

# Kay Printing FTP – Upload Instructions (Client)

<https://upload.kayprinting.com>

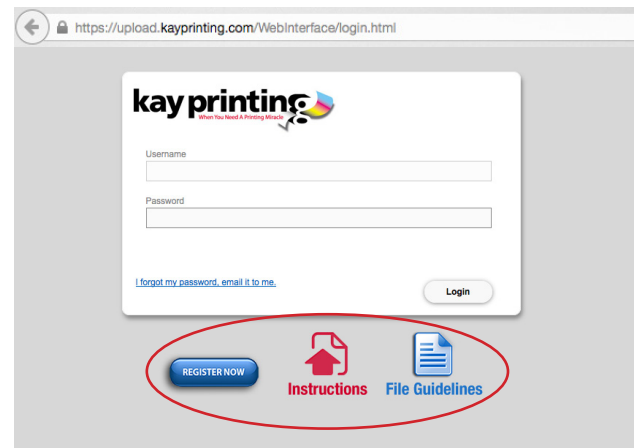
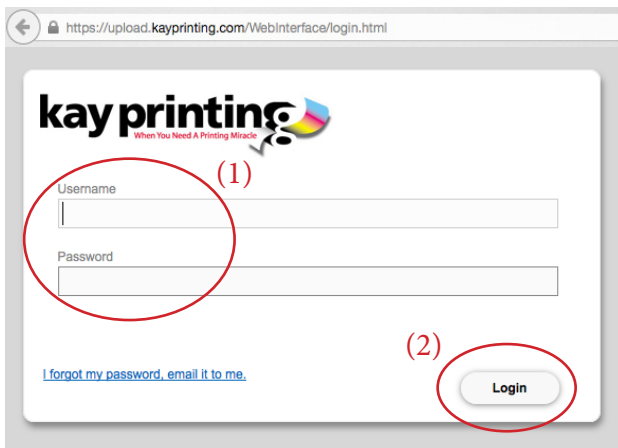
(1)

1. Type <https://upload.kayprinting.com> in address bar OR click “File Upload” button from our website.



2. Login with your username and password. This info will be emailed to you.

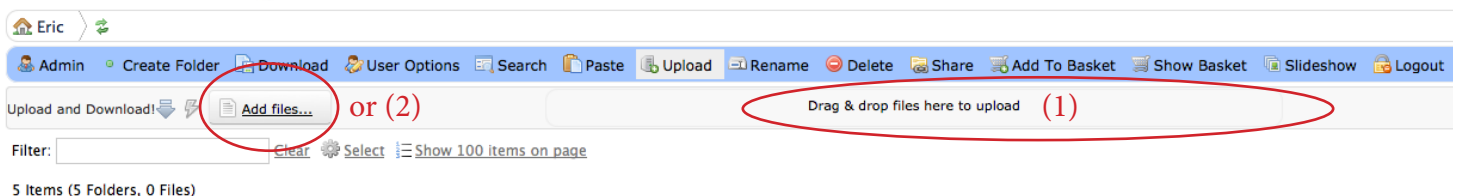
3. No login? Click the “Register Now” button. Please download the upload instructions file guidelines.



4. Type your username (first/last name), password and email. After you sign up, you can click the login button to use your newly created username and password.



5. There are two ways to upload a file. You may either drag the file from your computer to the upload window or click the “Add files” button.



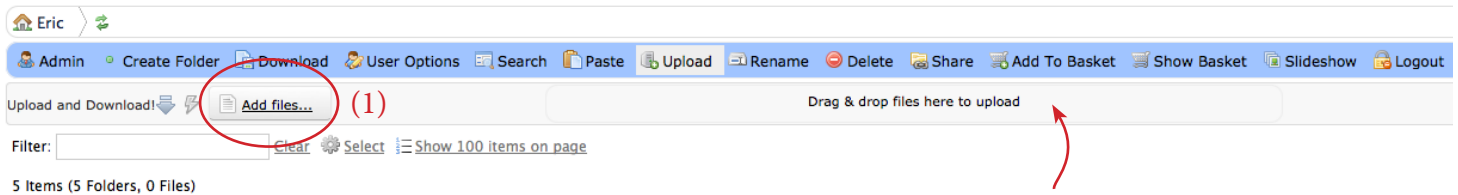
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# Kay Printing FTP – Upload Instructions (Client) (cont.)

