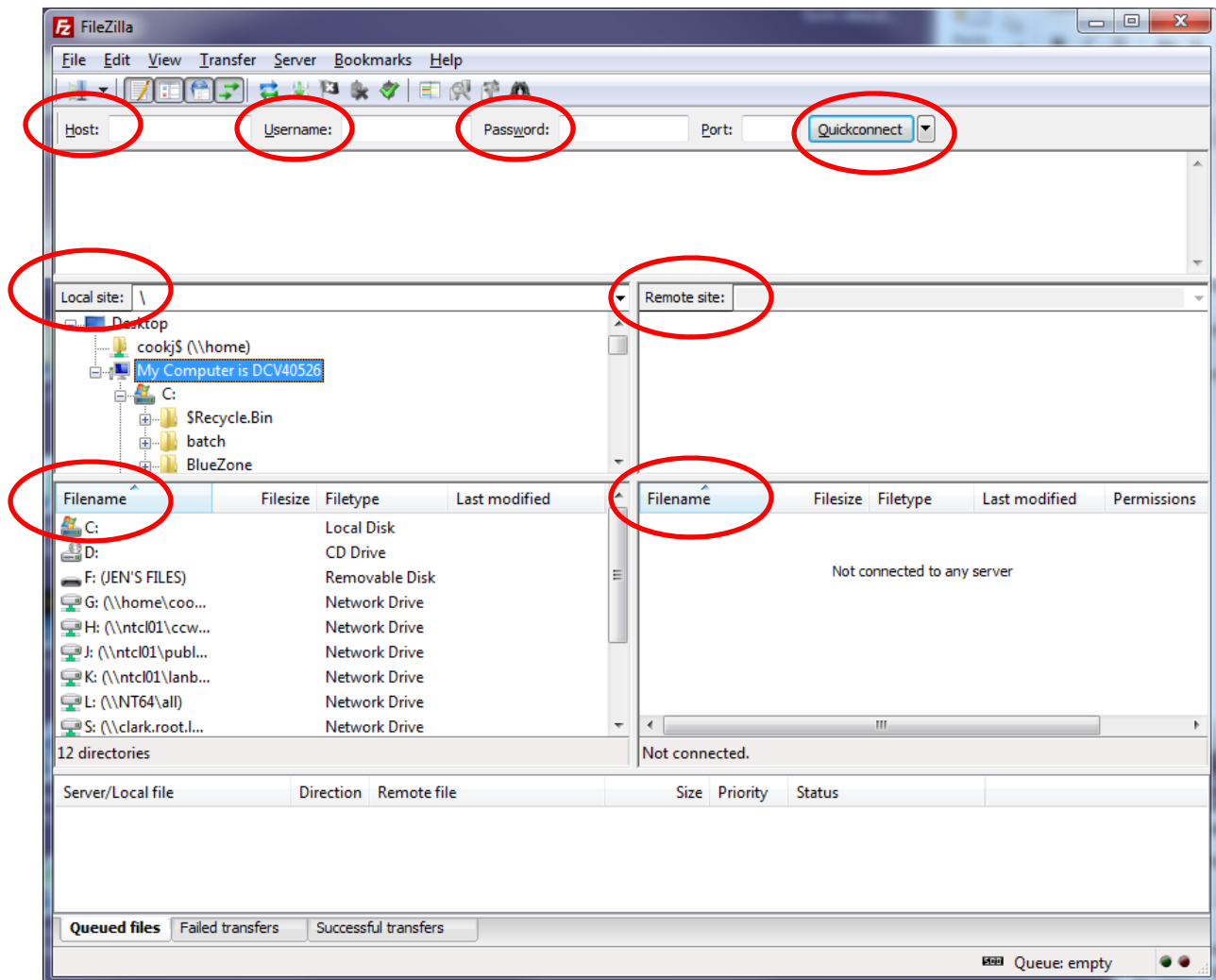


Uploading Documents using Filezilla (version 3.8.0)

(Download Filezilla FREE from whatever site you trust.)

Open Filezilla.

(Circled areas are what will be discussed)



In the Host field, type (exactly): <ftp://vjcdcefile@co.benton.wa.us>

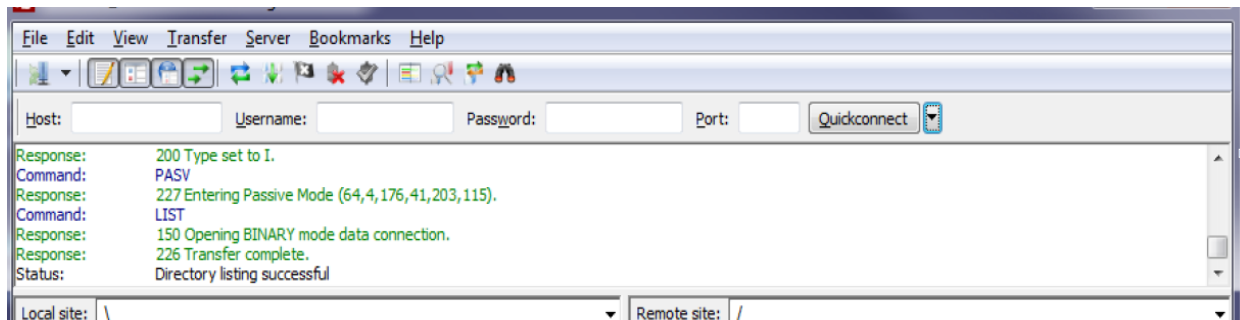
In the Username field, type your efile username (case sensitive).

