

CDI Media takes a very aggressive approach to provide you with a safe and secure experience while using our FTP site. We want to make it easy and convenient to transfer files to us while maintaining an environment that ensures your data is only viewed by you at the time of transfer.

At no time will another party be allowed to have access to your proprietary data.

To access our FTP site, please follow these instructions:

Open a web browser and go to <ftp.cdimedia.com>

You will be prompted with a login screen

The login name is: cdimedia

And the password is: cd

Both of these entries are case sensitive

At this point you will see a blank screen. The entries on our site are “masked” from your view to protect the integrity and identity of the information stored there.

Once the site is available, you can drag and drop (or copy) your files to the site. Make sure that the file names are unique and match the information provided to CDI so that we can properly identify your data.

Once the data has been loaded to the site, you can log out by closing the web browser.

Should you try to load the same file a second time, you will receive an error similar to this:

**An error occurred copying a file to the FTP Server.
Make sure you have permission to put files on the server.**

Details:

200 Type set to I.

227 Entering Passive Mode (66,239,18,20,193,185)

550 Cannot STOR. No permission

This message looks like you have an incorrect login or do not have permission to store a file, but it is telling you that a file already exists on the server with the name of the file you are trying to store.

You will never be allowed to use the same name twice while storing information to our site.

If you need to put a revised (or second) copy of your data on our site, you will need to give it a different name. This is very important because it allows us to identify the new file and handle it correctly.

We have made every effort to make our site easy to use, but also secure and safe for your data. Let us know if you have any problems or questions using our FTP site.