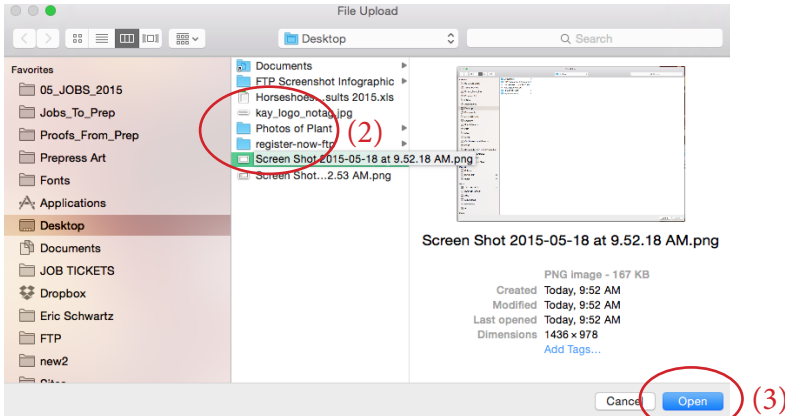
<https://upload.kayprinting.com>



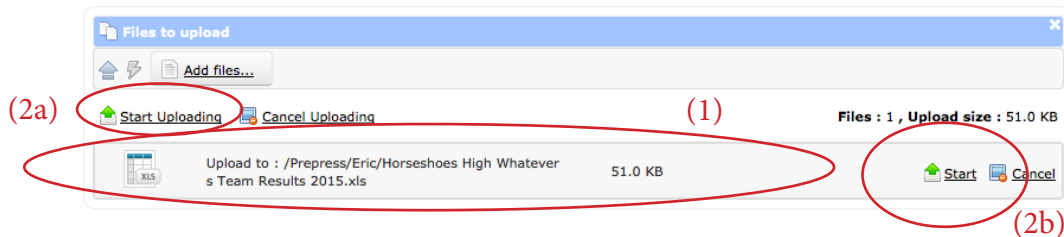
6. If you click the “Add files” button you will need to locate the file on your computer. Once the file is highlighted in your file list, click “Open”.



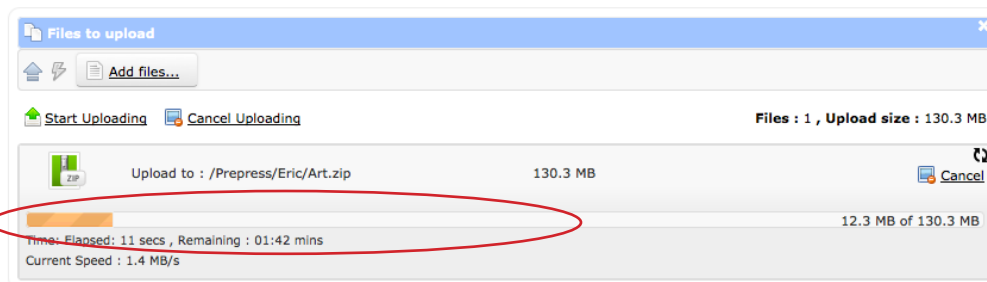
Or just drag the file from your computer to this bar.



7. Once file is selected, the “Files to upload” window will appear. Click the “Start Uploading” button to begin the upload.



8. You will then see a progress bar showing how much time is left for your upload to finish.



9. When file is finished uploading, click the “Logout” button.

