an FTP client that is capable of connecting via Secure FTP Linamar recommends using Filezilla FTP client which is free to download and use.

Username/Password provided via a phone call is the most secure way as email is not encrypted and can be intercepted over the internet

Host/Server Name: SFTP.LINAMAR.COM or IP: 206.186.133.18 (Please note the name change from our old FTP server)

Communication Port: 22

Detailed instructions can be obtained from your local IT Support Personell located at your plant.

Please note all files older than 7 days will be automatically deleted from the FTP server as per our SFTP Server policy.

Press the login button below to access your files.

Login Now

You can also access your files at <https://pd-co-ftp1.linamar.com>.

Should you have any problems or questions regarding your new account, please contact support at service.desk@linamar.com.

Linamar Employee SFTP Account Management:

Now that you have a new secure FTP account you can begin uploading and managing documents thru the new web interface. You can still use an FTP client capable of secure transfers such as Filezilla (recommended FTP client for clients/partners) however internally on Linamar's networks the web interface will perform all necessary steps needed to provide/retrieve all your documents.

1. Click on the link in your email (Login Now) or simply visit <https://sftp.linamar.com>
2. You will redirected to the logon page. Enter your new FTP account credentials (username and password you selected)
3. Once logged on you will see the following web page. The first thing you should do is click the Account link in the top right hand corner of the page.

The screenshot displays the CERBERUS File Manager interface. At the top right, it indicates 'Logged in as 'test2''. The main navigation bar includes 'Home', 'Account' (which is highlighted), 'Share', and 'Logout'. Below this, the 'File Manager' section features a toolbar with icons for refresh, upload, check all, delete, rename, and new folder. There are also buttons for 'Zip' and 'Unzip'. A search bar with 'Filter' and 'Find' options is present. A table with columns 'Name', 'Type', 'Size', and 'Date' is shown, but it contains no data. At the bottom, there are buttons for 'Add files...', 'Start upload', 'Cancel', and 'Clear', along with a 'Showing 0 to 0 of 0 entries' message and 'Previous'/'Next' navigation links.

4. Now click on the Security Question #1 and pick a question and answer. This will allow you to reset your password in the event that you lost or have forgotten it. Note that the question and answer are not visible to system administrators. Only you will be able to see and answer your questions. Fill in Security Question #2 as well.

User Account for test2

You can update your account from this page

Theme

Security Question #1

Question #1

Answer #1

Security Question #2

5. Then click the Update button on the bottom right hand-side of the page.

Addresses

Change Password

Update

- Notice the options of changing your password here as well as updating your information. It is important that we have contact information for the FTP account in the event we need to provide updates about the service. Now click on the Home button on the top right to return to the File Manager.
- Now let's upload some documents! In the File Manager click Add files... A window appears browse to the location where the file is located, select the file and click Open. You can add additional files if necessary and when ready click the Start button beside the file and watch the progress of your file upload.

File Manager

☐ Find

Show

Name	Type	Size	Date
No data available in table			

Showing 0 to 0 of 0 entries

+ Add files...
 Start upload
 Cancel
 Clear

Upload Drag & Drop on

deleteoldfiles.ps1

52.10 KB

Start
 Cancel

- Once the file is uploaded you will see the file listed under Name, you can then clear the file from your Add files list if desired.

Current directory refreshed

Check All

Delete

Rename

New Folder

Filter

Find

Zip

Unzip

Name

Type

Size

Date

deleteoldfiles.ps1

file

51 KB

4/6/2015 2:35 PM

Showing 1 to 1 of 1 entries

Previous

1

Next

+ Add files...

Start upload

Cancel

Clear

Upload Drag & Drop on

deleteoldfiles.ps1

52.10 KB

Clear

- That's it you have successfully uploaded your documents.
- Now you have to send the FTP instructions to the client or partner on how to connect to our FTP server. Instructions have been created and can be obtained from your local IT support personnel.