In the Password field, type your efile password (case sensitive).

Leave the Port field empty.

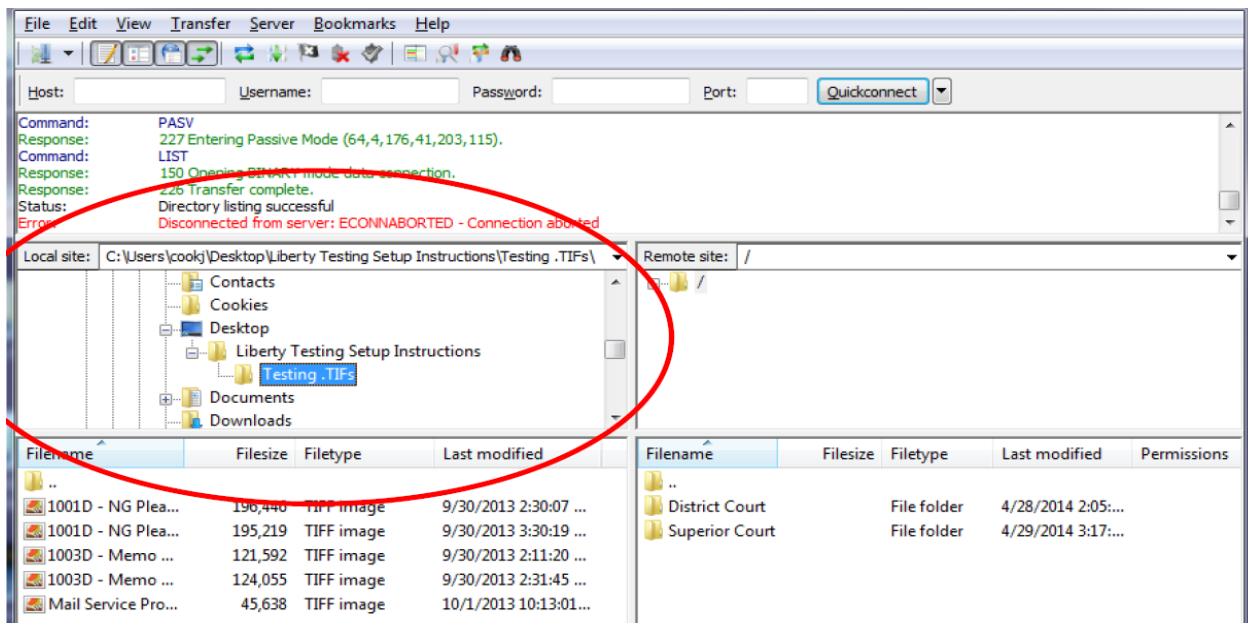
Click the Quickconnect button.

Once you click the Quickconnect button, the first box will fill up with what steps Filezilla is taking to log in to the FTP site. This can mainly be ignored, as long as you see the "Directory listing successful" message.



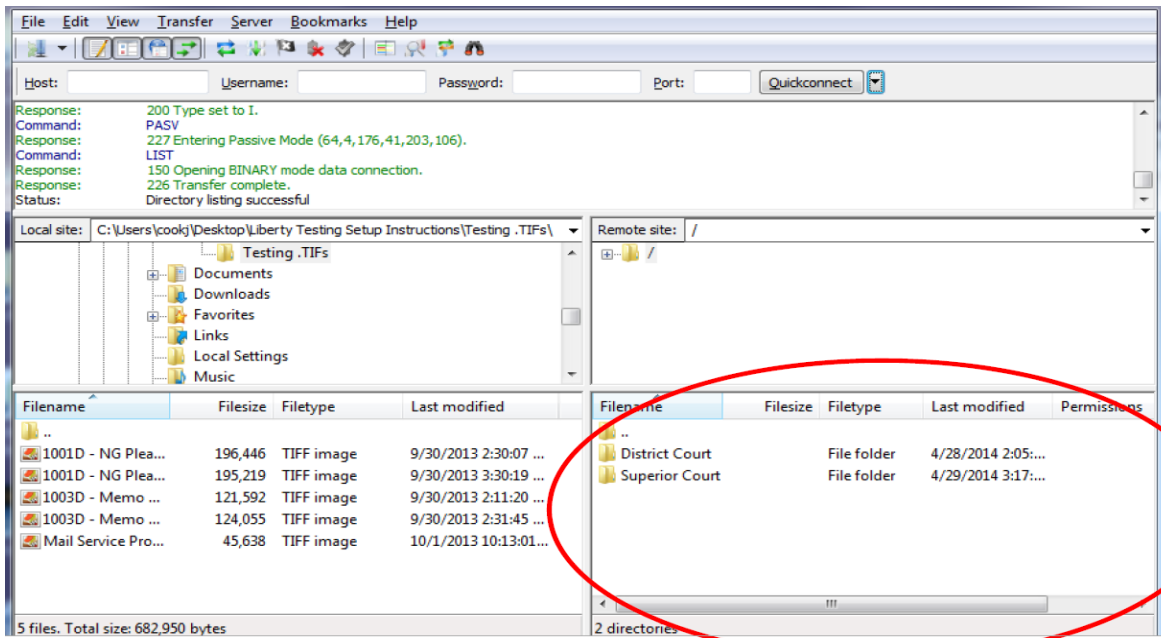
***It will be easier if all of the documents you want to upload onto the FTP site are located in the same folder or area on your computer, perhaps create a folder on your desktop called "To District Court"

