

Client File Upload

Follow these instructions to access Screening Room's FTP for client file upload:

ON A PC:

1. In an internet browser type in the url: `ftp://ftp.screeningroominc.com`
2. When prompted, enter the following information:
Username: screeningroominc.com
Password: SRClient305*
3. After you have gained access, create a new folder with your company/project name.
4. Upload your project files to that folder.
5. As files upload you should see a progression of the upload on your computer *(if uploading properly)*.

ON A MAC:

1. Open Fetch.
- For a free download, visit: <http://fetchsoftworks.com/fetch/download/>.
2. When prompted, enter the following information:
Hostname: ftp.screeningroominc.com
Username: screeningroominc.com
Password: SRClient305*
3. After you have gained access, create a new folder with your company/project name.
4. Upload your project files to that folder.
5. As files upload you should see a progression of the upload on your computer *(if uploading properly)*.

Please call Screening Room with any questions, (610) 363-5405.