

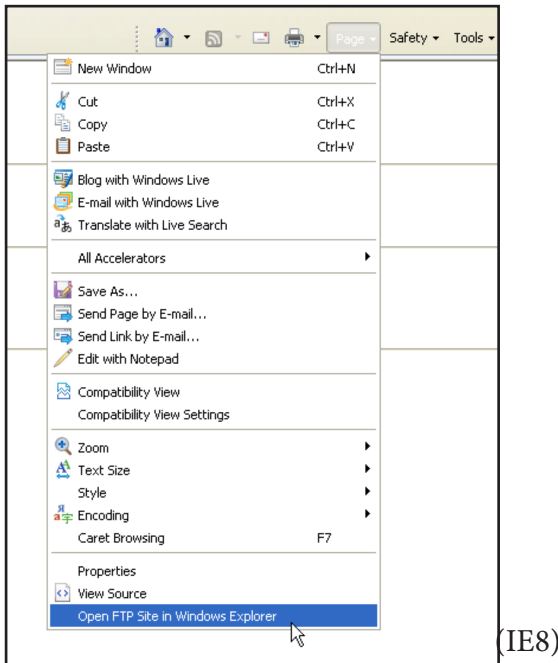
Submitting Meridian Handbook Pages via FTP

Log into ftp.meridianplanners.com

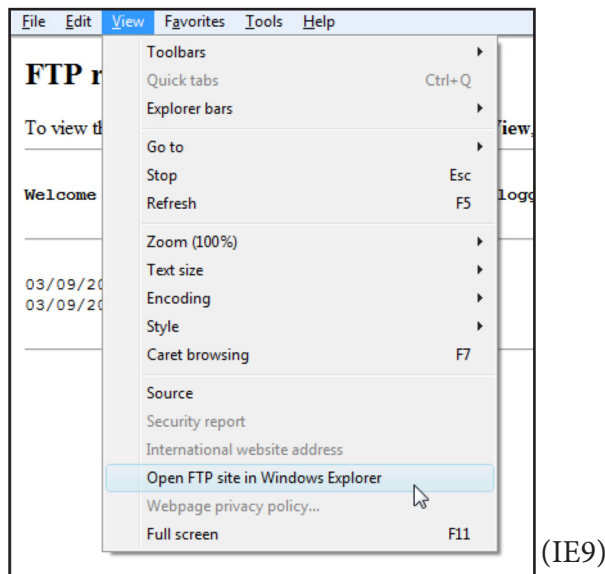
Log in using the Username and Password provided by your CS Consultant.



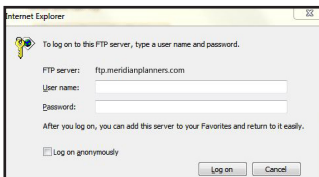
Internet Explorer 8 users: Click on the “Page” Menu on the right side of your menu bar and select “open FTP site in Windows Explorer.



Internet Explorer 9 users: Click View, and then click Open FTP Site in Windows Explorer.



Enter your password again.
The FTP site will display as a blank window.



Drag and drop your files into the window. The transfer may take some time depending on file size. Leave the FTP site open until transfer is complete.

