

**E3 FTP Portal Guide – as of May 21, 2009**

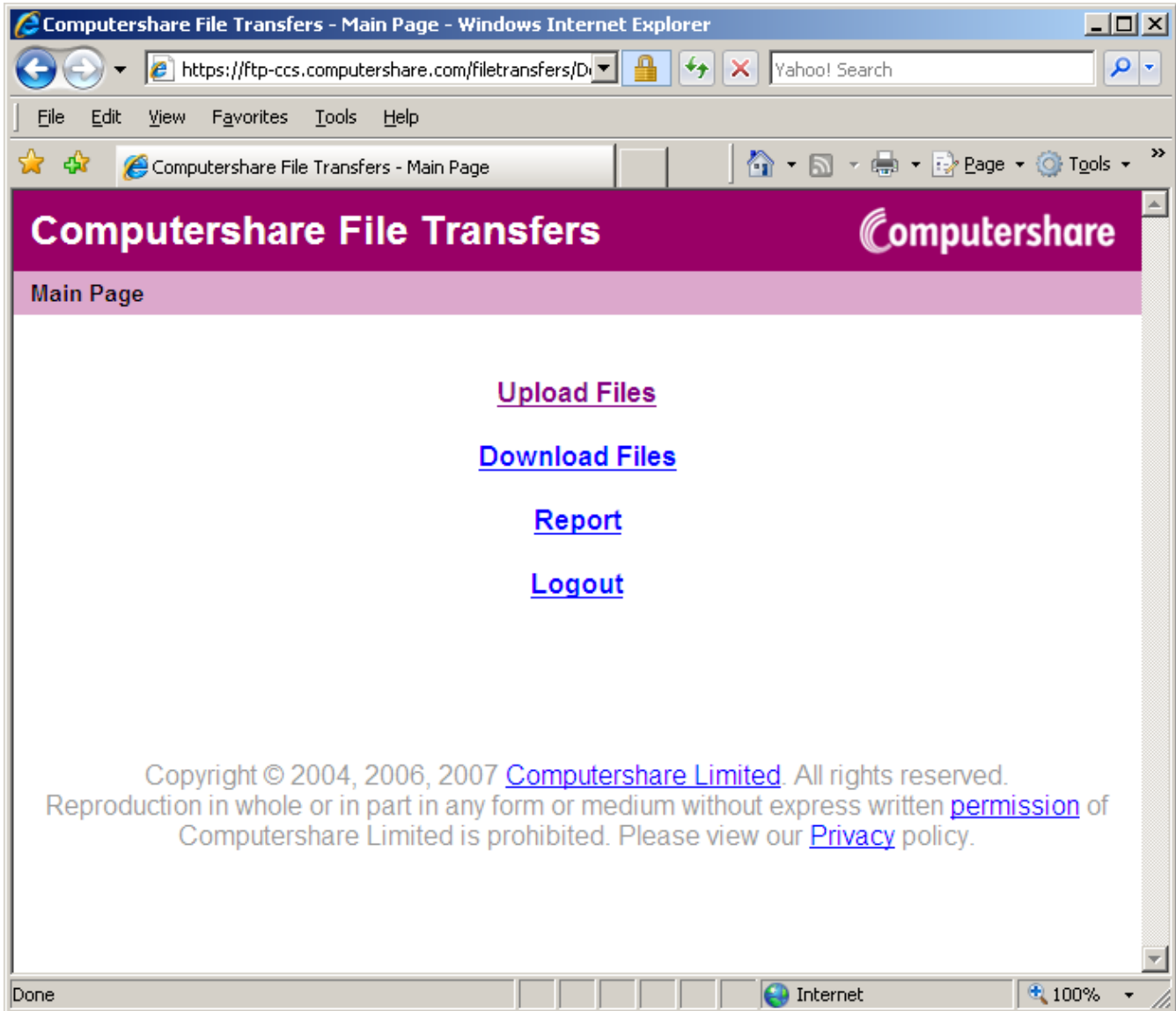
After clicking on the **FTP Portal link** (<https://ftp-ccs.computershare.com/filetransfers/>), the **Connect to ftp-ccs.computershare.com** prompt will appear and ask for you to enter a User name and Password :



