



**660 Southwest Street
High Point, NC 27260**

Phone: 336.887.3173

Toll Free: 800.327.1290

FTP Instructions

1. Go to <http://www.waynetrademark.com>
2. Go to the bottom of the page.
3. Click on the link that says FTP.
4. This will take you to the log in page. Enter your name, company, and email into the form.
5. If you would like to send more detailed information, place it in the job details box.
6. Click on upload files. A dialog box will appear. You will then be able to navigate to the files on your computer that you want to upload. You can upload more than one file by clicking on “upload files” button each time. You can also place several files in a zippered folder and upload just once.
7. Currently, there is a 100 MB limit on each upload. If you have a large upload, please contact us for further details.
8. Direct link to FTP:
<http://www.waynetrademark.com/new-ftp.html>