## **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><sup>1</sup>



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

Details	
Details	
Valid from:	05/08/19
Valid to:	06/03/21
Serial number:	51:1f:ee:56:f4:ff:30:40:00:00:00:00:54:cf:c2:89
Public key algorithm:	RSA with 2048 bits
Signature algorithm:	RSA-SHA256
Fingerprint (SHA-256):	a5:fb:38:67:21:c3:6e:7a:d5:43:20:c1:8a:d4:97:71:
	22:04:cb:e2:68:24:e7:8b:1c:cc:62:b6:5b:8c:5e:05
Fingerprint (SHA-1):	f3:66:b3:f7:ba:d0:7a:5a:1a:57:a4:10:02:38:ab:80:f7:da:c6:1c

<sup>&</sup>lt;sup>1</sup> 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

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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 Protocol*<sup>2</sup> Encryption: *Use explicit FTP over TLS if available* Logon Type: *Ask for password* User: <provided>

		Site Manager	×
Select Entry:	J download server	General  Advanced  Transfer Settings  Charset    Host:  transfer.alston.com  Port:    Protocol:  FTP - File Transfer Protocol    Encryption:  Use explicit FTP over TLS if available	>
New Site	New Folder		^
New Bookmark	Rename		~
Delete	Duplicate		
		Connect OK C	ancel

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

Details	
Valid from:	05/08/19
Valid to:	06/03/21
Serial number:	51:1f:ee:56:f4:ff:30:40:00:00:00:00:54:cf:c2:89
Public key algorithm:	RSA with 2048 bits
Signature algorithm:	RSA-SHA256
Fingerprint (SHA-256):	a5:fb:38:67:21:c3:6e:7a:d5:43:20:c1:8a:d4:97:71:
	22:04:cb:e2:68:24:e7:8b:1c:cc:62:b6:5b:8c:5e:05
Fingerprint (SHA-1):	f3:66:b3:f7:ba:d0:7a:5a:1a:57:a4:10:02:38:ab:80:f7:da:c6:1c

<sup>&</sup>lt;sup>2</sup> 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