Fill in the User name and Password that we provide to you over the phone or by email and click **OK**

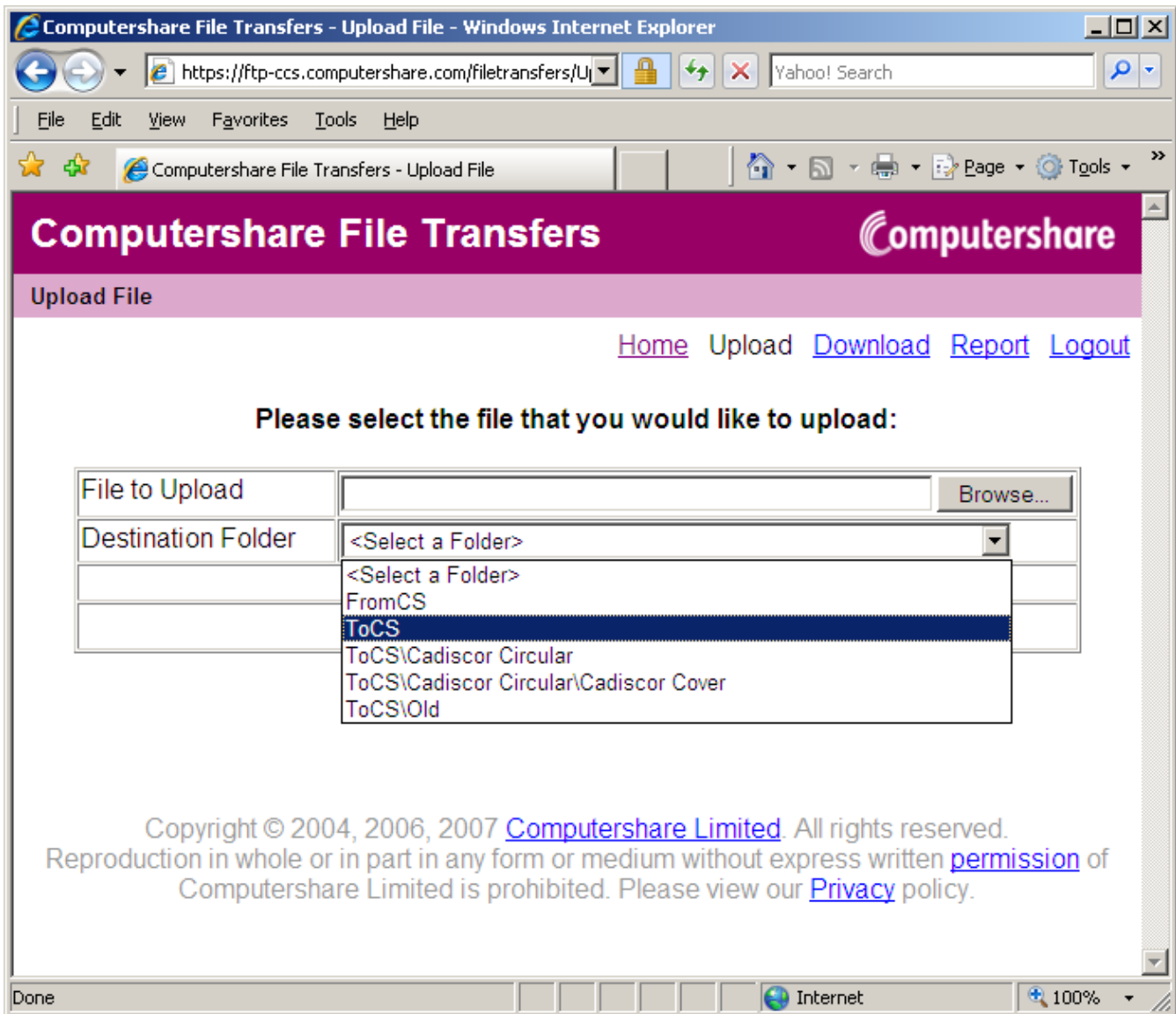
**Note - username and password are case & space sensitive**

