

## Software Download Instructions

USER REQUIREMENTS: Web Browser or FTP Client, and Internet Connection

The FTP Client can be downloaded free of charge from the Internet. The URL is

[http://www.ipswitch.com/downloads/ws\\_ftp\\_LE.html](http://www.ipswitch.com/downloads/ws_ftp_LE.html)

### Download Instructions

1. Access the *Download Center* by:
  - a. Connecting to the NFC Home Page and clicking the Download Center button, or
  - b. Connecting to the FTP site at FTP.NFC.USDA.GOV using a standard GUI or text FTP client.
2. Type the authorized user ID name which is <User ID>.
3. Type the password (case sensitive) which is <Password>
4. Download the selected application file to a drive on your PC or your network.
5. Using Windows Explorer, double click the application file in the directory where it was downloaded to decompress the software.

OR

Using the “Run” option under Windows, enter the application file from the directory where it was downloaded to decompress the software.

6. Follow the instructions on the screen for the installation process.
7. Click the icon to access the application and verify installation, communications and security functionality after completion of the installation process.
8. Delete the directory in which the files were downloaded.

NOTE: If you do not have the Logon application, you must download this software before the application software. All PayPERS applications use the Logon software. The Logon software can be located in the PayPERS folder.

### Who To Contact For Help Using Electronic Software Distribution

For questions about security (e.g. password, user ID), contact the Security Office. For other questions, contact Information Center personnel.