

ALSTON & BIRD

HOW TO: Use FileZilla with Alston & Bird's FTP system

Download and install FileZilla:

https://files.alston.com/files/docs/FileZilla_3.49.1_win64-setup.exe

Note that there are malicious versions of FileZilla published on some public sharing sites, so if using FileZilla from a different source please validate that it is not infected.

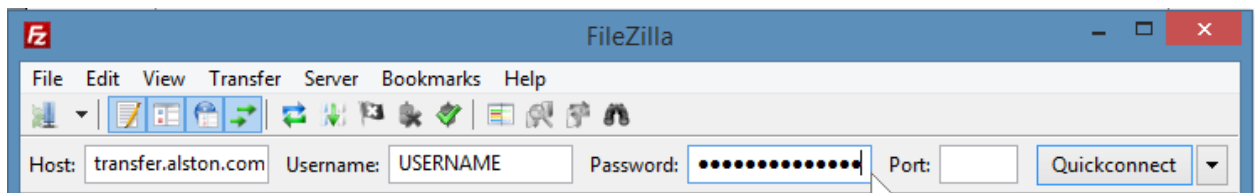
Quickconnect Instructions (one-time use)

1. Open FileZilla and enter the following information in the top Quickconnect bar

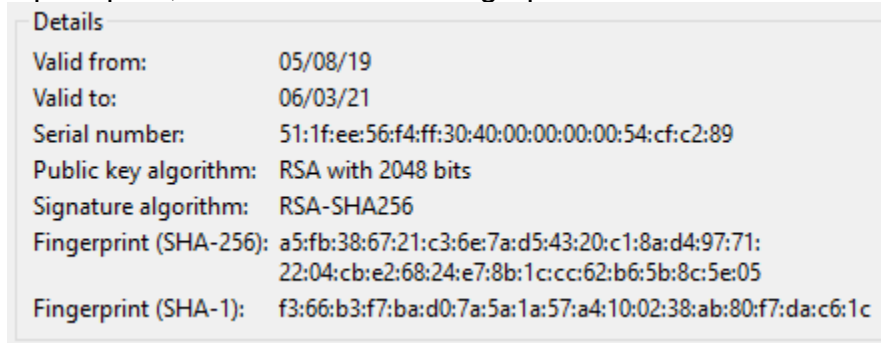
Host: *transfer.alston.com*

Username: <provided>

Password: <provided>¹



2. Click "Quickconnect"
3. If prompted, confirm certificate fingerprint and click "OK" to connect



¹ While the recommended setting should be compatible with most corporate firewalls, if connecting via SFTP is required, enter 22 for the Port and confirm certificate fingerprint of 0e:a7:c2:d1:b2:2f:59:c4:81:03:8f:19:c2:b7:f4:ec

ALSTON & BIRD

Site Manager Instructions (save site)

1. Open FileZilla and click “File” >> “Site Manager”
2. Click on “New Site” and provide a name
3. In the site settings, enter the following information

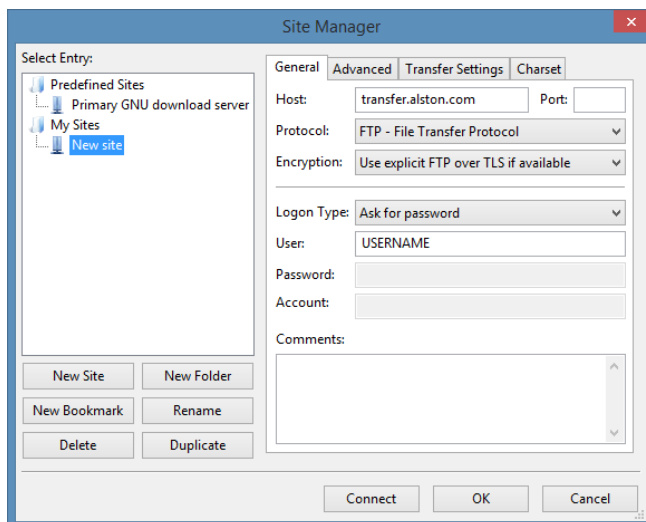
Host: *transfer.alston.com*

Protocol: *FTP - File Transfer Protocol²*

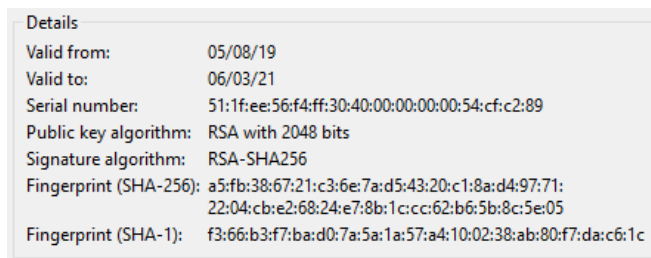
Encryption: *Use explicit FTP over TLS if available*

Logon Type: *Ask for password*

User: <provided>



4. Click “Connect”, enter the provided password at the prompt, and click “OK”
5. If prompted, confirm certificate fingerprint and click “OK” to connect.



² While the recommended setting should be compatible with most corporate firewalls, if connecting via SFTP is required, select *SFTP - SSH File Transfer Protocol* and confirm certificate fingerprint of 0e:a7:c2:d1:b2:2f:59:c4:81:03:8f:19:c2:b7:f4:ec