Once you have logged on successfully, you will see the **Main Page**:



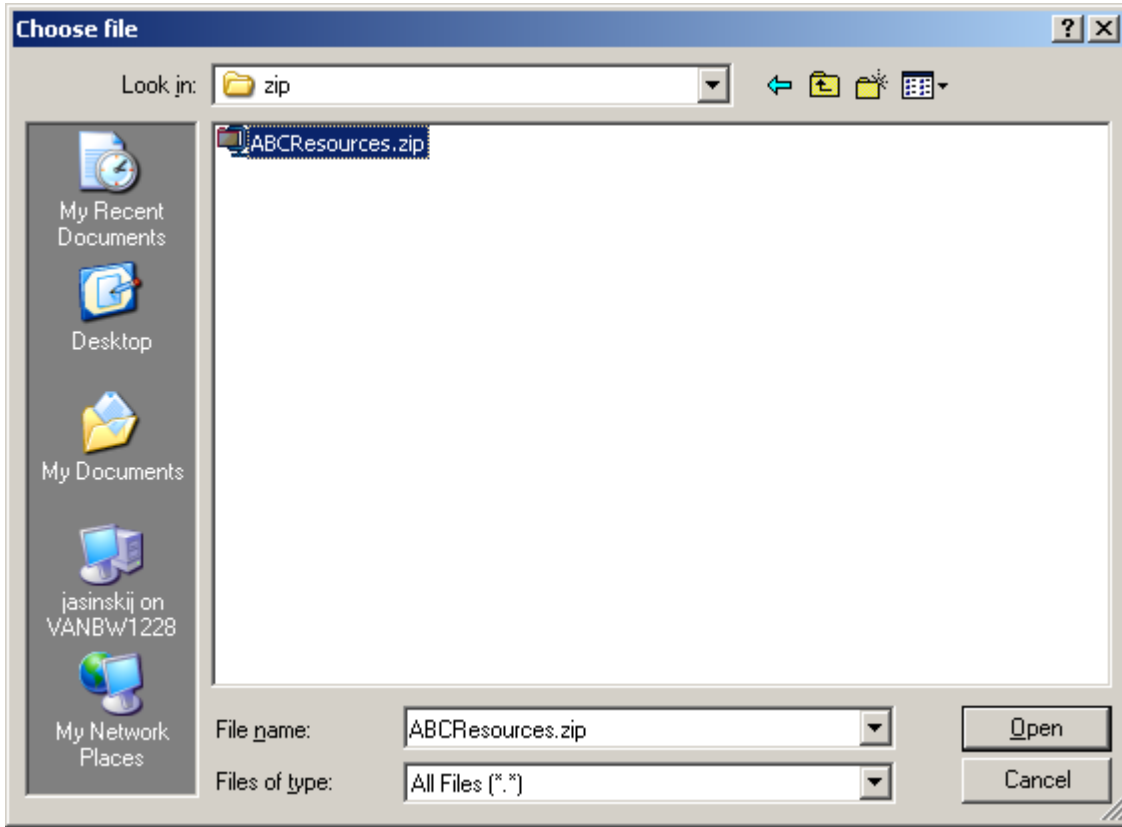
Click on **Upload Files**

The **Upload File** page contains an interface that allows you to upload files to us:



Click on the drop-down box under the **Destination Folder** field, select **ToCS**, and then click on **Browse...**