Next step – in the Local site box (middle, left side) - locate the folder (or desktop) where the file that you want to upload is located on your computer.



**You will notice that the Filename box below the Local Site box updates as you click on different locations in the Local site box.

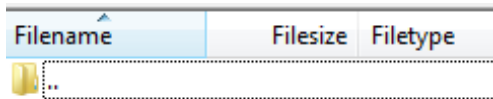
Next step – in the Filename box below the Remote Site box -



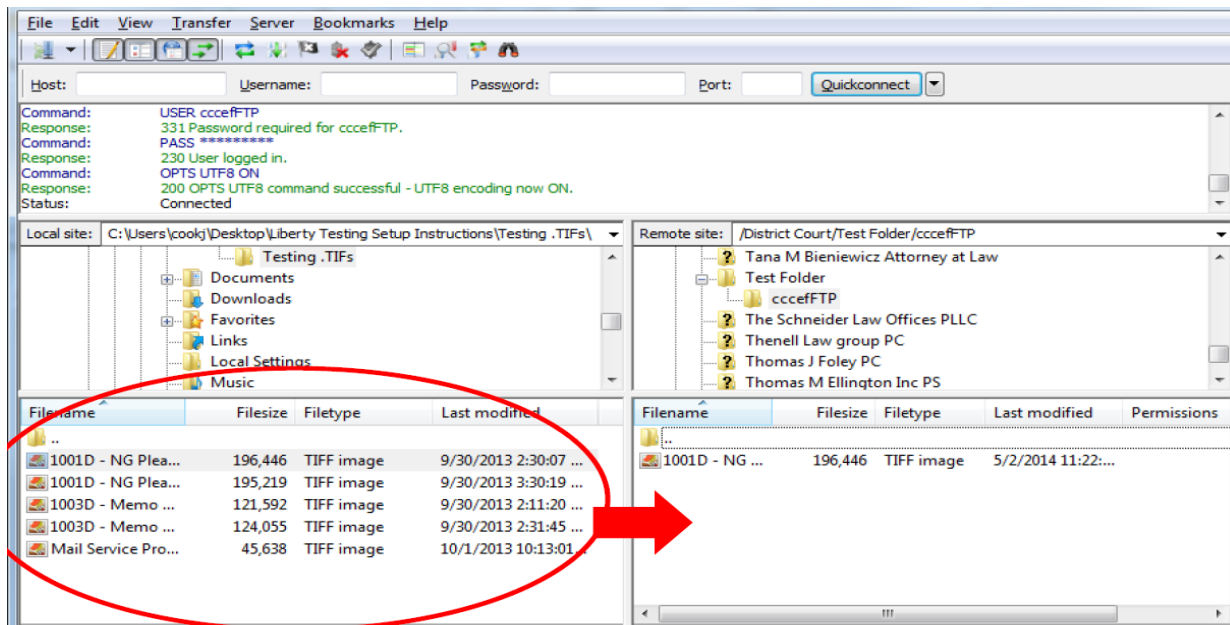
Double click on whichever court you are uploading to (for this set of instructions, we'll use District Court).

Double click your law firms' folder.

Double click your user's folder. The Filename box will look like:



Next step – choose the document from the (left) Filename box and drag it over to the (right) Filename box.



Once you see the document in the (right) Filename box, it has been “uploaded” onto the FTP site. The first few times you upload documents from Filezilla, please make sure that you receive the automated email receipt before closing the program.

When you open Filezilla again, you should NOT have to enter the Host, Username and Password again. Click on the down arrow to the right of the Quickconnect button.

You will see the options:

- Clear quickconnect bar
- Clear History
- Your previous username connection

Choose your username and Filezilla will reconnect with those settings.

