<u>Detailed instructions on submitting files to MCI</u>

Note: for Mac OSx users, you must use Safari for optimal results when using the Web-based file submission form

**Without Drag and Drop**

To use the new file upload page, please go to the following URL:
https://ftp-2.hostedftp.com/~networkmediapartners

1. If you have just one file that you are trying to submit, simply click the "send" button to proceed, if you would like to use drag and drop, please see the version of instructions directly below.
2. In the pop up window that appears, please fill out the 4 fields at the top, and include your name, and phone number in the message body below the 4 fields. Optionally, you can include a comment to go along with the message body.
3. Click the "Choose File" button, and select the file that you would like to submit in the menu that appears.
4. Click the "Send" button when all the appropriate information has been input and the file to be submitted has been selected
5. The pop up window will now give you statistics and status as to how your upload is going.
6. Upon completion you will be given a "success" message to let you know everything was uploaded. You can close the pop up window once done. If you received an error message, tried to upload again, and received another error message, please reach out to your account executive at MCI for assistance.

**With Drag and Drop**

To use the new file upload page, please go to the following URL:
https://ftp-2.hostedftp.com/~networkmediapartners

1. If you have more than file that you are trying to submit, and would like to use Drag and Drop functionality, please select the Drag and Drop checkbox, and then click the "send" button.
2. You will be taken to a menu which explains why you may or may not get a pop up from Java. Click "yes, enable drag and drop", and at the pop up, select "always trust content from this publisher" to avoid seeing that pop up in the future.
3. If you Java is out of date, you will get a message at the top of the browser which asks you to either "update this plug in" or "run this time..". Clicking "update.." will begin the process of updating your computers browser plug-ins. We suggest you just "run this time.."
4. You will get to a pop that notifies that drag and drop is now enabled. Click "Continue"
5. In the pop up window that appears, please fill out the 4 fields at the top, and include your name, and phone number in the message body below the 4 fields.  Also, optionally, you can include a comment to go along with the message body.
6. Click the "Choose File" button, and select the file that you would like to submit in the menu that appears.  Or alternatively, you can select 1 or more files (hold down CTRL and select multiple files with your mouse cursor) and drag and drop them into the box below the "Choose File" button.
7. Click the "Send" button when all the appropriate information has been input and the file to be submitted has been selected
8. The pop up window will now give you statistics and status as to how your upload is going.
9. Upon completion you will be given a "success" message to let you know everything was uploaded. You can close the pop up window once done. If you received an error message, tried to upload again, and received another error message, please reach out to your account executive at MCI for assistance.