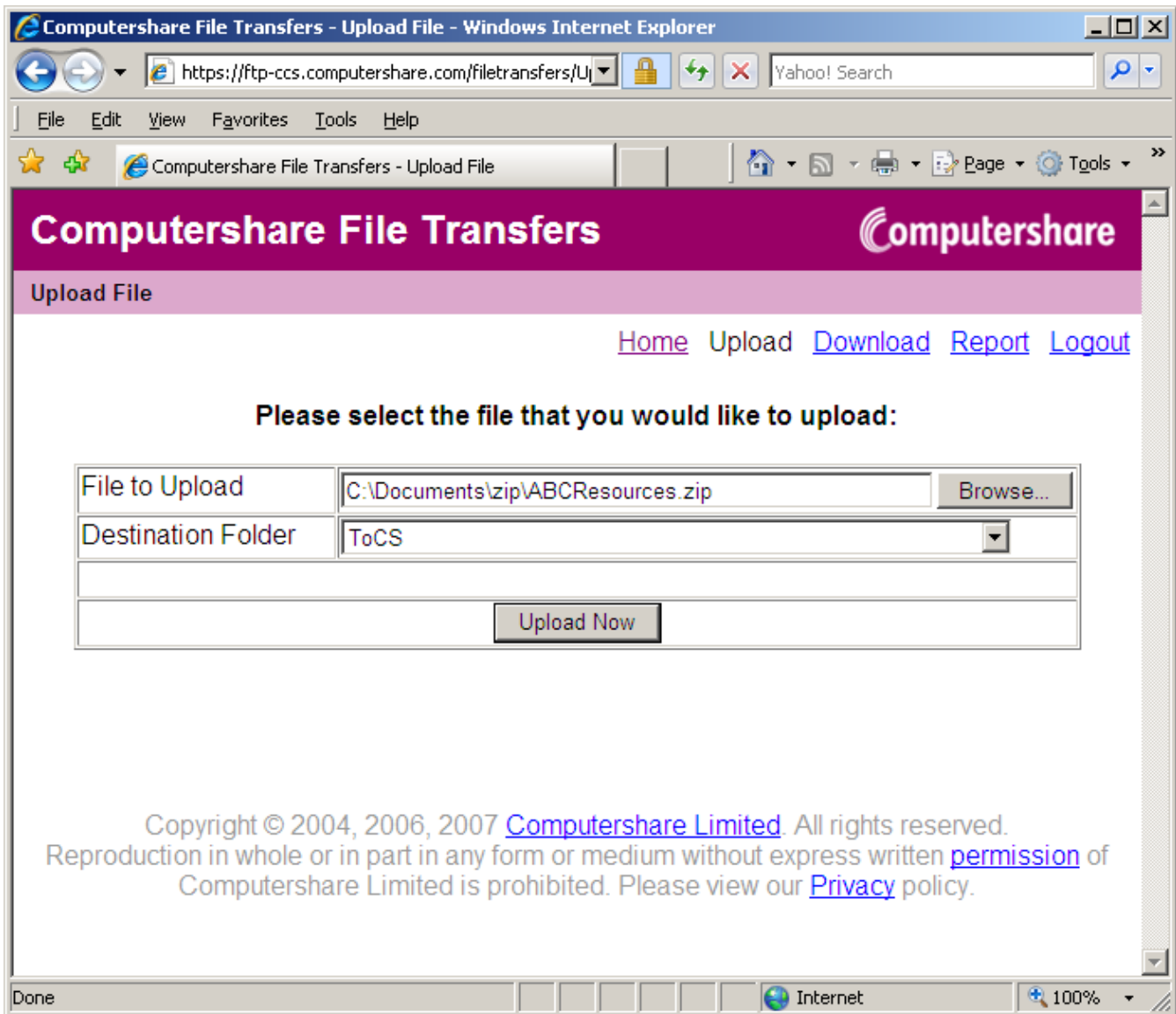
The **Choose File** prompt will appear:



Navigate to the file you would like to upload to us and then click on **Open**

**Note - If you have zip software available, we recommend that you zip your files together rather than uploading your files one at a time to save time**

You will return to the **Upload File** page:

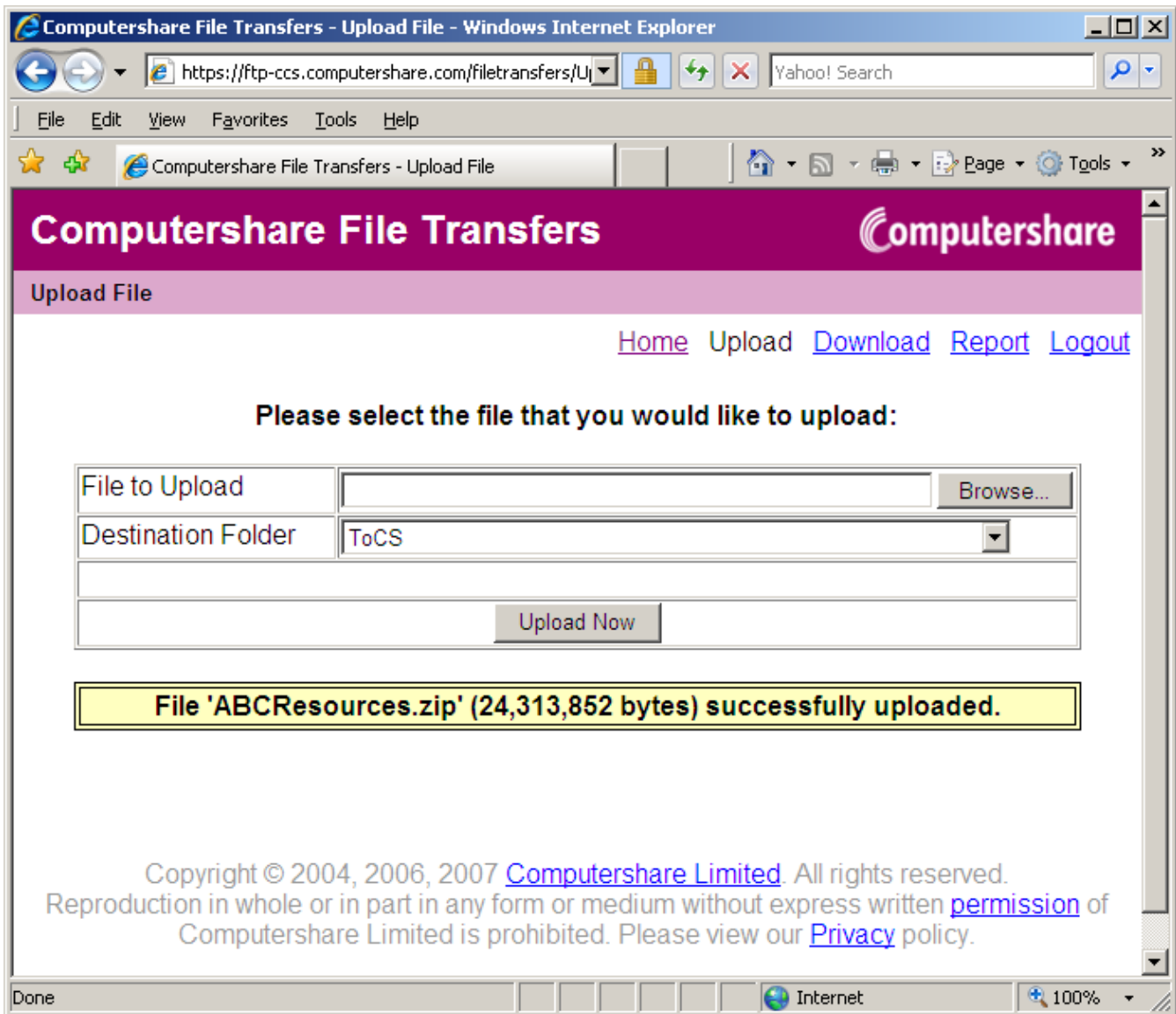


Verify that the correct file has been attached under the **File to Upload** field and that the **Destination Folder** field has been set to **ToCS**

When ready to upload, click **Upload Now**

**Note – the upload process can take anywhere from a couple of seconds up to an hour depending on the file size of the attachment**

Once the file has been successfully uploaded, you'll see a **File successfully uploaded** confirmation box appear:



You now have the option to upload more files by clicking on **Browse...** or click **Logout** once you are done

**Note – once the file has been successfully uploaded, it can take anywhere from 15 minutes to an hour to reach our network depending on the file size**

The following prompt will appear after you click on **Logout**:



Click on **Yes** to end the **E3 FTP Portal** session.

**Note – if you have any questions, feel free to contact us at (604) 879-9956 or by email [edf@sedarfiling.com](mailto:edf@sedarfiling.com) and we'll be happy to assist you with the E3 FTP Portal**